
**Erie County Technical School
Director's Report
February 2014**

“Good Writing Reflects Good Thinking”

Professional Development Assessment

Administrators are full swing into conducting faculty observations. The observation process this year, for the first time, includes a pre-conference with the faculty member to review the instructional planning process, a self-reflection, and a self-assessment by faculty members on each of the three instructional domains. Faculty members and administrators are using a web-based system to complete all forms.

We also have a group of volunteer faculty members who will be assisting in the development of an electronic professional portfolio. Historically, faculty members collected performance information in a three-ring binder. Administrators then reviewed each binder. We hope the electronic portfolio will reduce the use of paper, faculty member's time to compile the binder, and administrator's time to review each binder.

2014-2015 Budget

The 2014-2015 Budget proposal will be on the agenda this month. We hope JOC members had the opportunity to discuss the budget with their superintendent and their sending school board. We have yet to receive questions or requests for additional information.

Recycling

Our recycling efforts kicked off in late January and are going very well. The volume of recycled items in the cafeteria has increased three-fold. Faculty and staff members are playing an instrumental role as they monitor and encourage students to recycle. There are still a few kinks in the process, but we are working through each of them.

One of the items we are looking at is recycling food students do not eat. There are pre-packaged items like carrots, apple slices, etc. which the students do not open. We are investigating whether we can donate these items to a local soup kitchen or food pantry. The county department of health does not allow us to store these items in the food service area or re-issue them.

Campus Safety

We are finalizing arrangements with the Protection Institute to begin our campus safety program. Protection Institute's program includes the following elements:

- a) Crisis Management Capability Assessment

- b) Critical Infrastructure Identification
- c) Emergency Incident Response Planning
- d) School-specific Curriculum Development (staff training)
- e) On-line Learning Management System Training
- f) Campus Safety Program Management

We will work with Protection Institute over a three-year period to develop, implement, and monitor a campus safety program. Both the Skill Center and the technical school will be included in the program. We located funds in this year's budget to begin the process; budgeted funds in 2014-2015 to continue the program development; and will budget funds in 2015-2016 to fully implement and manage the program. The cost, split over three years, is \$20,300.

Enrollment Review

February is the month the JOC reviews the applications and enrollments per Administrative Procedure 126. A review of the data shows two programs that are eligible for At-Risk status—Computer Networking and Electronics. Computer Networking and Tourism & Hospitality Management have yet to complete the admissions process. Although Electronics has historically been a program with At-Risk issues, substitute instructors conducted this year's recruitment.

It is the Director's recommendation not to place any programs in the At-Risk review process. Other circumstances related to each program warrant not placing them in the review process.

ECTS Renovation

We have met with the superintendents, Chris Coughlin and Jim Kosinski to continue the discussion about a renovation project. The advice of the superintendents was to divide the facility needs into multiple projects and complete them over several years. Halgren, Restifo, Loop and Coughlin, along with Tower Engineering are reviewing facility needs and developing a list prioritized by need and cost.

In terms of funding a renovation project, the superintendents suggested districts begin to set aside capital funds and look at their current capital accounts. Rather than send funds to ECTS, the superintendents suggested each district create an assigned capital fund balance for the ECTS project.

RCTC

Term IV registration is underway until February 28. As the *spring* term and a *continuation* of Term III, this term is typically our lowest enrolled session.

Other Activities this Month

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

1. Monitoring roll out of the recycling program
2. Fine tuning the web-based professional development system
3. Assisting with Career Street start up, web page edits, and company registrations

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- ❖ *PACTA Symposium*; Hershey; February 4-5; with Jan Kennerknecht; to attend annual State conference
- ❖ *Employer Luncheon - Sepco-Erie*; ECTS; February 6; with Elaine Shaffer, Tracy Massello, Rob Suprynowicz, and Sepco representatives Dan Ignasiak, President; Chris Pedersen, Engineering and Paul Brown, Maintenance Supervisor
- ❖ *Professional Advisory Council*; ECTS; February 7; monthly meeting with superintendents, hosted by Transition Center students and staff
- ❖ *Employer Luncheon - Family First/PA International Academy*; ECTS; February 12; with Elaine Shaffer, Curt Oakes, Kelly Sanders, and Family First representatives Theresa Giles, PA International Academy, Dwayne Harvey, Director of Food Services and Nick Ferraro, Maintenance Supervisor
- ❖ *Employer Luncheon - Gerster Trane*; ECTS; February 13; with Elaine Shaffer, Tracy Massello, Marty Burnham, Mark Cyphert, and Gerster Trane representatives Kathryn Phelps, Human Resource Manager and Dale Sovereign, Service Department
- ❖ *Erie Regional Education and Training Consortium*; Erie; February 26; meeting to continue discussion of postsecondary training in the region