
**Erie County Technical School
Director's Report
April 2017**

Personal Finance & Business Math

We have begun to try to finalize a schedule for next year's new math class. The challenge is to deliver instruction to approximately 560 students, two times per week, with two part-time instructors. Our biggest challenge, however, is the availability of classroom space. Most programs in the afternoon have combined junior-senior enrollments in the 25- to 35-student range. None of our classrooms will hold that number comfortably.

As an alternative, we are considering finding a larger space that will hold more students and deliver the math instruction in a 'quasi-college lecture' manner. Classroom enrollments would be in the high-70s to low-80s range, and would require we find only one classroom, instead of two. This approach would employ a team teaching strategy. This approach will have sections of combined programs. We are attempting to combine similar programs so those teachers have some common planning time.

Professional Development

With the addition of the math class next year, our faculty members will have two fifty-five minute periods available each week for other activities. The administration is reviewing online professional development as one way to use the available time. The intention would be to improve instructional practice, align instruction to individual and campus-wide needs based on observations and evaluations, enhance our mentoring and new teacher orientation programs, and provide a vehicle for our teachers to fulfill Act 48 requirements. The administration will work, in part, with the professional development committee to finalize the plans.

Heavy Equipment Adult Class

The director met with Gary Shaw, President of PA Pride, and contractor for our truck driving classes, to discuss a heavy equipment program. The program would teach individuals to operate dump trucks, loaders, graders, backhoes, excavators, and bulldozers. Preliminary conversations included use of the grounds behind the Skill Center and space in the Skill Center, course length of about eight months, cost of the program in the area of \$15,000, and how to meet the need for student financial aid.

End-of-Year Transfers and Spending

Over the past month or so, the administration has culled through the budget looking for overspent and underspent accounts; and, we consolidated a list of 'needs and wants' as we closeout the 2016-2017 fiscal year. Historically, we end each year with between \$200,000 and \$250,000 in available funds. We use these funds for our PSERS Set-aside, to cover larger, unexpected expenditures during the year, and to 'pick-off' small projects that typically do not make it into the budget. Additionally, this year, we will use some funds to help offset the

additional expense of a ratified contract with the professional unit. A list of transfers and a motion to approve those transfers is available in the Business portion of the agenda.

Other Action Items this April

Other items the director has been working on in April include:

1. Conducted professional development observations with faculty members that include a pre-observation conference, observation, and post-observation conference.
2. Initiated a conversation with a web designer to determine appropriate language for an RFP to build out a new multi-region Career Street web site.
3. Developed a work instruction so teachers can enter their students' industry certifications into Infinite Campus.

Director's Travel and Meetings—April 2017

The director's recent and scheduled meetings include:

- ❖ *Blackbaud Conference Call*; ECTS; April 3; with Terri Birchard; to reaffirm transition plans
- ❖ *PACTA PIL, Community Leadership and Personnel*; Central Westmoreland Career Center; April 4; to present final PIL projects
- ❖ *Professional Unit Negotiations*; ECTS; April 5
- ❖ *Professional Advisory Council*; ECTS; April 7; monthly meeting with superintendents
- ❖ *College, Career, and Life Readiness Task Team (Career Pathways)*; ECTS; April 7; school districts working together to develop career pathways
- ❖ *Workforce Development Board, Sector Strategies and Career Pathways Committee*; Meadville; April 12
- ❖ *Professional Unit Negotiations*; ECTS; April 19; with Sam Steever, Mark Cyphert, and Andy Foyle; to sign tentative agreement
- ❖ *Emerge 2040 Steering Committee*; ECTS; April 20; hosted monthly meeting
- ❖ *Board President Agenda Review*; H & H Machining; April 21; with Andy Foyle
- ❖ *Career Street Web Site Redesign*; Erie; April 24; with Brian Amick, Katy Fish, and Jennifer Pontzer; to discuss multi-region web site design
- ❖ *Knox Law Symposium*; Erie; April 25; professional development opportunity offered by counsel
- ❖ *Meet & Discuss*; ECTS; April 25; meeting of Federation officers and administrators
- ❖ *Joint Operating Committee Meeting*; ECTS; April 27
- ❖ *Workforce Development Board Meeting*; Meadville; April 28; bi-monthly meeting