
**Erie County Technical School
Director's Report
June 2013**

Administrative Retreat/Strategic Planning

The administrative staff met on June 12 and 13 to conduct our annual management review (ISO) and performance review. The condensed version of our annual review, due to scheduling conflicts, resulted in the identification of 18 areas for consideration. After a nominal group process to identify key considerations, the administrative team identified two areas for priority action planning—the recommendation of a new program and the expanded operation of the “Ready To . . .” series of guidance and advisement activities.

A draft of the two priority action plans and a disposition summary of other considerations is available in the supplemental section of the agenda.

Administrative End-of-Year Performance Reviews

The director has met with each administrator to review his or her 2012-2013 performance. Each administrator completes a self-assessment, while the director completes his assessment. Assessments are based on the job descriptions, as well as a team component including communication, efficiency and team dynamics. Scores for all seven administrators averaged 47.31.

RCTC

CDL Training. Preparations for the CDL training are complete—contracts have been signed, state approvals submitted and received, and advertising designed and scheduled. The advertising campaign will start on Sunday, June 23. The first class is planned to start on Monday, July 22. Minimum enrollments for each class is four.

U.S. Probation Office Training. The RCTC training program for five parolees of the U.S. District Court, Western District of Pennsylvania, U.S. Probation Office concluded on May 30. The training included mathematics, blueprint reading and welding.

Corporate Training—PSB Industries. A second round of training for four PSB employees in industrial electricity continues. This round of training is scheduled to conclude on July 15.

Corporate Training—Industrial Sales and Manufacturing. The Blueprint Reading and Geometric Dimensioning & Tolerancing training for production, quality and support staff ends on June 27. Sixty-one machinists and other support staff members took part in 32 hours of training.

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 alternative education program completes an extensive report which is submitted to PDE's Safe Schools department. 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 collected behavioral and disciplinary records throughout the year and enters that data into PDE's Safe Schools web site.
- The business office also had a number of year-end reports to submit, as reported by the business manager.

Other Activities this Month

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

1. Provided assistance to Corry Area School District

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- ❖ *Manufacturing Foundation Skills Program*; ECTS; June 3; with Neil Donovan, Crawford County CTC, and Kevin Smith, Vie Associates; to discuss delivery of manufacturing program
- ❖ *WIB--Compliance/Performance & Analysis Committee*; Meadville; June 5
- ❖ *CDL Training*; ECTS; June 10; with Gary Shaw of PA Pride; to finalize CDL training
- ❖ *Workforce Development in Erie County*; ECTS; June 10; with Beth Zimmer, Technology Council of NWPA
- ❖ *PIMS Data Quality Webinar*; IU5; June 12; with Jeff Smith; quality of data into PIMS
- ❖ *2012-2013 Administrative Retreat*; ECTS; June 12 and 13; with administrative staff
- ❖ *Federal Reserve--Workforce Development Listening Session*; Gannon; June 25;
- ❖ *Career Alternative Education Program, Contract Review*; ECTS; June 27; with Sarah Reed Children's Center Staff; review contract for 2013-2014
- ❖ *Manufacturing Foundation Skills Program*; ECTS; June 27; with Chuck Guiste, PMI, Rick Cornwell, Erie CareerLink, and Kevin Smith, ADM coordinator; to discuss collaborative delivery of this program