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

End-of-Year Director's Assessment

PDE requires vocational directors be evaluated annually with a mandated format. In order to meet this mandate for this year, the director is requesting a sub-committee of the Joint Operating Committee to assist with the director's evaluation. The sub-committee would meet twice: once to determine the evaluation criteria and once to evaluate the performance evidence provided by the director.

Alternative Education

Enrollments in the Career Alternative Education Program have declined significantly the last few years. This year, average monthly enrollments were in the low 30s. The fee structure setup by the Sarah A. Reed Children's Center and ECTS resulted in net operating losses for both organizations. ECTS realized a \$17,000 loss. The climate has changed extensively since ECTS started the program. There are fewer alternative education service providers, the state eliminated a subsidy, and districts added behavior modification programs designed for pre-program enrollment.

Skill Center HVAC Unit

Quotes to develop specifications for the multi-zone, air-handling unit at the Skill Center have been received from three engineers. This month's agenda has a recommendation for an approved bidder.

Food Service Management

The administration is recommending a change in our food service management service. Our current agreement is with the Fort LeBoeuf School District. After a review of menu variety, preparation quality, and production oversight, we are recommending a consultant's agreement with The Nutrition Group. Many of our districts have agreements with The Nutrition Group. We would be working with Melissa Kingen, regional manager. We would like to thank the Fort LeBoeuf School District and Chef Justin Tech for their dedicated service over the past five years.

Ford Future Techs Donation

The donation ceremony with the Ford dealers in Erie County occurred on Tuesday, May 31 at 10:30 a.m. The local dealers donated a Ford Fusion. With the assistance of the Eric Mower & Associates public relations firm out of Buffalo, the school and local dealerships received good publicity from the event. Attendees included Mr. Foyle, Mr. Mark Winkler, dealer principal from Champion Ford, and Ms. Michelle Lawson, service manager, from Champion Ford.

Annual Administrative Performance Check-ups

The Director met with each administrator to review their tasks for the past 90 days and set task expectations for the next 90 days. Task completion was good and task assignments are for worthwhile projects.

Operations Survey by Staff

As a form of customer feedback for our quality management system, we have historically conducted a survey with faculty and staff to assess the performance of key campus services. It has been several years since we last conducted the Operations Survey, but we reinstituted it this year. Thirty-five staff members, just over 50% of the staff members, participated in the survey.

Results from an initial review of the data were as expected. A more thorough analysis of the trends and comments will be conducted before and during the administrative retreat scheduled for early August. A report of the results is available in the supplemental section of the agenda.

End-of-Year and New Year Reports

The administrative team is and will be working on various end-of-year reports for the Pennsylvania Department of Education and other state and federal agencies. Examples of these reports include:

1. Graduate Follow-up Survey Distribution; required by PDE
2. Perkins Final Performance Report; required by PDE
3. Program Approval Revisions for each high school program; required by PDE
4. PIMS Enrollments and Courses
5. PIMS Adult and Secondary 2015-16 Career and Technical Education Student Data
6. SY 2015-2016 School Safety Report

Other Action Items in June

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

1. Compiling information for the director's end-of-year assessment
2. Planning for summer projects
3. Participating in interviews for the Professional Skills faculty position
4. An overdue visit with family and friends in Arizona

Director's Meetings — June 2016

The director's recent and scheduled meetings include:

- ❖ *Northwest Workforce Development Board, Youth Committee and Sector Strategies Committee Meeting*; Crawford County; May 23; to discuss career pathways
- ❖ *ECTS Joint Operating Committee Meeting*; ECTS; May 26
- ❖ *Ford Future Techs Vehicle Donation Ceremony*; ECTS, May 31; to receive a vehicle donation from local Ford dealers
- ❖ *Emerge 2040 Meeting*; Erie; June 2; monthly meeting of steering committee
- ❖ *Professional Unit Negotiations*; ECTS; June 6; with Andy Foyle, Mark Wassell, and Joe Tarasovitch

- ❖ *JOC Meeting Agenda Review*; H&H Machining; June 20; with Andy Foyle; to review agenda
- ❖ *Career Street Executive Director Performance Review*; ECTS; June 21; with Jennifer Pontzer and Terri Birchard; to conduct an annual review and negotiate contract for 2016-2017
- ❖ *Erie Community Foundation Annual Meeting*; Bayfront Convention Center; June 21; attend representing ECTS Foundation
- ❖ *Food Service Management Review*; ECTS; June 22; with Chef Justin Tech and Terri Birchard; to conduct a review service during 2015-2016
- ❖ *Scott Electric Donation Ceremony*; ECTS; June 23
- ❖ *Joint Operating Committee Meeting*; ECTS; June 23
- ❖ *Erie Together and Emerge 2040 Meeting*; United Way; June 27; with Mary Bula and Anna Frantz; to discuss Erie Together as a lead agent for education-related initiatives
- ❖ *Related Technical Instruction Providers Meeting (ERMP)*; Manufacturer and Business Association; June 28; to discuss inventory, evaluate and assess existing training providers and programs to better meet the needs of the manufacturers' group-sponsored apprenticeship needs
- ❖ *District 10 Career & Technical Directors' Meeting*; Corry; June 29; to discuss matters related to career and technical education in western and northwestern Pennsylvania