

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

End-of-Year Reports.

Much of the month of July has had a focus 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 system. The bureau added data elements that collect information on all programs. The new elements include:

- a list of the high priority occupations to which a program aligns
- 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 issue.

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

High Priority Occupations

The Pennsylvania Association of Career & Technical Administrators (PACTA) worked with their lobbyist to eliminate or 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!

Safe Schools Plan

Based on the corrective action from the auditor general's report last 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 we could revise our existing safe schools plan to meet the new standard. After reviewing the PDE recommendations, this is 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, we deemed only eight as 'not a threat' for ECTS in terms of likelihood to occur, property damage or loss, and personal injury or death. The remaining 35 hazards must have plans written to mitigate, respond to and recover from an occurrence. The summary is in the supplemental section.

Other Action Items this Month

Other items the director has been working on in July 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)

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 board*
- ❖ *Northwest PA CTE Directors; Erie; July 14; meeting of directors from ten CTCs from a seven county region*