Erie County Technical School
Director's Report
September 2015

Three Sessions Investigation

The first steps in looking at how a three-session day would work at the technical school have begun. The superintendents discussed it for a second time at their September Professional Advisory Council meeting, looking at performance and enrollment data from Butler County Area Vocational School. Butler County operates on a three-session, two hours per session, schedule. Their performance on technical competence and other measures is at or above the performance of ECTS. The superintendents encouraged us to look at it further.

Guidance counselors and principals from our sending districts will come together on Tuesday, November 3 to examine how a three-session schedule will fit into their respective schedules. The intent is to identify conflicts in the proposed schedule and see if there are ways to adjust schedules, either at the technical school or at home schools, to make it work.

One area we will be paying particular attention to is academic course availability at the home schools. There is the potential this type of schedule could exclude some technical school students from certain upper-level academic classes. Offering flexibility in the technical school schedule, (e.g. Level II students attending during the second or third sessions) could marginalize this affect. This could mean our instructors will have to reconfigure their curricula to a "toggle" scheme (e.g. Level II sequence one year, Level III sequence the following year). Many programs already deliver their curricula in this fashion.

2015-2016 Budget Re-Opening

The administration will be recommending the Operating Committee re-open the 2015-2016 budget in October. The re-opening process would mirror the usual budget approval process (i.e. JOC approval, then districts' approval). Four expenditures trigger the need to revise the budget:

1) Chimney Demolition – cost of $207,485 ($87,485 more than was set aside)
2) Generator Project – estimated cost of $150,000
3) School Nurse & Supplemental School Nurses – unanticipated expense of $35,000
4) Arbitration Reinstatement – potential projected cost of $60,000

The proposed revision to the budget totals $452,485. The Operating Committee has $120,000 in the Capital Projects Fund, $480,000 in the Unassigned Fund Balance, and $250,000 in the New Program Fund Balance to cover the budget adjustment. All expenditures, except the school nurse services, are one-time expenditures.

Director's Performance Evaluation – 2014-2015

It was a pleasure to share performance evidence with the Director's evaluation subcommittee. I would like to offer a special thank you to Messer's Bucksbee, Duda, Foyle, and Lutz for working with the Director on the evaluation. The subcommittee, and Dr. Myers, graciously sat through a one-hour presentation. There was some good discussion and I hope the subcommittee members found the presentation informative.

Summer Building Projects

Projects ending this month include the chimney demolition with boiler exhaust, and the roof at the Skill Center building. C.W. Beal began work this month to re-paint portions of the fascia of the high school building. The maintenance department continues to work on the emergency generator project. We are hopeful we can complete the project before winter sets in. Critical phases of the project at this point are installing a natural gas line to fuel the generator and pouring a concrete pad. The electrical portion of the project is out for bid.

Administrative Performance Check-ups

The director met with each administrator in early September to review performance for the 2014-2015 school year. The Director deemed overall performance for the administrative team for 2014-2015 as above expectations. Administrators also reviewed the priority projects they completed over the summer and what priority projects they have planned for the first quarter.

RCTC

Term I classes started the week of September 8. At the time of this report, there were 201 registrations in 37 classes. Of the 37 classes, 26 met our 'break-even enrollment' criteria, resulting in 186 enrolled students. October State Inspection enrollments should add another 25 to 35 students to the total.

Projected gross revenue is $50,664, which is up $5,700 from the prior year. Projected net profit is $25,386, which is up $6,345 from last year.

Other Action Items in September

Other items the Director worked on during September include:

1. Reviewed proposed job descriptions for the school nurse and the supplemental school nurse
2. Revised the PDE Alternative Education for Disruptive Youth program application and worked with participating school districts to complete the revisions of their applications
3. Collected evidence and compiled a portfolio for the Director's end-of-year performance appraisal for the 2014-2015 school year; shared same with subcommittee
4. Monitored and assisted with the progress on the ECTS and RCTC web sites by Werkbots

Director's Travel and Meetings — September 2015

The director's recent and scheduled meetings include:

- *Non-Teaching Professional Educator Assessment Workshop*; IU5; August 2; training session on the use of PDE assessment practices
- *Professional Unit Negotiations*; ECTS; September 2
- *Professional Advisory Council Meeting*; ECTS; September 4; monthly meeting with superintendents
- *United Way Campaign Kickoff*; Ambassador Conference Center; September 10
- *Workforce Development Board Meeting*; ECTS; September 11; with Ms. Janet Anderson, Executive Director of the WDB; to discuss Board priorities
- *Scott Electric Donation*; ECTS; September 11; with various JOC members and ECTS staff
- *Erie Regional Chamber Manufacturing Training*; Intermodal Center; September 16; with Jake Rouch, Erie Chamber; Rick Cornwell, Erie CareerLink; and, Mat Pundt, Erie City Schools; to discuss a manufacturing training program proposal for the Erie Regional Manufacturing Partnership
- *Emerge 2040*; Erie County Public Safety Building; September 17; quarterly meeting to discuss the regional strategic plan
- *JOC President Agenda Review*; ECTS; September 17; monthly meeting to review agenda
- *District 10 CTC Directors' Meeting*; Port Allegany; September 18; administrative meeting to discuss regional CTE issues
- *Career Street Presentation & Discussion*; ECTS; September 22; with Jennifer Pontzer, Mary Bula, and Ann Scott; to review Career Street strategies with a representative group from the North Central Workforce Development Board
- *Data Quality Curriculum*; webinar; September 29; PDE professional development program focused on data accountability, funding, and information sharing among staff; the ongoing training focuses on data governance and the role of school leadership
- *Manufacturing Summit*; Bayfront Convention Center; October 1; with several ECTS staff members, sponsored by the Erie Regional Manufacturing Partnership, to present and discuss improving the workforce pipeline for manufacturers in Erie County