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

End-of-Year Faculty Assessments

The director and principal have completed all of the end-of-year professional assessments for professional staff members. Of the 27 staff members, two received a distinguished rating, one received a failing rating, and all other staff members received a proficient rating. The administrative team and professional development committee will review overall performance results for professional development opportunities.

Overall, the assessment process worked fairly well. We did encounter some confusion in assigning scores in the online tool. We noticed the issue early on and made corrections on the PDE-82 form. Processing the student learning objectives (SLO) online was a new process for us this year. It was the first year for schools to calculate the SLO solely on growth. Setting a growth target and estimating the number of students that will reach that target is a complex process. Some faculty members had failing or needs improvement ratings for the SLO. We are looking at other ways to determine accurately the growth for the SLO.

Skill Center HVAC Unit

In recent months the administration has reported on heating issues in the Skill Center building, Room 207 in particular. The main issue is the building is heated by a multi-zone HVAC unit and the controller for the unit has gone bad (the cause of no heat for Room 207). A replacement part or after-market part is unavailable.

It seems we have two alternatives: 1) continue to use the building with a partially functioning HVAC unit or 2) replace the entire unit. The risk of continuing to use the unit is if the controller fails completely, it takes about 90 days to fabricate and receive another unit. This does not include installation of the unit.

The Skill Center building houses the Transition Center program, Career Alternative Education program, and the Regional Choice college classes. An equipment failure would lead to the need to move these programs to another location for at least 90 days. Based on the under-spending in the 2015-2016 budget, the administration would like to recommend the Joint Operating Committee proceed with bid specifications and seek bids to replace the multi-zone unit in the Skill Center. Estimated cost is \$80,000 and an additional \$13,000 for Tower Engineering to develop bid specifications.

Ford Future Techs Donation

We will host a donation ceremony with the Ford dealers in Erie County on Tuesday, May 31 at 10:30 a.m. The local dealers are donating a Ford Fusion. A public relations firm out of Buffalo is coordinating the event. Joint operating committee members are welcome to attend.

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.

State Correction Institution—Albion Visit

Three faculty members and the principal from the prison school at SCI—Albion visited with ECTS faculty on Friday, May 13. The SCI—Albion programs represented were Computer Networking, Warehousing, and Facility Maintenance. This is an excellent opportunity for staff members from both schools to talk about instructional practices and student services.

Quality Management System Audits

Our internal auditing process kicks into high gear in the spring. Many of the audits entail a look into the management of the various key and sub- processes. Needless to say, the Director has been part of several audits. Thanks to staff members that make the time for this extra effort. Most of the auditors would probably say they learn a lot about the operation of the school from the internal audits.

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:

- Civil Rights Compliance Report; for the U.S. Department of Education
- Graduate Follow-up Survey Distribution; required by PDE
- Perkins Final Performance Report; required by PDE
- Program Approval Revisions for each high school program; required by PDE

Other Action Items in March

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. Investigating the Ice House program for staff and student development

Director's Meetings—May 2016

The director's recent and scheduled meetings include:

- ❖ *Automotive Youth Education System (AYES) Mentor Luncheon*; ECTS; May 3; with Elaine Shaffer, Sam Steever, and Dave Michalak; to organize and select AYES interns for the 2015-2016 summer internship program

- ❖ *Emerge 2040 Annual Meeting*; Erie; May 9; report out of strategic priorities from the Destination Erie recommendations
- ❖ *Career Street Advisory Board Meeting*; ECTS; May 11; quarterly meeting of advisory board
- ❖ *Harbor Creek School District School Board Meeting*; ECTS; May 12; host school board meeting on campus
- ❖ *Site Visit*; ECTS; May 23; host a site visit for Eric Heasley, Executive Director, A.W. Beattie Career Center in Allison Park, PA
- ❖ *Northwest Workforce Development Board, Youth Committee and Sector Strategies Committee Meeting*; Crawford County; May 23; to discuss career pathways
- ❖ *ECTS Senior Recognition Ceremony*; Little Theatre, McDowell Intermediate High School; May 25
- ❖ *Corry Area School District, Local Advisory Committee Meeting*; Corry; May 26; to participate in the district-level advisory committee
- ❖ *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