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

Administrative Retreat

The administrative team met from June 12 to 14 to review performance data, conduct a risk assessment, and look for opportunities for improvement. We also conduct the management review as required by our ISO 9001:2015 system. The first two days of the retreat are spent reviewing various performance reports like NOCTI, student and parent satisfaction, internal and external audit reports, and graduate follow-up reports. Examples of risks and opportunities to improve include plans for the new math class, a review of our Appointy special education services request system, an assessment of the progress of our Guidance & Advisement program, personnel recruitment and hiring, and professional staff assessment. As we go over each of these items, we make notes of things we deem need to be better. This year a list of over 50 items were recorded as needing some form of improvement.

Once the list is complete, we filter the items as being either a major or minor concern. We then label items as either a performance concern or an opportunity for improvement. The last filter we apply is whether an item is actionable. All those filters resulted in a list of five items that were worthy of an action plan. Using the Delphi technique, we ranked the items. We generally try to build action plans to the top two priorities, which this year were the new Personal Finance & Business math class rollout and the Danielson Domain 4 Portfolio.

The agenda, lists and observations, and action plans from the retreat are located in the supplemental section of the agenda and will be reviewed during the work session.

Resource Officer

During the administrative retreat, a discussion occurred around the availability of a resource officer. The PDE has a Safe Schools grant available to cover the cost, or most of the cost, of a resource officer. We would like to have some discussions and input from the principals, superintendents, and JOC members. While we are comfortable with the safety and security of our students, staff, and property, we do feel they may be some benefit to a 'uniformed presence' on our campus. If there is a decision to pursue the grant, we would also like some guidance on hiring an individual or subcontracting for the service. There is an item on the agenda for JOC members to discuss this idea with the administrators.

Annual Administrative Performance Check-ups

The Director met with each administrator to review their tasks for the past 90 days and set task expectations for the next 90 days. Task completion was good and task assignments are for worthwhile projects.

End-of-Year and New Year Reports

The administrative team is and will be working on various end-of-year reports for the Pennsylvania Department of Education and other state and federal agencies. Examples of these reports include:

1. Graduate Follow-up Survey Distribution
2. Perkins Final Performance Report
3. Program Approval Revisions for each high school program
4. PIMS Enrollments and Courses
5. PIMS Adult and Secondary 2016-17 Career and Technical Education Student Data
6. PIMS School Safety Report

Other Action Items in June

Other items the director has been working on this month include:

1. Planning for summer projects

Director's Meetings — June 2017

The director's recent and scheduled meetings include:

- ❖ *Senior Recognition Ceremony*; McDowell Intermediate High School; May 31
- ❖ *Local Advisory Committee*; ECTS; June 1; business and industry representatives meet with director to discuss various aspects of the school
- ❖ *Professional Unit Negotiations*; ECTS; June 5
- ❖ *End of Year Breakfast and Faculty Recognition*; ECTS; June 9; NOCTI and Service recognition
- ❖ *Administrative Retreat & Management Review*; ECTS; June 12 – 14; school performance review by administrative team
- ❖ *Emerge 2040 Meeting*; Erie; June 15; monthly meeting of steering committee
- ❖ *JOC Meeting Agenda Review*; H&H Machining; June 20; with Andy Foyle; to review agenda
- ❖ *Joint Operating Committee Meeting*; ECTS; June 22
- ❖ *Career Street Marketing Analysis Kick-off Meeting*; ECTS; June 23; with Strategy Solutions
- ❖ *Erie Together Cross-team Meeting*; Scottish Rite; June 27; report outs from various initiatives and teams of Erie Together