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

“Good Writing Reflects Good Thinking”

Professional Development Assessment

The key elements of our assessment 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.

Due to the extensive nature of the assessment system and the inclusion of performance criteria or rubrics, the campus will use a web-based system called eWalk to conduct observations, walk-throughs, audits and self-assessments. The director put extensive effort into allowing faculty to interact with the system. They can now complete pre-observation dialogues for Domain 1: Planning and Preparation. They can also complete self-assessments on Domain 2: Classroom Environment and Domain 3: Instructional Delivery. We are continuing to work to make eWalk able to collect evidence for the Professional Assessment Portfolio that will evaluate Domain 4: Professionalism.

2014-2015 Budget

Preparation of the 2014-2015 Budget is complete. The Director presented the budget proposal to the superintendents at the January Professional Advisory Council meeting. With only a few questions and suggestions, the superintendents endorsed the budget proposal. The administration will present the preliminary budget to JOC at the January meeting. We will most likely ask the JOC to approve the budget proposal at the February meeting, after they have had the opportunity to discuss it with their superintendents.

Equipment Grant

The PA Department of Education announced recipients of a competitive equipment grant program to career and technical schools. ECTS was one of 42 schools who will share \$1.7 million in funding for the purchase of equipment. ECTS requested \$20,800 to replace a tire changer and alignment machine in the Automotive Technology program. The equipment is available through the State purchasing contract and will not require bids or quotes.

RCTC

Term III registration ran from January 2 through January 10. We changed our marketing mix to include some television advertising this term. RCTC staff members report a number of customers indicating they saw the advertisement on television.

Registrations are down from 2012-2013 by about 60 students. The number of classes with enrolled students is about the same—23 in 2012-2013 and 21 in 2013-2014. The series of welding classes is down significantly, about one-third. Registrations typically roll in the week before and the first week of classes. The projected loss of \$1,100 should turn into a positive revenue position.

Safe Schools Grant

We are still awaiting work from the PA Department of Education on a competitive grant program 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. They will provide role-specific training to faculty and staff and monitor the performance of our plan.

ECTS would complete the work 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 plan. The training and monitoring would occur through either local funds or a grant in the 2014-2015 school year.

Other Activities this Month

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

1. Finalize refinements in eWalk, our web-based faculty assessment and observation tool
2. Preparation of 2014-2015 Preliminary Budget
3. Career Street executive director search
4. Career Street web page revisions
5. Develop posters and other support items for rollout of enhanced recycling effort

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- ❖ *Bureau of Career & Technical Education, Director's Advisory Committee*; Teleconference; January 6; advise bureau director on end-of-program assessments
- ❖ *Professional Unit Negotiations*; ECTS; January 10; first meeting to set calendar and ground rules
- ❖ *ECTS Web Page Revamp*; ECTS; January 14; with David Hunter of EPIC Web Studios and Jeff Smith; preliminary meeting to discuss scope of work in revising web page
- ❖ *Career Alternative Education Program*; ECTS; January 15; with Adrienne Dixon and Frank DiPlacido of Sarah Reed Children's Center; to discuss office space, safety data sheets, and other matters

- ❖ *Career Street Executive Director Interviews*; ECTS; January 15; second round of interviews
- ❖ *Corry Area School District*; Corry; January 16; with Sue Barra; to discuss Perkins grant revisions and other current matters
- ❖ *SkillsUSA District 10 Competitions*; Lawrence County; December 17; to observe competitions
- ❖ *Erie Community Foundation, Grant Recipient Reception*; Erie City Mission; January 21; with Jim Bucksbee; to participate in a grant recipient reception
- ❖ *Erie Regional Chamber and Growth Partnership*; Ambassador Conference Center; January 21; to attend a presentation by local university presidents entitled "The Path Forward: A Statement on the Future of our Region by the Leaders of Erie's Universities".
- ❖ *Professional Unit Negotiations*; ECTS; January 23; meeting to exchange and clarify both parties proposals
- ❖ *Joint Operating Committee Meeting*; ECTS; January 23
- ❖ *Meet & Discuss with Federation Officers*; ECTS; January 28; regular monthly meeting to discuss matters of interest for Federation or management
- ❖ *Senator Wiley's Secondary Education Advisory Committee*; Erie; January 30; quarterly meeting to advise the senator on education matters