

Erie County
Foundation
Vocational-Technical School

Operations Manager Report

January 2014

Submitted by Aldo Jackson, PhD

A. Erie Community Foundation, Shaping Tomorrow Grant

We received notice on December 18 that the Erie Community Foundation has awarded the ECVTS Foundation a \$225,000, three-year grant for Career Street. These funds will cover costs for the Executive Director contracted services, marketing and communications, and activities and resources provided to the school districts.

B. Workforce Investment Board, TANF Youth Grant

Venango Training & Development Corporation (VTDC) provided us with a grant contract packet. We just recently acquired liability insurance for the Foundation and a certificate of liability insurance is a requirement of the contract. The contract packet will be returned to VTDC by the end of January. The TANF Youth grant totals \$20,000.

C. United Way of Erie County Grant

A memorandum of understanding has been signed between the United Way and the ECVTS Foundation. The memorandum was an assurance to the United Way for its \$25,000 contribution to Career Street.

D. School District Contributions

All 13 Erie County school districts and the Catholic Diocese of Erie have agreed to participate in Career Street at the 'membership' level of \$3,000.

E. School District Liaisons

Each of the superintendents, along with Dr. Signorino of the Erie Diocese, has identified their respective Career Street liaison. The liaisons represent a mix of district staff members from guidance counselors to curriculum directors. We intend to pull this group together sometime in February, either before the Executive Director is on board or after the fact. They will be key to communication with the districts.

We have had some inquiries from teachers in some districts for school-to-career activities. We will most likely take those requests and channel them back through the liaisons for processing.

F. Executive Director Search

After a round of interviews to secure an executive director, we could not reach terms with the preferred candidate. We are entering a second round with candidates from the original pool and applications received after the first round. We are hopeful we can identify and come to terms with a candidate this month.

In the absence of an executive director and the need to fine tune the web page, the official launch of Career Street is being promoted as February 2014.

G. Career Street Web Page

The Career Street web page 'became property' of the Foundation the week of January 6. Epic Web Studios provided training on the back-end of the web page. The technical school's IT department will be working to transfer the domains from the Erie Regional Chamber and Epic Web Studios to ECTS.

Considerable time has been devoted to cleaning up the web page from its draft form. Functionality checks have been conducted and issues were conveyed to Epic Web Studios for correction. Some relevant information has been added to the web page and includes the Advisory Board and the School District Liaisons.

H. Employer Participation

Somewhat related to the web page, a campaign will start in January to invite 50 companies to register with Career Street and create experiences in the system. We'll use an introductory letter, asking for a company contact, and then work with them to enter data into the Career Street database.

I. Advisory Board

Along with the school district liaisons, we need to schedule the first meeting of the 16-member advisory board. This group of individuals made a commitment several months ago and have kept their eye on the project; but, we have yet to bring the group together formally. As with the liaisons, we intend to bring the advisory board together in February.

J. Community Outreach

Career Street has been invited to be the topic for the March Manufacturer and Business Association's Eggs & Issues. These *first-of-the-morning* events allow the business community to learn about and discuss various activities occurring in the community.

Career Street also had 'first position' in the January issue of the *Business Magazine* with a full-page advertisement promoting the program. The magazine graciously provided Career Street with a favorable position.

Finally, Erie Together has been invited to present to the Erie Regional Chamber and Growth Partnership Board in mid-February. Career Street will be a significant focus of that presentation.