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

Personal Finance and Business Mathematics

The faculty have begun their work in adjusting the second and third levels of each program's curriculum to account for the new math class that begins next year. Faculty members are removing 15 hours of technical instruction from each quarter in both the second and third levels. In a meeting with the faculty on February 13, we identified one potential glitch in providing the math class to students participating in the cooperative education program. After an initial discussion, it appears we will be able to provide the math class to these students.

Customer Relationship Management Software

Interacting with hundreds of businesses each year, while very important to the success of the school, can be a challenge for staff. Our ability to track and measure the interaction has largely relied on databases and spreadsheets. In late January, we subscribed to a web-based product called Zoho to manage our interactions and improve our communication with businesses that work with the school. Those interactions can include cooperative education and internship placements, job shadows, field trips, donations, guest speakers, exam proctors, and DACUM and advisory committee memberships.

A quick example of what Zoho offers us is the ability to send email invitations to the nearly 200 companies that participate in our Occupational Advisory Committees (OAC). The email contains a reply feature, allowing the company to indicate whether they will attend the OAC meeting. Zoho will track all responses. Historically, we have relied on telephone responses, which often required follow-up telephone calls. We hope the ease of response in Zoho will reduce our effort to conduct the OAC meetings.

Student Learning Objectives

On February 8, the director met with faculty members to set-up their student learning objectives (SLO) for 2016-2017. Using the NOCTI assessment, faculty members reviewed student performance on a pre-test administered in the Fall, identified a low performing competency area, and determined their ability to improve performance in that area. The results of the SLO will be determined in May when NOCTI post-test results will be available.

Performance Check-ups

The director met with administrators this month to review their 90-day performance plans. Performance over the past 90 days was 'on target' and plans for the next 90 days are well suited for the final half of the school year.

RCTC

Term III classes started the week of January 16. There are 93 students in 23 classes. Gross revenue was \$42,485 and net revenue was \$10,786. There were 11 registrations cancelled in 10 classes. Enrollments are down 52 students from the Term III, 2016.

Other Action Items this February

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

1. Conducted professional development observations with faculty members that include a pre-observation conference, observation, and post-observation conference.
2. Participated in Pennsylvania Inspired Leadership programs in the areas of budgeting, personnel, and staff evaluation.

Director's Travel and Meetings—February 2017

The director's recent and scheduled meetings include:

- ❖ *Professional Unit Negotiations*; ECTS; February 1
- ❖ *Professional Advisory Council*; ECTS; February 3; monthly meeting with superintendents
- ❖ *College, Career, and Life Readiness Task Team (Career Pathways)*; ECTS; February 3; school districts working together to develop career pathways
- ❖ *Feasibility Study Conference Call*; ECTS; February 3; with Chris Coughlin and Paul Abramson, consultant; to establish plan to review current feasibility study and update it for future use with a facility renovation project
- ❖ *CAEP Operations Review*; February 3; with Frank Diplacido and Terri Birchard; to review operational and food service issues associated with the CAEP
- ❖ *Career Street Web Site*; ECTS; February 7; with David Hunter of Epic Studios; to discuss a web site as part of a Career Street 'product'
- ❖ *MBA Legislative Luncheon*; MBA; February 9; with Andy Foyle; to here presentation by Representative Glen Thompson
- ❖ *Community College Presentation*; Jefferson Educational Society; February 9
- ❖ *Workforce Development Board*; Meadville; February 10; bi-monthly meeting of board
- ❖ *PACTA Symposium*; Hershey; February 15-17; with Joe Tarasovitch; annual meeting of technical education and workforce development entities
- ❖ *Board President Agenda Review*; H & H Machining; February 20; with Andy Foyle
- ❖ *Blackbaud Kick-off Phone Call*; ECTS; February 21; with Alexandra Richards and Terri Birchard; to begin transition to new financial management software
- ❖ *Meet & Discuss*; ECTS; January 24; meeting of Federation officers and administrators
- ❖ *Professional Unit Negotiations*; ECTS; February 22
- ❖ *Career Street Advisory Board*; Presque Isle Downs; February 28; quarterly meeting
- ❖ *Transition Center Strategic Review*; ECTS; February 28; with special education supervisors, and Lesa Scalise to continue reviewing Transition Center services
- ❖ *Food Service Audit*; ECTS; March 1