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

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

End-of-Year Faculty Assessments

Each April and May, a significant amount of energy goes into our faculty assessment process. The process includes the following steps:

1. Each faculty member compiles a Professional Portfolio covering 20 items
2. Each faculty member reviews and completes a self-assessment of 73 items on the Professional Development Assessment
3. Professional Development Portfolios are reviewed by either the Principal or Director
4. Administrators rate each faculty member on the Professional Development Assessment on items relative to their supervisory duty
5. The Principal and Director compile portfolio, self-assessment and administrators' assessment information into a final end-of-year Professional Development Assessment
6. Each faculty member holds a 45-minute performance meeting with either the Principal and Director
7. The Principal and Director compile 'opportunities for improvement' for each faculty member and conveys them in the form of a memorandum

This process was carried out for 29 professional staff members.

Strategic Plan Review

The Director has retrieved strategic plan information from the PDE online system. It is posted as part of the work session.

New Program Development

The supplemental section of the agenda has a document related to new program development. It contains a program development system and a timeline relative to opening a program in 2014-2015. Due to preparations for the marketing campaign, which starts in early July, the Director recommends using 2013-2014 to assess several programs for an opening in 2015-2016. The current window to analyze new programs is six weeks from the May JOC meeting.

Request for Proposals—CAEP

Proposals were due on April 26. After reviews of the proposals by administrative staff and the Professional Advisory Council, the Operating Committee will receive a recommendation at this month's meeting.

RCTC

U.S. Probation Office Training. The RCTC continues a training program for five parolees of the U.S. District Court, Western District of Pennsylvania, U.S. Probation Office. The program includes mathematics, blueprint reading and welding. The program started on Monday, February 25 and will end May 30.

Corporate Training—PSB Industries. RCTC is conducting a second round of training for PSB of 40 hours of industrial electricity training. The training is for four employees who will eventually become field technicians. The second round of training started on May 6 and will conclude on July 15.

Corporate Training—Industrial Sales and Manufacturing. RCTC staff began Blueprint Reading and Geometric Dimensioning & Tolerancing training on May 7 for production, quality and support staff. Fifty-five (55) machinists and other support staff members will take part in 32 hours of training.

CDL Training. Conversations continue to bring CDL training to the Erie area. We are working with CareerLink and the Crawford County Career & Technical Center.

Other Activities this Month

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

1. Verifying and editing PDE program approvals for all 18 ECTS programs
2. Reviewed Professional Portfolios and held end-of-year assessment meetings for 14 professional staff members, part of our Professional Development Assessment program
3. Finalizing the At-Risk review with the Electronics program
4. Provided assistance to Corry Area School District
5. Reviewed two 'student information management' software packages with various staff members

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- ❖ *SonisWeb Product Assessment*; ECTS, April 23-24; with various support and administrative staff; assessing the viability of a proposed vendor that will provide a student information management system
- ❖ *Rubber Technology Programming*; ECTS; April 24; with Roger Shultz of Lord Corp; to discuss training
- ❖ *Manufacturing Foundation Skills Program*; Meadville; April 26; with Peggy McCarthy, Behrend, and Chuck Guiste, PMI; to discuss collaborative delivery of this program

- ❖ *CDL Training*; Meadville; April 29; with Gary Shaw of PA Pride and Neil Donovan, director at Crawford County Career & Technology Center; to investigate CDL training
- ❖ *Career Street Coordinator Meeting*; ECTS; April 30; with Mary Bula, United Way, Melanie Johnson, Erie Regional Chamber and Ann Scott, Erie Insurance; to develop a job description for the Career Street Coordinator
- ❖ *Professional Advisory Council Meeting*; ECTS; May 3; monthly meeting with superintendents
- ❖ *National Technical Honor Society Induction Ceremony*; Hilton Gardens Inn; May 7
- ❖ *End-of-Year Faculty Assessments*; ECTS; May 9 and 10
- ❖ *Fort LeBoeuf School District, hosted Board Meeting*; ECTS/Transition Center; May 9
- ❖ *Harbor Creek School District, hosted Board Meeting*; ECTS; May 9
- ❖ *Balanced Scorecard Development Meeting*; Erie; May 15; WIB subcommittee activity
- ❖ *Infinite Campus Software Demonstration*; ECTS; May 15; to review student information management system
- ❖ *Mathew's Carpet Express*; ECTS; May 16; with Elaine Shaffer and other staff; employer luncheon
- ❖ *Career Street Meeting*; Erie; May 16; to discuss collaboration between School-to-Career Partnership and Career Street activities
- ❖ *Corry Area School District*; Corry; May 21; to assist with transition of administrator out of the CTE department
- ❖ *Lord Corporation Tour, 12th Street*; Lord; May 22; tour to assist with training and program development
- ❖ *Lord Corporation*; Erie; May 24; with Roger Schultz, Lord, Peggy McCarthy and Michelle Hartman, Behrend; to discuss training and program development