

Erie County Technical School
Director's Report
October 2012

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

Business Manager Transition

As our new Business Manager has come on board, we have worked to transition temporary duties back to the business manager's position. The transition is still in progress, as we expected, and will continue throughout the year.

Ms. Jones is becoming familiar with Prosoft and made journal entries in order to complete a PDE quarterly report. She is also processing requisitions and purchase orders. Oversight of banking and cash flow has just begun. She has a meeting scheduled with PNC to finish access and security items.

Items still pending for transition include:

- VISA extractions, postings and reports
- Cash management (PNC, PSDLAF, PSDMAX, etc.)
- Board agenda development
- Business Manager reports

RCTC

Term II registration closed the week of October 19. We received 75 registrations in 23 classes. Sixteen classes had enough registrations to warrant running the class, resulting in 67 students.

Compared to Term II in 2011, we appear to be down about 50 students. We always continue to accept registrations during our preparation week and the first week of classes. The difference between 2011 and 2012 should close up.

Other Activities this Month

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

1. Working with Corry Area School District on their occupational advisory committees
2. PDE Annual Financial Report
3. Business manager duties including cash management and VISA purchases
4. Curriculum development in Culinary Arts and Facilities Maintenance
5. NATEF accreditation for Automotive Technologies (assisting Jan Kennerknecht)

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- ❖ *Career Exploration Project—Funding & Sustainability Committee*; ECTS; September 27; Director chairs subcommittee, to identify and obtain revenue streams for this community initiative
- ❖ *Giant Eagle Tour & Lunch*; October 2; with Elaine Shaffer; to tour campus and discuss opportunities to work together with their human resources department
- ❖ *At Risk Program Review*; October 4; with faculty from Computer Networking, Construction Trades, Drafting & Design and Facilities Maintenance; to discuss and finalize corrective action plans submitted by faculty and the administration
- ❖ *Wattsburg Area School District Hosted Board Meeting*; October 8
- ❖ *NOCTI PIL Presentation*; State College; October 16; with Jan Kennerknecht; invited presenters for a Pennsylvania Inspired Leadership program sponsored by the Pennsylvania Association of Career & Technical Administrators
- ❖ *Erie Together Cross-Team Meeting*; Erie; October 17; to present information on the Career Readiness Survey as an activity of Erie Together Team 2
- ❖ *Corry Area School District*; October 18; attend dinner meeting of Occupational Advisory Committees
- ❖ *Growth Partnership Meeting—CEO Roundtable with Giant Eagle*; Gannon University; October 24; presentation and discussion with Laura Karet, Giant Eagle Chief Executive Officer and John Lucot, Giant Eagle President and COO; sponsored by Erie Regional Chamber
- ❖ *Career Exploration Project—Funding & Sustainability Committee*; ECTS; October 25; Director chairs subcommittee, to identify revenue streams for this community initiative