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

“Good Writing Reflects Good Thinking”

Professional Development Assessment

After spending a fair amount of time and energy this summer and fall, the administration is ready to roll out the Danielson-enhanced professional development assessment system to the faculty. The key elements of the system are a pre-observation conference, a formal observation, a post-observation conference, and the professional portfolio. It was important we properly aligned all of these elements before we presented the system to the faculty. The presentation of the system occurred at a faculty meeting on December 11.

Due to the extensive nature of the assessment system and the inclusion of performance criteria or rubrics, the campus will be using eWalk once again to conduct observations, walk-throughs and audits. eWalk is a web-based data collection tool we can use for many purposes and is especially beneficial for faculty observations, grade book audits, and safety audits. Entering all of the performance elements and proficiency rubrics took several weeks to complete.

Safe Schools Grant

The PA Department of Education offered a competitive grant program to schools across the commonwealth for school safety. Based on our need to update and enhance our safe schools plan, the administration identified a Washington, DC-based vendor that will assess our security assets and liabilities and develop a safety and security response plan. Overtime, they will provide role-specific training to faculty and staff and monitor the performance of our plan. The work would be completed on a contracted services basis. The grant period is only for the remainder of the 2013-2014 school year. ECTS submitted a grant totaling \$10,000, which is five months of service to assess and develop our safety and security. The training and monitoring would occur through either local funds or a grant in the 2014-2015 school year.

The preferred vendor is the Protection Institute, LLC. The Protection Institute is a full-service protection, safety and security solutions company. Retired and former members of military and law enforcement elite units founded it. They serve governmental agencies, foreign government officials, federal, state and local law enforcement agencies, educational institutions, health care organizations, corporate entities, industrial facilities, vital installations, private groups and individuals.

Equipment Grant

The PA Department of Education offered a non-competitive equipment grant program to career and technical schools. The ECTS allocation was \$34,000. The business office conducted a bid process for a three-dimensional coordinate measuring machine, a video-based coordinate

measuring machine, and a bar stock feeder for a CNC mill. We received five bids and the business office will present the recommended award.

2014-2015 Budget

Preparation of the 2014-2015 Budget is underway. The administration hopes to present the preliminary budget to JOC members at the January meeting. The superintendents will review the budget draft at their December meeting.

RCTC

Term III registration will occur January 2 through January 10. We are considering a change in our marketing mix to include some television advertising. The cost of a proposed television campaign is about equal to the cost of one advertisement in the newspaper.

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

Warmest wishes 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. Design of web-based faculty observation tool for all four performance domains--eWalk
2. Preparation for presentation of professional development assessment to faculty
3. Career Street executive director search
4. Development of posters and other support items for rollout of enhanced recycling effort

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- ❖ *Western Region PACTA*; Meadville; November 22; with Jan Kennerknecht and Joe Tarasovitch; semi-annual career and technical administrators meeting
- ❖ *Recycle Erie*; ECTS; November 25; with Ryan Pluta of Recycle Erie and Del VonVolkenberg; to discuss ways to improve recycling on campus
- ❖ *Career Street Executive Director Interview*; ECTS; December 3; first round interviews

- ❖ *Association for Career and Technical Education National Convention*; Las Vegas; December 3 through December 9; attend convention present with SREB staff on rigorous assignments
- ❖ *Industrial Sales and Manufacturing Workforce Development*; ECTS; December 10; with Lori Dever, Workforce Development Manager at ISM, Kit Carson, RCTC precision machining instructor, and Elaine Shaffer; to discuss role of ECTS and RCTC in staff development at ISM
- ❖ *Creative Imprint Systems*; ECTS; December 11; with Mary Morse of Creative Imprint, Elaine Shaffer, Sandy Carr and Joe Tarasovitch; to discuss an online school store
- ❖ *Faculty Meeting*; ECTS; December 11; to present professional development assessment system to faculty
- ❖ *Career Street Executive Director Interviews*; ECTS; December 12; second round interviews
- ❖ *Edinboro University, Porreco Center Advisory Council*; Porreco Center; December 13; to advise on continuing education and workforce development for Edinboro University
- ❖ *Joint Operating Committee Meeting*; ECTS; December 17
- ❖ *Professional Advisory Council Meeting*; ECTS; December 20; monthly superintendents' meeting
- ❖ *Bureau of Career & Technical Education Advisory Committee*; teleconference; January 6; to advise bureau manager on CTE issues