

Erie County Technical School

Director's Report

June 2012

RCTC and Corporate Training

- RCTC Term V will be wrapping up this week.
- Plans are underway for the 2012-2013 program year for RCTC. No significant changes are anticipated.
- There is one small corporate contract with Erie Bolt underway for machining measurement. It is a two week, single student program. The hope is this type of training will grow with Erie Bolt.
- This month's agenda includes another training agreement between RCTC and the National Association of Insurance Professionals. The agreement covers an Insurance Specialist program that starts this month. The administration modeled the agreement after the Oil & Gas Industry contract.

End-of-Year Activities

A fair amount of the month of June goes into closing down the last school year and submitting reports to PDE. Those activities include:

- The Career Alternative Education Program completes a very extensive report that we submit through PDE's Safe Schools web page. CAEP staff members, along with the director, compile, enter and submit this data.
- The director's office collected student certification data from each of the 18 programs. Faculty members report the various certifications students earn, the campus registrar enters the data into our student information system, and the technology manager reports it to the state by way of PIMS.
- The principal's office also collects behavioral and disciplinary records throughout the year and enters that data into PDE's Safe Schools web site.
- The business office also has a number of year-end reports to submit, as reported by the business manager.

At-Risk Program Reviews

Each of the four programs developed corrective action plans at the end of the program reviews. The director has provided confidential copies of those plans at each member's desk.

Other Actions this Month

- A. The director worked through all four Board Action Items received at the May JOC meeting. Three of them are available for review under the Work Session portion of the agenda. The fourth item is available for discussion in an executive session.

- B. Erie Together, Team 2 completed its 'career readiness' survey of 8th graders in Erie County. ECTS has assisted this effort by providing access to our subscription to SurveyMonkey. Over 1,500 students took part in the survey. A subcommittee of Team 2 will meet in July to review the data, discussion ways to present it, and look for ways to take action on the information.

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- ❖ *WIB Title I Request for Proposal Committee*; Erie; May 31; a subcommittee serving as a proposal review committee
- ❖ *Natural Gas & Oil Facility Technician Meeting*; ECTS; May 31; with Dennis Dull and Mike Forgione; initial planning of training program
- ❖ *Painting Project Pre-Construction*; ECTS; June 1; with Steve Sceiford, Chris Coughlin and Mickey McMahon; to discuss start-up of painting project
- ❖ *WIB Programmatic, Policy & Analysis Committee*; Meadville; June 6; quarterly meeting; director serves as chairperson
- ❖ *Marketing Materials*; ECTS; June 7; with Lisa Sorensen and Melissa Galbraith of MediaAccess; to discuss quote for the production of printed materials for high school marketing efforts
- ❖ *Campus Tour, Ron Harden, National Association of Insurance Professionals*; ECTS; June 8; to review campus' capability to host a training program
- ❖ *WIB Title I Request for Proposal Committee*; Erie; June 12; a subcommittee serving as a proposal review committee
- ❖ *WIB Special Board Meeting*; Meadville; June 13; to vote on Title I provider
- ❖ *CareerLink Presentation on Oil & Gas Industry Technician Program*; Erie; June 15; with Dennis Dull and Mike Forgione; provided program details to CareerLink staff members to build awareness of the new program available through RCTC
- ❖ *Online Dual Enrollment Programs*; ECTS; June 18; with Jan Kennerknecht and Abby Stafford and Carol Buckleitner, IU5; to discuss dual enrollment opportunities for ECTS students
- ❖ *Marketing Materials*; ECTS; June 21; with Lisa Sorensen and Melissa Galbraith of MediaAccess; to discuss quote for the production of printed materials
- ❖ *Carpenters Union Local 81*; Erie County, June 22; with Chip Folletti, Business Agent Local 81; toured various job sites to learn about the different kinds of work done by union carpenters