

Rank	Performance Concern or Opportunity for Improvement	Major/ Minor	PC/ OFI	Actionable	Responsible Parties
1	Explore new Business Office financial management software	Ma	PC	Y	Bus Off
2	Recommend two years programs (CMN, THM) transitioned to three year programs.	Ma	PC	Y	Supts
2	Investigate a revised mentor system (functional experts, mentor/mentoree payment, journaling, frequent meetings)	Ma	PC	Y	Instructional Supvs/CHQR
4	Teacher Success Planning (e.g. Computer Programming OAC Committee strength and attendance/DACUM)	Ma	PC	Y	Instructional Supvs
5	Portfolio Alternative (NOCTI action plan, SLO, OAC Attendance, Accreditation, Curr Audit, VISA, ISO Audit, MSDS, Safety Audit, Professional Dev Activity, program action plan)	Ma	PC	Y	Admin Staff
6	Verification process with high school for Admissions after home school guidance counselors	Ma	PC	Y	Director
7	Quality Manual review- team	Ma	PC	Y	Volunteer
8	Seek faculty counsel from non-toggle programs; begin work to move remaining programs toggle	Ma	PC	Y	Director/Curr Supv
	Board Policy Review	Ma	PC	Y	PSBA/Bus Off
	Revisit 15 minute schedule change with districts	Ma	PC	Y	Supts
	HVAC unit at Skill Center	Ma	PC	Y	Fac Mgr
	Math Course for Credit approved by All Sending Districts (CO-OP?)	Ma	OFI	Y	Supts
	Customer satisfaction comparison- campus average and individual (Interesting/equipment)--In-service	Mi	PC	Y	CHQR
	Identify need for additional clerical resources in Admissions	Mi	PC	Y	CHQR
	Survey "Homework", outside assignments.	Mi	OFI	Y	Principal
	More time being informative in the Work Session (monthly spotlight)	Mi	OFI	Y	Admin Staff
	CIR regularly scheduled meetings	Mi	OFI	Y	CHQR/Director
	Administrative Action Items, Admin Agenda, JOC Agenda?	Mi	OFI	Y	Bus Mgr
	Technical Writing Course, to improve Graduate Survey Response for "well were you taught reading/writing"	Mi	OFI	Y	Committee/Supv Lit
	Compare Graduate Survey results on job search preparation (resume, interview, coverletter)	Mi	OFI	Y	CHQR
	Protection Institute, run through all again, due Oct 12. 3 hour investment, communicate in-service	Mi	OFI	Y	CHQR
	Clinical Supervision Model for high performing faculty.	Mi	OFI	Y	Committee
	Change the counseling question on customer satisfaction survey	Mi	OFI	Y	CHQR
	Change the placement to Co-op question on customer satisfaction survey	Mi	OFI	Y	CHQR
	Develop work instructions for web page maintenance	Mi	OFI	Y	IT Mgr
	Computer programs to control student computer	Mi	OFI	Y	IT Mgr
	Addendum to student handbook/faculty regarding attendance	Mi	OFI	Y	Principal
	Document attendance process and communication (parent notes)	Mi	OFI	Y	Principal
	Add disclaimer to report card re attendance	Mi	OFI	Y	IT Mgr
	Investigate the SmartDollar program as a benefit for staff	Mi	OFI	Y	CHQR

**Erie County Technical School
Administrative Priorities
2016-2017**

Action Item 1 – Business Office Financial Management Software Purchase

Steps

1. Research with participating districts or CTCs
2. Set product criteria – desired functions and features (integrate with payroll, asset management, historical, imports/exports, ease of use)
3. Request demos
4. Establish cost
5. Acquire board approval
6. Rollout/Implementation Plan

Action Item 2 – Investigate a Revised Mentor System

Steps

1. Identify Desired Opportunities/Features (e.g. accountability, compensation, qualifications for being a mentor, schedule of meetings)
2. Establish a steering committee
3. Develop a revised plan
4. Have PD plan approved by JOC
5. Prepare final plan per PDE guidelines

Action Item 3 – Teacher Success Planning (TSP)

Steps

1. Collect campus/program performance data (student satisfaction, curriculum audits, graduate follow-up survey, etc.)
2. Create a way to document the conference
3. Create a way to incorporate the TSP conference into the EOY assessment
4. Establish a strength/opportunity approach to individual conferences
5. Incorporate a self-assessment component to the conference
6. Set-up schedule and provide coverage

Action Item 4 – Create a Portfolio Alternative

Steps

1. Identify items worthy of substitution in portfolio (timely submissions – sub binder, VISA statements, budget requests, HR required sign-offs, MSDS, NOCTI action plan, SLO, OAC minutes, curriculum audit; demonstrate campus leadership – Safety committee, ISO audit team, SkillsUSA contest chairperson, graduation, mentor, TAP, ILC, PACTEC; conferences – IEP review conference)
2. Create ad hoc committee
3. Consideration of Vocational I mid-year assessments portfolio items
4. Establish timeline