

Supervisors of Instructional Support Services Report

February 2013

Jan Kennerknecht and Patrick Holland

Curriculum Development

A DACUM workshop for the Tourism & Hospitality program was held at the Hilton Garden Inn on February 5th. The following local professionals attended and provided their recommendations for updating our curriculum:

- **Deonna Caputo**, Area General Manager, Scott Enterprises-Hotel Division
- **Cherryll Clausen**, Front Office Manager, Courtyard by Marriott
- **Stacy Colin**, General Manager, Scott Enterprises-Residence Inn Erie
- **Jeffrey A. Esposito**, General Manager, Bayfront Convention Center
- **Daryl V. Georger**, Ed.D., Executive Coordinator of External Affairs/Hospitality Faculty, Mercyhurst University
- **Richard Koos**, Banquet Supervisor, Ambassador Banquet and Conference Center
- **Perry Wiley**, Director of Food & Beverage, Presque Isle Downs & Casino
- **Wendy Young**, Director of Human Resources, Presque Isle Downs & Casino



A thank you letter from Wendy Young, Presque Isle Downs is included in the correspondence section of the board agenda. When finalized, the DACUM Research Chart will be shared with JOC members.

Special Education

This month's instructional aide meeting was a review of the procedures to assist our graduating seniors in the completion of their portfolio. We discussed different ways to assist our students in meeting the requirements and to complete their portfolios in the time frame given. Special education case managers and school district counselors have received the Mid-quarter grade reports from our office. Jan and Pat have attended or at least have given input for a total of 105 IEP meetings to date.

Literacy (Please see Supplemental Information)