

**Erie County Technical School
Director's Report
June 2011**

2011-2012 Planning Retreat & Management Review

From June 14 to 16, administrative staff members, student services staff members and three faculty members met to review annual performance data and other key issues within the school. The results of the review were a rollout plan for a guidance and advisement program and an assessment of a campus culture, climate and communication issue. The retreat also fulfills our obligation to conduct a management review for our ISO quality management system. A list of issues and the agreed upon response is available for review in the supplemental section of the agenda. The planning retreat document is available in the supplemental section of the agenda.

Annual Assessments—Administrative Staff Members

The director has conducted the annual performance assessment for each administrator. The annual assessments link to salaries as contained in our Act 93 plan. The Director respectfully submits a personnel motion this month for the approval of salary increases and merit pays for our administrative staff.

Operations & Management Survey

Forty-one staff members completed our annual *Operations & Management Survey* that allows the survey respondent to rate each of our operational services as well as core values within the school. This year's ratings were down when compared to last year's ratings. As benchmarks, we look for all categories to receive an overall grade of 'B' or better. We also look to see if 80% of the respondents rated each category as a 'B' or better. Of the 65 categories, respondents rated 51 categories or 80% at a grade of 'B' or better.

Focus Groups—Yes, I am Interested, But No Application

We have received responses from about the districts and we have compiling the student responses. The results will be discussed this month's meeting.

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- ❖ *Workforce Investment Board; Erie; May 13; bi-monthly board meeting*
- ❖ *ECTS Planning Retreat & Management Review; ECTS; June 14-16; annual performance review and priority planning for the 2011-2012 school year*

- ❖ *Workforce, Economic, and Education Committee Meeting*; Meadville, sponsored by the WIB/RCWE; June 7; regional meeting to discuss role of career and technical centers in workforce and economic development
- ❖ *Workforce Investment Board, Programmatic & Policy Committee*; Meadville; June 8; quarterly subcommittee meeting of the WIB
- ❖ *Erie Regional Chamber and Growth Partnership Meeting*; Erie; June 23; meeting focused on challenges to the regional workforce development system