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

Welcome to the 2016-2017 School Year

As faculty, staff, and students return for the 2016-2017 school year, they will notice only few changes from last year. The most notable changes for faculty will be a Teacher Success Plan conference held at the start of the school year and a performance-based alternative to the Professional Development Portfolio. For our students, the biggest change they will see is in our food service consulting contract with Nutrition Group. We are looking for the coming school year to be comfortable and productive.

Administrative Retreat

The administrative team met in early August to conduct our annual retreat. Besides reviewing required quality management system items, we conduct a thorough performance data and customer satisfaction analysis. The result of our two-day meeting is an annual strategic plan. Our strategic priorities from the retreat are available in the supplemental section of the agenda.

Summer Building Projects

The JOC should award the Skill Center HVAC multi-zone unit bid and the Skill Center Roof Repair bid at the August meeting. We also added and replaced carpet in the cafeteria and Business Office. The Facilities Manager will report on other smaller projects.

RCTC

Registration for Term I opened August 8 and closed August 26. Classes will start the week of September 6. At the time of this report, there were 84 registrations in 23 classes.

We are also pleased to announce that **online registration and payment** is now available for RCTC classes. Our web site developer, Werkbots, advised us to use Authorize.Net as a 'payment gateway' for online credit card purchases. Customers can now make an immediate purchase, rather than waiting to stop into the office or call in a registration.

Other Action Items this July and August

Other items the director has been working on in July and August include:

1. The Director conducted end-of-year assessments with all administrators.
2. Refined the RCTC marketing plan for 2015-2016
3. Collected evidence and compiled a portfolio for the Director's end-of-year performance appraisal for the 2015-2016 school year.
4. Completed a corrective action plan based on the Approved Program Evaluation conducted by PDE in April.

Director's Travel and Meetings—July & August 2016

The director's recent and scheduled meetings include:

- ❖ *Workforce Development Board Youth Committee*; Meadville, July 11; to discuss career pathways
- ❖ *Erie Together Partners*; Erie; July 14; to discuss a community-wide, education leadership council
- ❖ *Tour of Technical Learning Center*; Erie Insurance; July 20; with Katy Wolfrom and Joe Tarasovitch; to establish a relationship with the EIG training department
- ❖ *Emerge 2040*; Erie Community Park, Girard Township; July 21; monthly meeting
- ❖ *Mon Valley School Tour*; Pittsburgh; July 25; with Lesa Scalise; site visit for ideas related to our Transition Center
- ❖ *Workforce Investment Board, Monitoring & Evaluation Committee*; Meadville; August 1; quarterly meeting
- ❖ *Administrative Retreat*; ECTS; August 2-3; management and data review resulting in an annual strategic plan
- ❖ *Professional Unit Negotiations*; ECTS; August 4
- ❖ *Nutrition Group Planning*; ECTS; August 9; with Terri Birchard, Melissa Kingen, and Marla Perseo; to discuss service delivery and management practices for 2016-2017
- ❖ *District 10 SkillsUSA Executive Director Search*; Conneaut Lake; August 11; with Kevin Sprong and Tony Miller; to discuss responsibilities in a job description
- ❖ *Workforce Development Board*; Meadville; August 12; to discuss career pathways
- ❖ *Auto Service Owners Meeting*; ECTS; August 12; with Joe Tarasovitch, John Kosaniak, and Dave Smith; to discuss customer concerns
- ❖ *Emerge 2040*; Gannon Center for Business Ingenuity, Girard Township; August 18; monthly meeting
- ❖ *2015-2016 Faculty & Staff In-service*; ECTS; Thursday, August 25, Friday, August 26, and Monday, August 29