

**Erie County Technical School
Director's Report
August 2012**

'Nothing New, Nothing Different, Just Better'

Welcome to School Year 2012-2013

As intended, June, July and August have been relatively quiet months. Other than the exterior painting project, no other major projects were undertaken this summer. Administrative staff members have been fine tuning one aspect or another of various processes or procedures. As faculty, staff and students return for 2012-2013 they should notice little if any changes from last year. After a successful 2011-2012 school year, we are looking forward to a productive and successful 2012-2013.

RCTC

Registration for Term I opened August 4 and closed August 17. Classes start the week of September 4. At the time of this report, there were 127 registrations in 36 classes. Eighteen classes met the minimum enrollment criteria resulting in 98 registrations. Projected gross revenue is \$7,900. Registrations are down about 30 from last year.

RCTC was also contacted recently to submit a proposal for the US Department of Probation for welding training. RCTC conducted this training a couple of years ago.

Personnel

We look forward to welcoming Marcia Jones as our new business manager, Christy Mogel as our substitute, part-time guidance counselor and Margaret Hanson as a new high school secretary.

We will have approximately 30 days without a business manager between the time the JOC approves Ms. Jones and she resigns her current position. Staff from the business office created a transition plan to cover all essential functions of the business manager. Staff members responsible for these functions include the Director, Coordinator for Human & Quality Resources and the business office secretary.

Other Action Items this Month

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

1. Working with Corry Area School District on the Perkins Plan
2. Reviewing and revising RCTC web page with program changes for 2012-2013

3. Policy revisions: seven policies have received preliminary revisions. They are awaiting a second administrative review before we bring them before the JOC.

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- ❖ *County-level Workforce Development Team*; Erie; July 10; monthly meeting of workforce development agencies
- ❖ *Educational Consortium*; Erie; July 10; meeting to investigate postsecondary training opportunities for Erie County
- ❖ *Workforce Investment Board*; Meadville; July 13; meeting of the northwest Pennsylvania Workforce Investment Board
- ❖ *Erie Economic Conference*; Penn State Behrend; July 17; annual economic development conference that examined the skills shortage in the local economy; Director was an invited panelist.
- ❖ *Erie Together, Team 2*; Erie; July 19; subcommittee reviewing results from 8th grade career readiness survey
- ❖ *PACTA Summer Conference*; State College; July 25 – 27; with Joe Tarasovitch, Jan Kennerknecht and Pat Holland; annual summer conference of career and technical education administrators
- ❖ *Erie Together, Team 2*; Erie; August 8; bi-monthly meeting of local agencies focused on connecting education to careers
- ❖ *Multicultural Community Resource Center*; Erie; August 9; to discuss training fair to be held at John D. Horan Learning Center
- ❖ *Career Exploration Project*; Erie; August 9; monthly meeting of business and education with a mission of bringing together the business and education communities
- ❖ *Multicultural Community Resource Center*; Erie; August 15; with Dr. Allan Turner and MCRC staff; to discuss opportunities to provide training to clients of the Center
- ❖ *Governor's Northwest Regional Director*; Erie; August 15; with David Mitchell; to discuss postsecondary technical training opportunities
- ❖ *Adult Diploma Program, Warren-Forest Higher Education Council*; Erie; August 21; with Joan Stitzinger and Donna Smith; to discuss a partnership around an adult diploma program
- ❖ *Erie Times News Career Fair*; Convention Center; August 29; with various staff members; to promote RCTC classes