

**Erie County Technical School
Management Review Planning Retreat
2013-2014**

Agenda

Monday, June 16, 2014	
Management Review	
8:30 – 8:45	a. Quality Policy Review
8:45 – 9:00	b. External Audit Results Review
9:00 – 9:15	c. Internal Audit Results Review
9:15 – 9:30	d. Corrective Actions Review
Performance Review	
9:30 – 9:45	e. Student Satisfaction Survey
9:45 – 10:00	Break
10:00 – 10:30	f. Board Action Items
10:15 – 10:30	g. Parent Satisfaction Survey
10:30 – 10:45	h. Graduate & Life Track Follow-up Review
10:45 – 11:15	i. NOCTI Performance Review
11:15 – 12:00	Lunch
12:00 – 12:15	j. Ready To . . . Series
12:15 – 12:45	k. Literacy, Numeracy & Writing in 2014-2015
Risk Analysis & Other Issues	
12:45 – 1:15	l. Infinite Campus
1:15 – 1:45	m. Comprehensive Planning
1:45 – 2:00	n. Contract Negotiations
Tuesday, June 17, 2014	
Consensus & Action Plans	
8:30 – 9:00	a. Consensus on the Priorities
9:00 – 10:00	b. Action Plan to Address Priority 1
10:00 – 10:15	Break
10:15 – 11:15	c. Action Plan to Address Priority 2
11:15 – 12:00	d. Assignment of Other Items



2014-2015 Priority Action Plan

Priority: "Ready To . . ." Series on all Four Domains

Co-Captains: Aldo & Joe

Measurable/Observable Product: All activities were performed with all students in appropriate areas—Learn, Live, College, Work

Completion Date: May 2015

Action Steps	Responsible Party	Timeframe	Resources
Objective A. Advise Programming with G&A Team			
1. Establish content and scope of all domains	G&A Team	August 2014	
2. Establish schedule and delivery methods	G&A Team	August 2014	
3. Refine scheduling and delivery methods	G&A Admin Team	August 2014	
4. Add quarters delivered to Planning Guide	G&A Admin Team	August 2014	
Objective B. Implement			
1. Identify faculty accountability—in-program, follow-up activity	G&A Team, Admin	Start-up In-service	
2. Identify student accountability—graded, portfolio	G&A Team, Admin	Start-up In-service	
3. Conduct New--Ready to Learn	CPC	Q1	WIN
4. Conduct New--Ready to Live	CPC	Q3	
5. Continue--Ready for College	CPC	Q1	WIN
6. Continue--Ready for Work	CPC	Q3 & Q4	WIN
Objective C. Monitor			
1. Obtain presenter feedback (CPC, local or guest)	G&A Team	Per Session	
2. Obtain student feedback by session	CPC	Per Session	
3. Perform G&A Team debriefs	G&A Team, Admin Staff	Every two weeks	
4. Adjust programming based on feedback	G&A Team	Per Session	
Objective D. Assess Overall Program and Refine			
1. Review student feedback and participation rate	G&A Team, Admin Staff	May 2015	
2. Adjust program based on feedback	G&A Team, CPC	June 2015	

Performance Concern, Issue or Opportunity	Staff Assigned
1. Makeover of Quality Policy document for appearance	NF
2. Graphic standards, Revision level documentation—approach, scope?	JS, NF, AJ
3. Awareness of internal customers	NF
4. Staff development goal—who, how much, goal?	NF, JS, DV, PH
5. Operations & Management Survey—reinstitute? Revised?	AJ, JK
6. Corrective Action Request moves to an on-line version (similar to Tech & Maintenance Request systems)	JS
7. Consider starting a special education supervisors' meeting/CTE focus—semi-annually	PH, JK
8. Document staff recruitment processes	NF, AJ
9. Improve the help desk process/function to accommodate projects—printouts	JS, DV
10. Create staff training schedule and log for all aspects of the school operation.	See #4
11. Notation on Corrective Action Requests regarding writing journals as not a corrective action, but still provide students feedback in the Fall	PH, AJ, NF
12. Focus groups for textbooks, furniture and comfort.	JT, JK
13. Monitor the effect of Infinite Campus on parent communication.	NF
14. Add comments from parent satisfaction survey to parent web page.	JS, AJ
15. Review NOCTI Competency performances	JK, JT, AJ
16. Establish staff training schedule for Infinite Campus	JS, NF, JT, AJ
17. Infinite Campus access training/information for students and parents	AJ, JS
18. Review food service satisfaction results and financial performance with Justin	JTe, AJ, TB
19. Review literacy practices to encourage a more diverse functional use of writing/journaling (more than bell ringers); and, extend the sophistication of the writing experience (short essays); incorporate a new focus—basic grammar lessons. Get back to individual teacher literacy action plans. How to measure impact and growth.	JT, PH
20. Continue to monitor safety and security practices and resources available on campus.	DV, JS, JT, AJ
21. Continue to enhance recycling practices in food service, classrooms, and offices.	DV, PH, AJ
22. Present Ready to . . . Series to faculty and establish expectation	JT
23. Update portfolio guidelines (possible JOC approval and addition to graduation policy)	JT, JK
24. Presentation of Student Learning Objectives as a new requirement of PDE's Teacher Effectiveness requirements	AJ, JT, JK, PH
25. Refine the ECTS Professional Development Assessment system	AJ, JT, JK, PH, NF