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

“Nothing New, Nothing Different . . . Just Better”

Student Time

At the beginning of the year, several students submitted continuous improvement requests related to bus schedules. A review of their requests indicated students might encounter schedules that include wait times and later than usual home drop off times. These requests were the impetus to look at other 'time issues' technical school students face. Examples of the other issues include late bus arrivals in the morning, early dismissal for lunch for one district, a scope and sequence that does not align well with the quarterly calendar.

The director shared the issue with the superintendents and principals at their November meetings. The administration, in cooperation with district administrators, will review the concerns and see if there are ways to improve the 'time experience' of technical school students.

2013-2014 Budget

Preparation of the 2013-2014 Budget is complete. The director presented the draft budget to the superintendents on December 7. That budget contained \$97,666 is 'unassigned' fund balance and the question to the superintendents was, 'What should be done with it?'. Their recommendation was to fulfill \$64,000 in non-personnel spending requests and make available \$19,000 for salary increases. The superintendents also highly recommended that we continue to set aside funds for future PSERS increases.

The director and business manager will continue to work through the budget to try to address the PSERS set-asides. That item was not included in the original draft of the budget. A revised budget will be presented during the December work session. JOC members will be asked to review the revised budget with their superintendent before approving it in January.

Career Plans & Promising Industries

At the request of the Committee, a survey was conducted of all 9th graders that visited the technical school during the home school tours. The survey asked for gender, career path and industry cluster. Staff is still entering data, but to date, we have data on 925 students. We expect to have close to 1,200 responses. The leading industry clusters are:

Arts, A/V Tech & Communications	15%
Health Science	12%
Transportation, Distribution & Logistics	12%

RCTC

Term II. Registration closed the week of October 19. We received 130 registrations in 29 classes. Twenty classes had enough registrations to warrant running the class, resulting in 119 students. Compared to Term II in 2011, we appear to be down about 40 students.

US Probation Training. In response to an RFP for welding training, the RCTC submitted a proposal to the U.S. District Court, Western District of Pennsylvania, U.S. Probation Office on November 7. The proposal included mathematics, blueprint reading, welding training, instructional materials, and tools and supplies. RCTC submitted a similar proposal in 2011 and conducted a training program in the spring of 2012.

RCTC received an award notice in early December from the U.S. District Court for the Western District of Pennsylvania to conduct the training for 6 federal defendants. The contract totals \$10,950 for training and \$840 for materials and trainee personal safety equipment.

Mathematics Training—PHB. RCTC has contracted with PHB Manufacturing to carry out mathematics training. Seven students are enrolled and the course is held at PHB.

Business Manager Transition

The transition is complete with Ms. Jones completing the board agenda for the December meeting.

Performance Check-ups

The director conducted performance check-ups with each administrator during the week of November 19. Results of the check-ups were good and on target.

Season's Greeting

Please accept a little holiday cheer to our board members and their families during this holiday season.

Other Activities this Month

Other items the director has been working on in September include:

1. Review of PDE Comprehensive Planning requirements and on-line application
2. PDE Annual Financial Report
3. Civil Rights Data Collection, U.S. Department of Education Office for Civil Rights
4. Review and revision of the job description for the part-time instructional assistant to accommodate job coaching duties related to the Transition Center

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- ❖ *Adult Basic Education Service Providers Meeting & RCTC/ECTS Tour*; ECTS; November 7; to explain RCTC programming, facilities and capabilities
- ❖ *UPMC Hamot Nutrition Services*; ECTS; November 8; with Elaine Shaffer; to discuss employment opportunities in food service at UPMC Hamot
- ❖ *The Creative Class: An analysis of Erie's Talent*; Erie Community Foundation; November 15; to see economic and workforce data on our regions 'creative' class—those that work in the arts, entrepreneurship, management and other creative occupations
- ❖ *Corry Area School District*; November 30; to assist with collection and interpretation of NOCTI data; Lawrence County AVTS also participated
- ❖ *Facility Manager Interviews*; December 4, afternoon; with Natalie Fatica
- ❖ *Facility Manager Interviews*; December 5, morning; with Natalie Fatica
- ❖ *WIB Compliance & Policy Committee*; Meadville; December 5; director serves as chair of committee
- ❖ *Western Region SkillsUSA Leadership Conference*; Ambassador Conference Center; December 6; with Joe Tarasovitch; joined students and advisors for lunch
- ❖ *Professional Advisory Council Meeting*; ECTS; December 7; monthly meeting with superintendents
- ❖ *Destination Erie: A Regional Vision Consortium Meeting*; Blasco Library; December 10; to hear an update on this community development/strategic planning initiative
- ❖ *Facility Manager Interviews—Second Round*; December 12, afternoon; with staff committee
- ❖ *Career Exploration Project Leadership Team*; Erie; December 13; committee brought together to improve the connection between youth and the business community
- ❖ *Business After Hours, Erie Regional Chamber*; Peak n' Peek; December 13; with Elaine Shaffer; to gain a better understanding of Scott Enterprises initiatives
- ❖ *Corry Area School District*; December 20; to assist with laboratory safety reviews