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

Best Wishes for the Holidays

Hope your holidays are good times with family and friends, a time to reflect on the year gone by and the year ahead, and an opportunity to refresh the body and soul. Happy Holidays!

Building Projects

Renovation. At the December Professional Advisory Council meeting, Millcreek Township School District reported they would be unable to assist financially with an ECTS building renovation until 2017-2018. The superintendents firmly believe in the need for the project. They continue to look at other ways to get the renovation underway. We are looking at the \$27 million project as a whole, PlanCon reimbursement, and alternative ways to funding.

Chimney. After an inspection of the chimney earlier this fall, it has been determined that the best solution would be to dismantle the chimney as soon as possible. This would require us to reroute the venting for the boilers and water heaters. Chris Coughlin and David Kurelich are developing specifications.

Web Page Redesign

We released requests for proposals for the ECTS and RCTC web redesign on November 17. We invited sixteen local companies to submit a proposal. Several other companies contacted us regarding the bid as they saw it on bid announcements on the Internet. We have since hosted two pre-bid meetings with potential bidders. Bids will be opened on December 17.

2015-2016 Budget

The business manager and director have completed the preliminary draft of next year's budget. The Director presented the budget proposal at the superintendents' meeting on December 5. All eleven superintendents endorsed the proposal, which calls for a 2% or \$75,000 increase from the prior year. After composing the final budget document in December, the administration will present the budget to the Operating Committee in January.

RCTC

1. Training in Geometric Dimensioning & Tolerancing for 15 staff members at Modern Industries has been completed.
2. RCTC precision machining instructors, Kit Carson and Mike Militello, presented a one-half day 'manufacturing processes awareness' program to 12 General Electric managers on Friday, December 5.
3. Term III registration opened on Monday, December 8. Classes will start on January 5, 2015.
4. We also altered our approach with RCTC advertising, creating more of an online presence. RCTC now has a 120-day banner advertisement on GoErie Jobs web page. We are also using an online 'interest-based' or 're-targeted' advertising campaign in conjunction with the Erie Times News.

Other Action Items in November and December

Other items the director has been working on include:

1. Provided staff development to faculty on the creation of student learning objectives (SLO), as required by PDE. The Director is also reviewing the two SLOs provided by each faculty member.
2. Conducted performance check-ups with members of the administrative staff
3. Rollout of the online safety and security training with faculty and staff through the Protection Institute program. The first training module was Basic Education Response Training. Also developed a *Safety and Emergency Response Manual* for faculty and staff.
4. Serving as an event tri-manager for the 2015 District 10 SkillsUSA Competitive Events. On January 16, 2015, nearly 400 students from 13 career and technical centers will be participating in trade contests at the New Castle School of Trades. Responsibilities to date include developing and rolling out an Internet portal for document control and communication, helping to acquire judges for each of the 55 contests, and working with chapter advisors and contest chairs to write contest scopes and develop contest scorecards.
5. Meeting with the Director's Evaluation sub-committee to refine the evaluation instrument for 2015-2016. The agreed upon components for each of the four domains are presented in the supplemental section of the agenda.

Director's Travel and Meetings—November and December 2014

The director's recent and scheduled meetings include:

- ❖ *WIN Training*; Edinboro University; October 13; to acquire background information on this regional career readiness system
- ❖ *District 10 SkillsUSA Competitive Events Meeting*; Crawford County CTC; October 15; to work with other administrators in the planning of the competitive events in January
- ❖ *Career Street Intellectual Property Meeting*; Erie; October 15; with Jennifer Pontzer and Tim Sennett and Joy Taylor of Knox Law; to discuss the intellectual property aspects of Career Street
- ❖ *Workforce Investment Board Meeting*; Meadville; October 22; monthly board meeting
- ❖ *District 10 SkillsUSA Competitive Events Meeting*; Crawford County CTC; October 22; to work with other administrators in the planning of the competitive events in January
- ❖ *Fairview School Board Meeting*; ECTS; October 27; hosting a campus tour and school board meeting
- ❖ *ISO External Audit*; ECTS; October 27-28; annual audit of ECTS Quality Management System
- ❖ *Professional Unit Negotiations*; ECTS; November 3
- ❖ *Destination Erie Industry Driven Education Action Team*; Erie Regional Chamber; November 4; regional committee researching training and education
- ❖ *Junior Achievement Recognition Event*; Erie Art Museum; November 4; as a guest of Bill Hilbert, Jr.; recognition of JA programs and community members
- ❖ *Professional Advisory Council*; ECTS; November 7; monthly superintendents' meeting

- ❖ *Professional Unit Negotiations*; ECTS; November 10
- ❖ *Iroquois School Board Meeting*; ECTS; November 10; hosting a campus tour and school board meeting
- ❖ *Articulation Agreement meeting with Edinboro University*; ECTS; November 13; with
 - Dr. Peter Kuvshnikov, Physics & Technology Department, EU,
 - Dr. Denise Ohler, Assistant Dean, College of Science and Health Professions, EU,
 - Dr. Nathan Ritchey, Dean, College of Science and Health Professions, EU, and
 - ECTS staff members Jan Kennerknecht and Remle Moyak
- ❖ *Western Region PACTA*; Monroeville; November 14; regional meeting of CTC administrators
- ❖ *Economic and Workforce Development Collaborative Project*; Grove City College; November 17; presentation best practices from West Central WIB and other initiatives in the region, including Fort LeBoeuf School District's academy program
- ❖ *Erie Together Community Forum*; Bayfront Convention Center; November 18; annual meeting for this community initiative
- ❖ *Workforce Investment Board Meeting*; Meadville; November 19; monthly board meeting
- ❖ *Career Street Advisory Board Meeting*; ECTS; November 20; quarterly meeting
- ❖ *Prospective Student Open House*; ECTS; November 20; event to allow parents and students to visit the campus and talk with faculty and staff
- ❖ *Regional Public Safety Training Center*; ECTS; December 2; with various public safety and legislative officials to discuss the Skill Center and ECTS grounds as a future site
- ❖ *Faculty Presentations for IUP*; Crawford County Career and Technical Center; December 3; to observe professional growth presentations by Mariea Sargent, Rob Suprynowicz, and Danielle Wilber
- ❖ *District 10 SkillsUSA Leadership Conference*; Ambassador Conference Center; December 4; provided the conference welcome and observed the various leadership activities provide to student members
- ❖ *Professional Advisory Council Meeting*; ECTS; December 5; monthly meeting with superintendents
- ❖ *Erie Regional Chamber and Growth Partnership Annual Meeting*; Bel-aire Hotel; December 9
- ❖ *Erie Together Action Team 2 Meeting*; Erie; December 10; a community initiative focused on youth and careers
- ❖ *E-Marketing Workshop*; Knowledge Park; December 12; to investigate marketing strategies for RCTC
- ❖ *Workforce Investment Board Meeting*; Meadville; December 17; monthly board meeting
- ❖ *Ch. 339 and Ch. 12 Career Guidance Plans*; Oil City; December 18; to meet with PDE staff about services available to school districts to develop career guidance plans