

Erie County Technical School Director's Report September 2011

Start-up 2011-2012

We have focused most of our effort over the past month on a smooth start-up to the school year. We are pleased to report the start-up has gone as so. With minimal changes from the 2010-2011 school year, it has been an easy transition into the new year for faculty, staff and students.

RCI-Skill Center Rental Agreement

The director discussed a revision of the Regional Choice Initiative rental agreement with the superintendents at the September PAC meeting. Their recommendation was to leave the agreement as is.

New Communication Strategy

One item that came out of our planning retreat this summer was the large volume of 'World' emails—every staff member receiving an email from an administrator or support person. There were thoughts that the volume of mass emails made it difficult to stay informed by many staff members. As a response, we have instituted a weekly newsletter. All of the 'important' information is in one place—staff members do not need to wade through dozens of emails to locate the important information. As a hard copy, the important information can be at one's fingertips—again, no need to search through dozens of emails to find something.

With the suggestion from Jeff Smith, we are using a Microsoft product called Sharepoint. All staff members have access to the newsletter to add announcements through our web browser. Staff members can also use their web browser to access hyperlinks, documents and other Internet-based information. The weekly newsletter is a work-in-progress. We plan to conduct a survey in a couple of weeks to see if there are ways to improve this communication tool.

Safe Schools Plan

One of the items sighted by the Auditor General's office in our audit was the lack of mass notification system to communicate with students, parents and staff in the event of a major incident. By the nature of our operation, we rarely if ever communicate directly with students and parents about incidents at the school. Our main effort is communicating with the school districts, which typically includes superintendents, principals and transportation directors.

At the September PAC meeting, we asked if there was a district interested in allowing ECTS to join a district's mass communication system that would allow us to communicate with faculty, staff and district personnel. We expect the need to communicate with about 100 people.

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. Program Review Matrix data related to various program features and performance

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- ❖ *Communities That Care, Data Analysis Committee*; Erie; August 30; subcommittee analyzing Erie County data for risk factors, preventive factors and problem behaviors in Erie County youth
- ❖ *Workforce Investment Board*; Meadville; September 9; bi-monthly meeting of the northwest Pennsylvania Workforce Investment Board
- ❖ *Erie Together, Team 2*; Erie; September 13; with Elaine Shaffer; a local committee with a focus on *Aligning Careers to Education (4th Grade through College): Significantly increase the number of students graduating high school prepared for meaningful employment and/or successful completion of post secondary education*
- ❖ *ACTE 21st Century Leadership Institute, Making Smart Decisions Based on Data Analysis*; Webinar; September 14; invited panelist to share ECTS best practices in data analysis and continuous improvement
- ❖ *WIB Training Provider Database*; Erie; September 15; invited participant to look at ways of developing a regional database of training providers accessible by youth and adults to seek out training
- ❖ *Erie County Policy and Planning Council for Children and Families*; Erie; September 21; general membership meeting of a group of governmental and community service agencies