
**Erie County Technical School
Director's Report
February 2016**

Bell Schedule

For many years now, we have known of 'costs' ECTS students 'pay' for being a technical school student. Examples of those 'costs' include arriving at home school late for sports practices, having bussing lay-overs to catch busses home after school, and having to ride the elementary school bus home after school. We believe that if we alter our length of day and are start/end times slightly, we should be able to reduce significantly the occurrence of these costs.

We also have a program scope and sequence that truly is not accurate. Our Professional Skills classes are offered over a semester. That equates to 7.5 hours per quarter. When we lay the schedule out on a sequence, some quarters have 127.5 hours of instruction, while the other quarters have 120 hours. It does not 'add up' when you compare it to our instructional day.

Additionally, as we monitor the arrival of the districts for the morning session, several are arriving right at 8:00 a.m. or shortly after. On some days, students arrive to class 15 to 20 minutes late. As you might expect, the late arrivals is more prevalent during the winter months.

To address all three of these issues, we are proposing to do three things. First, we would like to propose shortening the instructional day by 15 minutes from 2 hours and 45 minutes to 2 hours and 30 minutes. Each quarter would have 112.5 hours of instructional time, allowing us to present properly our scope and sequences. Second, we would also 'push back' the **morning session and start 15 minutes later**. A later start allows more districts to arrive in a timely fashion. Third, we would like to **start the afternoon session earlier by as much as 45 minutes**. We currently have one hour and 15 minutes between the morning and afternoon sessions. Allowing faculty to have 30 minutes for lunch, we have 45 minutes available to 'move up' the afternoon session start time.

The Director presented the concept to the superintendents and they agreed to allow us to investigate an earlier afternoon start time with the principals. The aim of the work with the principals would be to find a start time that works for all districts. Districts would then have to check on availability of transportation. We would also have to convey the change in the instructional hours to the Pennsylvania Department of Education in terms of program approval. Moreover, we would have faculty members revise their scope and sequence and any affected course syllabi.

Enrollment Review

Each year, the administration conducts a review of enrollments per Board Policy 126 and Administrative Procedure 126. The review process and data were presented to the faculty on Friday, February 19. We look at the number of applications received for next year and add the number of Level 1 students this year. Any program with a total less than 24 is subject to a program performance review.

Five-Year Budget Averaging

The idea of changing the budget formula to a five-year rolling average, versus a three-year rolling, was discussed at the February 5 superintendents meeting. While the five-year average did reduce the highest district contributions, the consensus of the superintendents was it was not significant enough to warrant changing the articles of agreement. Generally, the technical school's budget proposal is a minor matter. As one superintendent notes, "An increase at the technical school is an easy sell."

Graduate Follow-up

For the last five years, we have been surveying our graduates at the time of their graduation, and then one, three, and five years later. This is our first year to see results from a five-year survey. We are still reviewing the results, but they generally look promising. The actual survey results are available in the supplemental information section of the agenda.

Performance Check-ups

Every 90 days, the Director meets with each administrator to review action items from the previous 90-day period and to set action items for the next 90-day period. Check-ups were completed the week of February 15. Everyone has good action items and is on target with their efforts.

RCTC

Term IV registration will open on March 4.

During February, we completed two 8-hour classes, Blueprint Reading and Geometric Dimensioning and Tolerancing, for approximately 25 employees at Modern Industries.

Other Action Items and Priorities in February

Other items the Director worked on during the month of February included:

1. Organizing the evidence collection for the Ch. 339 Approved Program Evaluation scheduled in April.
2. Participating in a PDE-provided data management program that will result in a data governance plan for the school. A draft of the plan is available in the supplemental information section of the agenda.
3. Working with a local committee to refine and enhance our Guidance and Advisement program, or as we refer to it, "The Ready to Learn, Work, Live, and Ready for College Series."
4. Monitoring purchases and practices in the food service department.

Director's Travel and Meetings — February 2016

The director's recent and scheduled meetings include:

- ❖ *Workforce Development Board*; Meadville; February 1; quarterly meeting of the Board
- ❖ *Pennsylvania Pathways Innovation Network*; ECTS; February 1; with representatives from United Way of Erie County, various school districts, and Jennifer Pontzer; to review the potential of participating in PA-PIN
- ❖ *Professional Advisory Council Meeting*; ECTS; February 5; monthly meeting with superintendents
- ❖ *PACTA Symposium*; Hershey; February 9-10; with Joe Tarasovitch; attend annual symposium of workforce development professionals from across Pennsylvania; hosted State House of Representative Patrick Harkins at a CTE Month Celebration Dinner
- ❖ *Emerge 2040 Annual Meeting Planning*; Erie; February 11; to assist with planning for EmERGE 2040's first annual meeting
- ❖ *Emerge 2040 School District Presentation*; Iroquois School District; February 16; brief presentation of the Destination Erie Plan and the role of EmERGE 2040, requesting district support of the action plans in the education focus area
- ❖ *District 10 SkillsUSA Directors Meeting*; Butler AVTS; February 19; to review District 10 SkillsUSA Competitive Event and discuss general matters
- ❖ *Emerge 2040*; Erie; February 18; quarterly meeting of steering committee to discuss the regional strategic plan
- ❖ *JOC President Agenda Review*; Fairview; February 18; with Andy Foyle; monthly meeting to review JOC agenda
- ❖ *AYES Mentor Recognition Luncheon*; ECTS; February 24; with Elaine Shaffer, Dave Michalak, Sam Steever, and AYES mentors and mentorees; to recognize the mentors for their contribution to the AYES program
- ❖ *ECTS Participating Schools Guidance Counselors Meeting*; ECTS; February 25; to review and discuss the availability of math credits for technical school students based on the CTE curriculum
- ❖ *ISO Transition Training*; ECTS; February 25; with various staff members; to familiarize staff with the transition of the ISO quality management system to the 2015 standard
- ❖ *DACUM Luncheon*; Hilton Garden Inn; February 25; with Jan Kennerknecht, Justin Jaeger, and DACUM participants; to observe the results of the curriculum review process for our Electrical Engineering program