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

“Good Writing Reflects Good Thinking”

Administrative Retreat/Strategic Planning

The administrative staff met on June 16 and 17 to conduct our annual management review (ISO) and performance review. The annual review resulted in the identification of 25 areas for consideration. The administrative team identified one area for priority action planning—the “Ready To . . .” series of guidance and advisement activities.

RCTC

Corporate Training—Erie Housing Authority. We started a 16-hour training program for 18 EHA employees covering drywall repair, cabinet repair, and door repair. The program began June 10 and will conclude on July 31.

Corporate Training—Industrial Sales and Manufacturing. RCTC is providing six hours of mathematics instruction for approximately 22 production staff. This short-term training begins June 23 and ends on June 30.

End-of-Year Activities

A fair amount of the month of June goes into closing down the last school year and submitting reports to PDE. Those activities include:

- The alternative education program completes an extensive report which is submitted to PDE’s Safe Schools department. CAEP staff members, along with the director, compile, enter and submit this data.
- We also revised our alternative education application to PDE. Potential changes in participation by the districts, and the need to account for a lunch period during the instructional day prompted the revision.
- The principal’s office also collected behavioral and disciplinary records throughout the year and enters that data into PDE’s Safe Schools web site.
- The principal’s office also completed the 2014-2015 Perkins Plan and grant application. The grant will provide \$299,086 in federal funding for ECTS operations.
- The business office also had a number of year-end reports to submit, as reported by the business manager.

Other Activities this Month

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

1. Performed Foundation Operation's Manager activities related to Summer JAM
2. Participated in two levels of interviews for the business manager's position

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- ❖ *Erie Together, Team 2*; Erie; May 28; with Elaine Shaffer; community action team focusing on the career awareness of Erie County youth
- ❖ *Corry Personnel Group*; Corry Higher Education Council; May 29; with Jennifer Pontzer; to discuss Career Street and Summer JAM; at the request of Mrs. Gourley
- ❖ *Erie Community Foundation Annual Meeting*; Bayfront Convention Center; May 29; with Melissa Galbraith of Media Access and Jennifer Pontzer of Career Street
- ❖ *County-level Workforce Development Team*; Erie; June 10; monthly meeting of workforce development agencies
- ❖ *Summer JAM*; ECTS; June 11; with Mary Bula of Erie Together and the United Way of Erie County and Melissa Galbraith, Summer JAM coordinator; to discuss MORE opportunities within the community and how to reach agencies
- ❖ *Precision Machining DACUM*; Erie; June 13; with Jan Kennerknecht and Elaine Shaffer; DACUM conducted by ECTS for our precision machining program
- ❖ *2012-2013 Administrative Retreat*; ECTS; June 16 and 17; with administrative staff
- ❖ *Erie Together Cross-team Meeting*; Erie; June 18; overview of all four action teams; provided a report on the 8th Grade Career Readiness Survey results for 2013-2014.
- ❖ *Professional Unit Negotiations*; ECTS; June 23
- ❖ *Professional Unit Negotiations*; ECTS; June 30