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## Erie County Technical School

### Director's Report

#### April 2015

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### Web Page Redesign

Work continues on the web site redesign. The web site committee spent a day writing H1 tags, page ledes, call to action text, and content paragraphs for each of the primary landing pages. The committee will continue this type of work for each of the 18 high school programs. We have also worked with Melissa Galbraith, our public relations consultant, and Fred Dunn, a photographer, to take photographs and movie clips in each program.

### End-of-Year Faculty Assessments

A significant effort is going into preparing for the end-of-year performance assessments with faculty members. With this as the first year for PDE's Educator Effectiveness program, new assessment items have to be incorporated with existing items. The PDE model also uses weighted components, which is a new factor we had to include. The end-of-year assessment encompasses observations, a curriculum audit, student learning objectives, a professional portfolio, and an instructional action plan.

### School Nurse

School code has specific requirements for the administration of drugs to students during the school day. The Department of Health no longer allows our practice of the principal or health assistant instructor administering the drugs. Each year, we administer drugs to two or three students a day. For those cases where there is some flexibility in the timing of the administration of the drug, we can work with the home schools to take care of this. Where we run into issues is when we are required to maintain drugs for a) episodic cases (e.g. a migraine, hyper- or hypoglycemic), and b) restricted time administration. The business office is investigating contracted services in lieu of hiring a school nurse.

### Alternative Education

We received notice on April 15 that PDE will be conducting a monitoring audit of the Career Alternative Education Program the week of May 18. We anticipate a clean audit, but the Alternative Education for Disruptive Youth division at PDE is under new leadership, so it is difficult to anticipate how the audit will proceed.

### Admissions

Lisa Sorensen, Admissions Coordinator, and the director have completed their visits to each of the sending high schools to welcome applicants accepted into the technical school for the coming year. Our newest students receive an ECTS book bag, a handshake, a very brief orientation, and an invitation to the Dinner with Teacher Event.

We are expecting nearly 700 people for the Dinner with Teacher scheduled for Thursday, April 23. We invite new students and their parents to join ECTS faculty, students, and others associated with each program to meet the teacher and the other students coming to the

technical school next year. This activity is an important part of the school's effort to develop a relationship with the student and their family in the hopes of retaining these students over the summer and through the start of next school year.

## Comprehensive Planning

The director submitted the comprehensive plan to PDE on Friday, April 10. PDE has since reviewed the plan and requested the following revisions:

### *Goal Statement:*

- Within Core Foundations, the Professional Education section need to completed

### *Goal Statement:*

- One PD implementation step needs to be aligned to the topic of improving language and literacy acquisition for all students
- One PD implementation step needs to be aligned to the topic of teaching diverse learners in an inclusive setting

*Goal Statement:* Establish a system within the school that fully ensures school staff members use academic standards-aligned assessments to monitor student achievement and adjust instructional practices across all classrooms.

- The above goal does not meet the criteria outlined in the guiding questions listed

## RCTC

Term V registration opened on April 13 and will close on April 24. This term of classes is generally our lowest enrolled term of the year. Most of classes offered during this term are the last in a series of related classes.

## Other Action Items in March

Other items the director has been working on this month include:

1. Meeting with Chris Coughlin and David Kurelich on the specifications for a back-up generator.

## Director's Travel and Meetings—April 2015

The director's recent and scheduled meetings include:

- ❖ *Destination Erie Report Out Presentation*; Blasco Library; March 26; attend the public report on this community project
- ❖ *Union City Area School District*; ECTS; April 9; school board meeting, dinner, and campus tour regarding renovation project
- ❖ *Workforce Investment Board Meeting*; Meadville; April 15; monthly meeting

- ❖ *Industrial Sales & Manufacturing*; ECTS; meeting and campus tour with Jim Rutkowski, Jr, and Lori Dever of ISM and Elaine Shaffer; to discuss workforce development and an apprenticeship type program
- ❖ *Senatorial Advisory Committee*; Erie; April 16; periodic meeting with Senator Sean Wiley regarding current legislative and education issues
- ❖ *Health Assistant DACUM*; Erie; April 17; DACUM conducted by Jan Kennerknecht for the ECTS health assistant program
- ❖ *Erie Regional Manufacturers Partnership*; Erie; April 20; second meeting of business and education to address workforce development in manufacturing
- ❖ *Career Street Core Advisory Group*; United Way; April 21; second meeting to discuss results of strategic planning session
- ❖ *Erie Vital Signs, Education Subcommittee*; Erie Community Foundation; April 27; to advise on educational statistics used in Erie Vital Signs