

Erie County Technical School Director's Report July & August 2011

End-of-Year Reports

Much of the month of July focused on end-of-year reports for PDE and other state agencies. This month administrators compiled and submitted reports for the:

- Career and Alternative Education Program Performance Report for 2010-2011
- Career and Alternative Education Program Application for 2011-2013
- Perkins Grant Performance Report for 2010-2011
- Perkins Grant Application for 2011-2012
- Adult education program enrollment and reimbursement report
- Safe Schools Report
- Several year-end financial reports

Please 'tip your hat' to Joe Tarasovitch, Mary Ellen Camp, Paul Fritz, Trish Hodas, Pam Lasher and Frank Diplacido for their efforts to complete these reports in a timely manner.

PDE Program Approval Submissions

The Bureau of Career & Technical Education has revised the program approval requirements in their on-line program. The bureau added data elements that collect information on all programs. The new elements included:

- a list of the high priority occupations the program aligns to
- If there is no HPO, an occupational analysis
- a list of the technical competencies covered in the program
- a performance review based on state accountability targets
- a description of support services
- information on the participation in a career and technical student organization (SkillsUSA)
- a description of the advisory process and committees

As such, the director spent several days collecting and entering data for each of our 19 programs. The bureau of returned several program approvals for additional information on the postsecondary scope and sequence associated with articulation agreements. The director is working with the bureau to resolve the issues.

A sample of a program approval is available in the supplemental information section of the agenda.

High Priority Occupations

The Pennsylvania Association of Career & Technical Administrators (PACTA) worked with their lobbyist to reduce the influence of high priority occupations on secondary career and technical education programs. Through Senate Bill 552, Industry Partnerships, PACTA was able to insert language that eliminated the requirements to meet HPO standards for two years and calls for PDE to consult with CTC administrators and develop regulations that 'conform to career and technical schools needs and assist to align their needs with employer demands.' Good news!

Other good news included a notice from the NWPA WIB that the Department of Labor & Industry approved two of our five petitions to have local occupations included on the HPO list. The two programs added through the petition were auto body technician and automotive technician.

Safe Schools Plan

Based on the corrective action from the auditor general's report this year, work began this month on our safe schools plan. The director, principal and facilities manager are reviewing PDE recommendations for the development and format of our plan. The director originally thought our existing safe schools plan could be revised to meet the new standard. After reviewing the PDE recommendations, this is probably not likely. The director revised the timeline for this assignment from a 'summer project' to 'to be completed in the coming year.'

The director, principal, business manager and facilities manager recently completed an assessment of potential hazards. Of 43 potential hazards identified by PDE, only eight were deemed as 'not a threat' for ECTS in terms likelihood to occur, property damage or loss, and personal injury or death. The remaining 35 hazards must have plans written to mitigate, respond and recover from an occurrence.

Administrators met with Dale Robinson, Emergency Management Agency for Erie County, on August 22 to review our current safe schools plan and potential hazards. Mr. Robinson also provided suggestions to improve our current plan and bring it in compliance with the National Incident Command Standards.

Bus Loading & Unloading Area

In response to the auditor general's assessment of our single-point-of-entry for students, we have decided to move the loading and unloading area to the back parking lot. Besides a single-point-of-entry, this move addresses bus access issues for RCI and Transition Center students. The move also helps keep staff, parent and visitor vehicles from being blocked in at loading times. We have contacted the transportation supervisors in each district to alert them to the change. See the map in the supplemental section of the agenda.

RCTC Management 2011-2012

With the retirement of Mary Ellen Camp in October, the management team looked at alternatives for filling the RCTC manager's position. A prominent factor in the decision process was the historical and projected net revenue for RCTC. For 2011-2012, net revenue is projected at a loss of \$3,380. Reduced funding for New Choices has the most impact.

The plan for the remainder of 2011-2012 is to have the Coordinator for Human and Quality Resources handle all personnel responsibilities, the business manager oversees all financial duties and the director take care of operational responsibilities. We would handle actual evening supervision with supplemental contracts with a couple of staff members. The management team will monitor RCTC's 2011-2012 financial performance to plan for 2012-2013.

Skill Center Rental Agreement

The operating committee approved the RCI/Skill Center rental agreement with the intermediate unit in June. The agreement was forwarded to IU5 for approval by their board. In August, the IU inquired whether ECTS could reduce the amount of the rental agreement in light of budget constraints at the IU. The director offered to discuss the matter with the superintendents at the September 2 professional advisory committee meeting.

The annual rental rate of \$40,000 has been the same since 2008-2009. RCI occupancy went from two days a week to four days a week in 2008-2009. The rental rate for the previous four years was \$32,000. The parties signed the first agreement in 2004-2005.

Other Action Items this Month

Other items the director has been working on in July and August include:

1. A data analysis for the impact of the current application form (Mr. Ring)
2. An analysis of why students don't make application to the technical school (Mr. Ogden)
3. Communities That Care delinquency indicator data
4. Program Review Matrix data related to various program features and performance

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- ❖ *Workforce Investment Board; Meadville; July 7; subcommittee meeting reviewing customer surveys for various divisions of the CareerLinks*

- ❖ *Workforce Investment Board*; Meadville; July 8; bi-monthly meeting of the northwest Pennsylvania Workforce Investment Board
- ❖ *Northwest PA CTE Directors*; Erie; July 15; meeting of directors from ten CTCs from a seven county region
- ❖ *Workforce Development, Economic Development and Education Coordination Committee*; Meadville; August 9; meeting of regional employers, educators and economic development officials to discuss 'closing the gap' between employer needs and the labor supply to enhance the regional economy
- ❖ *Programmatic & Policy Committee*; Meadville; August 10; bi-monthly meeting of WIB subcommittee working to maximize the effectiveness of workforce development programs through policy development and analysis of program outcomes
- ❖ *Communities That Care, Data Analysis Committee*; Erie; August 11; subcommittee analyzing Erie County data for risk factors, preventive factors and problem behaviors in Erie County youth