

**Erie County Technical School  
Planning Retreat & Management Review  
2010-2011**

**List of Issues**

| <b>Votes</b> | <b>Topic</b>                   | <b>Description</b>                                                              | <b>Source</b>                                                | <b>Problem</b>                                                                | <b>Assignment/Response</b>                                                                  | <b>#</b> |
|--------------|--------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------|
| 14           | School Culture and Climate     | Trust, respect, communication, roles, responsibilities, expectations, ownership | Consideration—other issues (AJ)<br>OMS review and discussion | Staff and Management working together                                         | Roundtable discussion about signs and symptoms, retreat committee subject to recall meeting | 19       |
| 13           | Guidance & Advisement Program  | Status and roll-out                                                             | G& A Program presentation                                    | What, How and When to do with G&A program                                     | Create rollout priority action plan                                                         | 15       |
| 7            | Operations & Management Survey | Clarity of questions, need for more information on A's and D's/F's              | OMS review and discussion                                    | Survey would be more beneficial if reasons were given for good and bad grades | Continuous Improvement Request—Dave, Joe, Jan, Elaine                                       | 6        |
| 7            | Public Relations               | Lowest rating on OMS chart                                                      | OMS review and discussion, Priority Action Plans             | OMS rating of 1.88, staff perception                                          | Continuous Improvement Request—Director, Principal, Elaine, Mariea, Donna                   | 7        |
| 6            | Risk Analysis                  | Fine tune, communicate to stakeholders                                          | Risk Analysis/Review of Issues                               | Not ignore it!                                                                | Director & JOC                                                                              | 16       |
| 3            | Communication                  | Discussed combining with #19                                                    |                                                              | All kinds of communication                                                    | Assigned to #19                                                                             | 8        |
| 2            | STAY Program—Continue, Refine  | Where does the program go after first year?                                     | STAY list review, priority action plan, enrollment data      | Status of program                                                             | Lead STAY Team and Facilitators                                                             | 11       |
| 1            | NOCTI                          | Consider changing benchmark to reflect actual program performance               | KIPS                                                         | Does not reflect the 'better' performance of each program                     | Continuous Improvement Request                                                              | 2        |
| 1            | Classified Staff Development   | Performance less than expectation, benchmark                                    | KIPS, Priority Action Plans                                  | No training for clerical staff                                                | Continuous Improvement Request—Professional Development Committee                           | 3        |

| Votes | Topic                               | Description                                                                     | Source                                    | Problem                                                                         | Assignment/Response                                                                                | #  |
|-------|-------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----|
| 1     | Cost Effective                      | Low rating OMS                                                                  | OMS review and discussion                 | Questionable expenditures v. personnel cuts                                     | Continuous Improvement Request—Admin & Faculty Representation                                      | 9  |
| 1     | Periodic reviews of action plans    | Keep action plans in front of campus community                                  | Review of 2010-2011 priority action plans | Plans not accomplished                                                          | Continuous Improvement Request--Admin Staff and Faculty Representatives                            | 12 |
| 0     | Attendance                          | Average Daily Attendance                                                        | KIPS                                      | Below benchmark-93%                                                             | Continuous Improvement Request                                                                     | 1  |
| 0     | Operations & Management Survey      | Use/purpose of survey, culture                                                  | KIPS                                      | Below benchmark of 90%/actual of 80%                                            | Assigned/Covered by #6                                                                             | 4  |
| 0     | Continuous Improvement Log          | Follow-up on implementation and verification                                    | CIR log review                            | CAR closed v. issue solved                                                      | Admin Staff, Continuous Improvement Request                                                        | 5  |
| 0     | LifeTrack Survey—Student Awareness  | Improve response rate of survey                                                 | LifeTrack survey review and discussion    | Improve response rate, build awareness of current students                      | Continuous Improvement Request                                                                     | 10 |
| 0     | Comments & Ratings on Parent Survey | Positive comments, overall ratings                                              | Parent Satisfaction Survey                | Should be communicated-faculty and parents                                      | Marketing Committee                                                                                | 13 |
| 0     | PDE Strategic Plan                  | Mid-point review                                                                | PDE Strategic Plan                        | When is mid-point review due?                                                   | Director, Continuous Improvement Request                                                           | 14 |
| 0     | Clarify Literacy Initiative         | Refine and clarify literacy planning                                            | Literacy & Numeracy Issue Review          | Making the literacy planning process more effective and easier to do by faculty | Supervisor—Literacy, Literacy Team, PLN Team, Continuous Improvement Request                       | 17 |
| 0     | Technology Trainings                | Provide technology training to all faculty and staff based on their needs/wants | Consideration—other issues (JS)           | Keeping technology training available to all staff                              | Information Technology Manager, Professional Development Committee, Continuous Improvement Request | 18 |