
Erie County Technical School
Director's Report
December 2016

2017-2018 General Fund Budget

The administration has completed its preparation of the 2017-2018 General Fund Budget. Total revenue is \$6,449,008 and total expenditures are \$6,449,008, meaning we have a balanced budget without use of the fund balance. The budget proposal does include a request to increase district contributions by 2.1%, or \$82,341. The increase in district contributions covers the addition of the Business & Personal Math program, scheduled to start to 2017-2018.

The director presented the budget proposal to the superintendents at the December Professional Advisory Council meeting. They endorsed the proposal and recommended sending it to the Joint Operating Committee for consideration. The administration will present the budget proposal to the committee at the January meeting.

Safety & Security Communication

Members of the administrative team have been reviewing our lockdown procedure in preparation for a lockdown drill in December. Part of that review includes the ability to communicate, in real time, with all faculty and staff members. Several products are under review.

RCTC

Term II classes ended the week of December 16. There were 61 students in 14 classes. Revenue exceeded expenses by \$3,341. Term III registration is open and continues until January 6. There are 53 classes on the schedule.

Other Action Items this November & December

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

1. Conducted pre-observation conferences, observations, and post-observation conferences with faculty members.
2. Conducted performance check-ups with all administrators reviewing their accomplishments from the prior 90 days and their priorities for the next 90 days.
3. Participated in several Pennsylvania Inspired Leadership programs in the areas of budgeting, personnel, community relations, and staff evaluation.
4. Assisted with software and vendor reviews for school's financial management services.

Director's Travel and Meetings—November & December 2016

The director's recent and scheduled meetings include:

- ❖ *Evaluation Academy*; IU5; November 3; Pennsylvania Inspired Leadership (PIL)
- ❖ *Professional Unit Negotiations*; ECTS; November 3
- ❖ *Professional Advisory Council*; ECTS; November 4; meeting with participating superintendents

- ❖ *Transition Center Strategic Review*; ECTS; November 8; select superintendents, special education supervisors, and ECTS staff reviewing Transition Center services and programming
- ❖ *PDE Alternative Education Meeting*; IU5; November 21; State guidance on alternative education programs
- ❖ *WDB Monitoring and Evaluation Committee Meeting*; Meadville; November 23; quarterly meeting of workforce development board subcommittee
- ❖ *Professional Unit Negotiations*; ECTS; December 1
- ❖ *Professional Advisory Council*; ECTS; December 2; meeting with participating superintendents
- ❖ *ACFEF Site Visit Reception*; ECTS; December 6; reception with two chefs auditing the ECTS Culinary Arts program
- ❖ *Workforce Investment Board*; Meadville; December 9; monthly board meeting
- ❖ *Emerge 2040*; Community Health Net; December 15; monthly meeting
- ❖ *Joint Operating Committee Meeting*; ECTS; December 20; monthly meeting

Holiday Wishes

Thanks to our Joint Operating Committee members as you keep your commitment to the Erie County Technical School and the students we serve, both high school and adult. May the graces of the holiday season find their way to you and your families.