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

“Good Writing Reflects Good Thinking”

Professional Development Assessment

Administrators continue to spend significant time conducting faculty observations. The observation process includes:

- 1) A self-assessment and reflection by the faculty member on their proficiency of Domain 1: Planning & Preparation
- 2) An observation pre-conference reviewing Domain 1: Planning & Preparation
- 3) An administrative assessment of the faculty member's proficiency of Domain 1
- 4) A scheduled observation, typically 45 minutes in length
- 5) A self-assessment by the faculty member of Domain 2: Classroom Environment and Domain 3: Instructional Delivery
- 6) An administrative assessment of the faculty member's proficiency of Domains 2 and 3
- 7) A post-observation conference reviewing Domains 2 and 3

Faculty members and administrators are using eWalkPlus, a web-based system to complete all forms.

We also have available this year an electronic version of the professional portfolio. Faculty members can choose to provide evidence of their proficiency across all domains with either a binder-based or electronic portfolio. 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.

New Student Greetings

For the past several years, the director and admissions coordinator have arranged to visit each school to greet the new students for the 2014-2015 school year. Guidance counselors are very helpful in bringing the new students together, where we greet each student and give them a book bag as a welcome gift. We spend a few minutes talking about the first few days of school and answer any questions they may have. We end the greeting by taking a group photograph. The greetings will begin Thursday, March 27.

2014-2015 Budget

As of March 17, 2014, three districts have approved the proposed 2014-2015 budget.

Recycling

Our recycling efforts are going very well. The volume of recycled items in the cafeteria has increased three-fold. We are grateful for the role played by faculty and staff members 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.

Campus Safety

An agreement was signed with the Protection Institute to develop 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

Both the Skill Center and the technical school are included in the program. The cost, split over four years, is \$22,650. The allocated costs include:

- a) \$6,000 of a \$10,000 Safe Schools Grant to cover the first two elements in 2013-2014
- b) \$2,150 budgeted funds in 2014-2015 to continue the development and to implement the program; and,
- c) \$7,250 in both 2015-2016 and 2016-2017 to manage the program.

ECTS Renovation

Chris Coughlin and Jim Kosinski continue their work on the renovation project. In a note from Messer's Kosinski and Coughlin, they note, we have begun preparation of a table that identifies the potential mechanical, electrical and plumbing, and fire protection upgrades to the building. Each upgrade will have a description, a range of energy savings (if applicable, in simple payback terms), an opinion of construction cost, and, an indication of whether that particular improvement is "tied" to other improvements.

We anticipate we will group the list into multiple bid packages that will correlate to the programmatic upgrades and will allow for construction over a 4-5 year period.

RCTC

Term IV classes will begin March 17. Of 31 classes available on the schedule, 22 had enough enrollments to run the class. There will be 108 students (120 registrations received). Gross revenue is \$33,465 and revenue less wages is \$11,261. Registrations and revenue are lower than in 2012-2013.

Other Activities this Month

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

1. Monitoring recycling program
2. Assisting with Career Street start-up

Director's Travel and Meetings

The director's recent and scheduled meetings include:

- ❖ *Corry Area School District*; Corry; March 3; to assist with CATS data entry, the state-mandate program information system
- ❖ *Erie Together Team 2*; Erie; March 5; quarterly meeting concerning Aligning Education to Careers
- ❖ *Professional Advisory Council*; ECTS; March 7; monthly meeting with superintendents
- ❖ *School-to-Career Partnership*; ECTS March 7; with Jennifer Nygaard Pontzer, Sheri Welsh, and Molly Bean; to discuss activities of the former Partnership as they relate to Career Street programming and services
- ❖ *Erie Regional Education and Training Consortium*; Erie; March 10; meeting to discuss the role of the Workforce Investment Board in regional training
- ❖ *Occupational Advisory Committee Meetings*; ECTS; March 11; semi-annual meeting of businesses that advise each of our programs
- ❖ *Porreco Center Advisory Committee*; Porreco Center; March 14; member of advisory board for transforming the use of Edinboro University's Porreco Center
- ❖ *Erie Community Foundation, Board of Directors Meeting*; Erie; March 18; with Jennifer Nygaard Pontzer; to provide and update a Career Street to ECF board members
- ❖ *Manufacturers and Business Association, Eggs 'n' Issues*; Erie; March 19; with Mary Bula and Jennifer Nygaard Pontzer; presentation of Career Street to business community
- ❖ *General McLane School Board, ECTS Dinner Meeting*; ECTS; March 19; host school board meeting at ECTS
- ❖ *Corry Area School District*; Corry; March 20; to assist with planning for Perkins audit