

Erie County Technical School
Management Review & Planning Retreat
2016-2017
Planning for the 2017-2018 School Year

Agenda

Monday June 12, 2017	
Management Review	
8:30 – 8:45	a. Quality Policy Review
8:45 – 9:15	b. External Audit Results Review
9:15 – 9:45	c. Internal Audit Results Review
9:45 – 10:15	d. OFI & Corrective Actions Review
10:15 – 10:30	Break
Performance Review	
10:30 – 11:00	e. Board Action Items & 2016-2017 Action Plans
11:00 – 11:30	f. Student Satisfaction Survey
11:30 – 12:00	g. Parent Satisfaction Survey
12:00 – 12:45	Lunch
12:45 – 1:15	h. Graduate & Life Track Follow-up Review
1:15 – 1:45	i. NOCTI Performance Review
1:45 – 2:15	j. Placement & Work Experience Report
2:15 – 2:30	Break
2:30 – 3:00	k. Student Credentials
Tuesday, June 13, 2017	
Risks, Opportunities, and Other Issues	
8:00 – 8:30	a. Review of Appointy
8:30 – 9:00	b. G & A Round II
9:00 – 9:30	c. Math Class Scheduling
9:30 – 10:00	d. NOCTI Campus-wide Performance
10:00 – 10:15	Break
10:15 – 10:45	e. Professional Development Program
10:45 – 11:15	g. Domain 4 - Professional Portfolios
11:15 – 12:00	h. Personnel Recruitment & Hiring Process
12:00 – 12:30	Lunch

Tuesday, June 13, 2017 (continued)

12:30 – 3:00	i. Items from the Floor 1) Feasibility Study 2) Zoho Business Client Management 3) PIMS Calendar 4) Blackbaud Deployment 5) Navigate Prepared Safety 6) Resource Officer
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Wednesday, June 14, 2017**Consensus & Action Plans**

8:30 – 9:00	a. Consensus on the Priorities
9:00 – 11:00	b. Action Plan to Address Priority 1
10:00 – 10:15	Break
11:00 – 1:30	c. Action Plan to Address Priority 2
12:00 – 12:30	Lunch
1:30 – 2:30	d. Assignment of Other Items

Erie County Technical School
Administrative Retreat
Planning for the 2017-2018 School Year

Risks, Opportunities, and Other Issues
Observations

Review of Appointy

- a) Forces faculty to plan
- b) Provides source of documentation of services provided
- c) Good accountability information for Perkins
- d) Viewed as more work by faculty
- e) Would be helpful if aides could see the schedule of other aides
- f) What to do in the case of an aide's absence – Kelly Services? Printable schedule?
- g) Need to assess efficiency to see whether additional aide services are needed
- h) Need to quantify services provided by types of service, instructional aide, program, students, district, and session
- i) Is there a need to build in some flexibility for last minute service requests?
- j) Clarify a system that properly adds additional students

Guidance & Advisement Round II

- a) We did get a launch by four teachers (ELC, ECE, DDE & AUT)!!!
- b) Same group is refining the *Ready to Work* series of classes – two 15-hour courses
- c) Addition of Personal Finance math class will help cover *Ready to Live*
- d) *Ready for College* – Role for WIN?
- e) Some need to refine and expand *Ready to Learn* – WIN???
- f) How is WIN being used by the faculty?
- g) Could WIN be more influential in our programs and G&A program?
- h) Need for periodic usage reporting out of WIN?
- i) Need to clarify or refine the G&A scope and sequence
- j) Use of WIN in the first year as a part of *Ready to Learn*, *Ready to Work*
- k) Need for resource/instructional materials for *Ready to Work*?
- l) *Ready to Learn* lessons by Remle
- m) *Ready for College* workshops by Remle

Personal Finance & Business Math Class Delivery

- a) Course number and title (BMA, MAT, 200, 300)
- b) Refine scheduling (stacks, career clusters, number of students per session)
- c) Communicate usage to Eagles Nest to various parties
- d) Two teachers assessing 500 students (e.g. Scantron, electronic assessments)
- e) Hire two teachers, two complimentary people
- f) Need or student support?
- g) Professional development for faculty during math course, industry site visits,
- h) Office space
- i) Online math book, individual student IDs

NOCTI Campus-wide Performance

- a) Capitalizing on the 'high performing' local programs
- b) Local performance measure based on campus-wide NOCTI
- c) Verify measure with Lee Burket, rules of the game
- d) ONLY TEAM GOAL
- e) Motivator for faculty?
- f) Local measure rating based on campus score
- g) What is the professional development necessary for "a")?
- h) Work with NOCTI on the function of and relationship with a proctor

Professional Development Program

- a) Currently looking at EI as a content delivery tool
- b) Induction program has a professional development component
- c) Act 48 hours for faculty
- d) TAP writing program (one in-service day plus four follow-up days)
- e) CPR as individual or group?
- f) Role of professional reflection in professional development
- g) Need to focus content on Danielson domains
- h) PD based on observation data, both campus-wide and individually
- i) PD Committee Induction recommendations: Stipends & after-school commitments, two-year program

Domain 4 Portfolio

- a) Currently no evidence of faculty member's performance in this area
- b) Must be rubric based (proficiency levels, samples of evidence, described behaviors)
- c) Evidence provided by faculty members and drawn from other administrative sources (e.g. alt to portfolio, gradebook or curriculum audits)
- d) Need to refine the alternative to portfolio
- e) A way to document faculty efforts (PA-EETEP custom forms)

Personnel Recruitment & Hiring Process

- a) Web site use
- b) What we are looking for in new hires
- c) Assess/verify performance and cultural issues

Renovation Feasibility Study

- a) Conversations with faculty, superintendents, JOC members, administrators
- b) Goal have a commitment from the districts to fund a renovation project by the end of 2017-2018

Zoho Client Management Package

- a) Little appreciation for the value a client management approach
- b) Multi-facets of ECTS interact with the system
- c) Need to start from beginning and get buy-in from concerned parties

PIMS Calendar

- a) Frequent requests from PDE for late reports to be submitted
- b) Move calendar to reports submitted in a timely manner
- c) Root causes: reliance on certain individuals, clean data well before submission time, following up with signed ACS, local prioritization,
- d) No bite with the bark from PDE

Blackbaud Financial Software Rollout

- a) Data to BB (Ian)
- b) Staff training
- c) Building reports
- d) Customized home page for each staff member
- e) BB knowledge base for staff training
- f) 2017-2018 Purchase orders
- g) Historical/archival reports from Pro-Soft
- h) Automated reports to faculty about spending
- i) Faculty and staff training on sign-in and personalized dashboard
- j) Fixed asset reconciliation

Navigate Prepared

- a) Faculty and staff training
- b) Status unknown
- c) Delivered to faculty by way of what device
- d) Communication between NP and IC

Resource Officer

- a) What happens when the grant goes away?
- b) Where would the position exist – professional, classified, contracted services?
- c) Might help with the criticism of our 'lack' of security practices
- d) Proactive approach to student behavior
- e) Relationship with CAEP?
- f) The educational value of a law enforcement official in the building

Erie County Technical School
Administrative Retreat
Planning for 2017-2018
Performance Concerns and Opportunities for Improvement

1	Personal Finance & Business Math Class Delivery	a	p	Y	Committee	Other Items from Floor
1.1	May not be enough curriculum hours with how math will fit in to course sequence.	i	o		Not Relevant	Internal audits
2	Domain 4 Portfolio	a	p	Y	Committee	Other Items from Floor
4	Board Policy Review	a	p	Y	AJ, JT, NF, TB	Prior Year Plans
4	Blackbaud Financial Software Rollout	a	p	Y	TB, JS, NF, ST	Other Items from Floor
5	Identify a solution for off-site back-up.	a	p	Y	JS, PH	Internal audits
6	Refine Portfolio Alternative - Timing, verification, checklist	a	o	Y	Rolled into #2	Prior Year Plans
7	Verification process for student industry credentials by way of teacher and administrator	a	o	Y	AJ, JS, SC	Student Industry Credential
8	Review of Appointy	a	o	Y	PH, SC, AJ	Other Items from Floor
10	Guidance & Advisement Round II	a	o	Y	SC, PH, JT	Other Items from Floor
10.1	Clearer delegation and empowerment for management of the G&A plan may improve the	a	o	Y	"	Internal audits
11	Professional Development Program	a	o	Y	NF, Sub Committee	Other Items from Floor
11.1	Investigate Clinical Supervision Model for high performing faculty.	a	o	Y	"	Prior Year Plans
12	Navigate Prepared Rollout	a	o	Y	DV, JS, JT, AJ	Other Items from Floor
13	Food Service: Leaves my class with few things to pick from and it's the same every time.	i	p	Y	TB, AJ	CAL/OFI
13.1	We end up having to pay for overpriced food.	i	o		"	CAL/OFI
14	NOCTI Campuswide Performance	i	o		AJ, JT, SC	Other Items from Floor
14.1	Need to focus on performance test	i	p	Y	"	NOCTI Analysis
14.2	Capitalize on high performing NOCTI teachers	i	o		"	NOCTI Analysis
15	Survey other CTCs to investigate co-op coordinator volume	i	p	Y	AJ, NF	Work Experience Report
16	HS KIPS measures out of IC (attendance, retention, share, transition)	i	o		JS, JT, NF	External audit
17	Parent satisfaction process - improve response rate with return envelope	i	o		NF	Internal audits
18	A more responsive administrative response to OAC minutes submission.	i	o		AJ, JT	Internal audits
19	The Administration should consider a formal meeting schedule for special education	i	o		AJ, PH, SC	Internal audits
20	Quality Manual review- team	i	o		NF, New Sub Committee	Prior Year Plans
20.1	Policy and procedure needs updated. Procedure 8.2.2 says there is an external audit	i	o		NF	Internal audits
	Align internal audits of programs with textbook, DACUM, POS/Curriculum audits	i	o		SC, NF	Internal audits
	Curriculum documents and forms appear to be free standing from numerous sources which	i	o		Not Relevant	Internal audits
	The development of a measurement instrument for G&A in the KIPS tool would assist in	i	o		NF, AJ, JT, PH	Internal audits
	Update the Key Process map to reflect the influence Guidance Services has on curriculum.	i	o		NF, AJ, JT, PH	Internal audits
	Someone should be cross-trained to enter payroll and benefit information into ECCA	i	o		Not Relevant	Internal audits
	Recruitment Process should be more definitive (hire, recruit, orient, advertising, etc) on the	i	o		NF, AJ, JT, PH	Internal audits
	Measurement on KIPS? Perhaps turnover or length of vacancy etc.	i	o		NF, AJ, JT, PH	Internal audits

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Performance Concerns and Opportunities for Improvement

	A better system to train instructors of how to save the information and utilize each drive.	i	o		JS, NF	Internal audits
	Refine Teacher Success Planning	i	o		AJ, JT	Prior Year Plans
	Verification process with high school for Admissions after home school guidance counselors	i	o		AJ, JT, LS	Prior Year Plans
	Survey "Homework", outside assignments.	i	o		JT	Prior/Parent Satisfaction
	More time being informative in the Work Session (monthly spotlight)	i	o		Admin Staff	Prior Year Plans
	Investigate Historical Graduate Survey results	i	o		NF	Prior Year Plans
	Develop work instructions for web page maintenance (calendar, curriculum documents, etc)	i	o		TB, JS	Prior Year Plans
	Check parent satisfaction results for 'keeping them informed'	i	o		NF	Parent Satisfaction
	Isolate and communicate the Parent Satisfaction comments	i	o		AJ, JT, NF	Parent Satisfaction
	Script some student satisfaction survey questions	i	o		NF, JT	Student Satisfaction

Erie County Technical School
Administrative Retreat
2015-2016

Rank	Performance Concern or Opportunity for Improvement	Major/ Minor	PC/ OFI	Responsible Parties	Status EOY 16-17
1	Explore new Business Office financial management software	Ma	PC	Bus Off	Achieved
2	Recommend two years programs (CMN, THM) transitioned to three year programs.	Ma	PC	Supts	Achieved
2	Investigate a revised mentor system (functional experts, mentor/mentoree payment, journaling, frequent meetings)	Ma	PC	Instructional Supvs/CHQR	Achieved
4	Teacher Success Planning (e.g. Computer Programming OAC Committee strength and attendance/DACUM)	Ma	PC	Instructional Supvs	Achieved
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	Admin Staff	Achieved
6	Verification process with high school for Admissions after home school guidance counselors	Ma	PC	Director	Unachieved
7	Quality Manual review- team	Ma	PC	Volunteer	Unachieved
8	Seek faculty counsel from non-toggle programs; begin work to move remaining programs toggle	Ma	PC	Director/Curr Supv	Achieved
	Board Policy Review	Ma	PC	PSBA/Bus Off	? Unachieved
	Revisit 15 minute schedule change with districts	Ma	PC	Supts	Unachieved
	HVAC unit at Skill Center	Ma	PC	Fac Mgr	Achieved
	Math Course for Credit approved by All Sending Districts (CO-OP?)	Ma	OFI	Supts	Achieved
	Customer satisfaction comparison- campus average and individual (Interesting/equipment)--In-service address	Mi	PC	CHQR	Achieved
	Identify need for additional clerical resources in Admissions	Mi	PC	CHQR	Achieved
	Survey "Homework", outside assignments.	Mi	OFI	Principal	Unachieved
	More time being informative in the Work Session (monthly spotlight)	Mi	OFI	Admin Staff	Unachieved
	CIR regularly scheduled meetings	Mi	OFI	CHQR/Director	Obsoleted
	Administrative Action Items, Admin Agenda, JOC Agenda?	Mi	OFI	Bus Mgr	Achieved
	Technical Writing Course, to improve Graduate Survey Response for "how well were you taught reading/writing"	Mi	OFI	Committee/ Supv Lit	Unachieved/ Outside Factors
	Compare Graduate Survey results on job search preparation (resume, interview, coverletter)	Mi	OFI	CHQR	Unachieved
	Protection Institute, run through all again, due Oct 12. 3 hour investment, communicate in-service	Mi	OFI	CHQR	Achieved
	Clinical Supervision Model for high performing faculty.	Mi	OFI	Committee	Achieved
	Change the counseling question on customer satisfaction survey	Mi	OFI	CHQR	Achieved
	Change the placement to Co-op question on customer satisfaction survey	Mi	OFI	CHQR	Achieved
	Develop work instructions for web page maintenance	Mi	OFI	IT Mgr	Unachieved
	Computer programs to control student computer	Mi	OFI	IT Mgr	Unachieved
	Addendum to student handbook/faculty regarding attendance	Mi	OFI	Principal	Unachieved
	Document attendance process and communication (parent notes)	Mi	OFI	Principal	Achieved
	Add disclaimer to report card re attendance	Mi	OFI	IT Mgr	Achieved
	Investigate the SmartDollar program as a benefit for staff	Mi	OFI	CHQR	Achieved

**Erie County Technical School
Administrative Priority Action Plans
2017-2018 School Year**

Personal Finance & Business Math Class Rollout

A. White Hat: What do we know about PF&BM Class Rollout

1. 500 students need to be enrolled in the classes
2. Class sizes will range between 60 and 80 students per class
3. Two part-time teachers will deliver the content
4. We have a textbook, provided electronically
5. We have a course syllabi
6. We have a classroom
7. There's a tentative schedule, delivered to Levels II and III only
8. Course will last the entire year, primarily two 50-minute periods per week
9. Vocational programs have allocated time in their Scopes & Sequences to accommodate the math class
10. The math class helps fulfill our Ready to Live component of our Guidance & Advisement program
11. Students will receive one-half math credit each year

B. Black Hat: Challenges of the PF&BM Class Rollout (with solutions)

1. Classroom need to be remodeled
 - i. Flooring
 - ii. window treatments
 - iii. wall
 - iv. projection
 - v. telephone
 - vi. emergency button
2. Class sizes are relatively large, classroom management could be challenging
 - i. Classroom management techniques will be important, provide training
 - ii. Monitor behavior administratively
 - iii. Instructional strategies will play an important role in learning and behavior management
3. We do not have the electronic devices
 - i. Determine compatibility of devices with textbook
 - ii. Determine quantity needed
 - iii. Determine compatibility with other software used in the class
 - iv. Provide a power station for charging
 - v. Determine the needed Wi-Fi capacity
 - vi. Provide student codes to access electronic textbooks
4. We have yet to hire the teachers
 - i. Run through the hiring process for a 'second' teacher
 - ii. Be sure to account for the compatibility between the two teachers
5. We have yet to place furniture in the classroom
 - i. Determine quantities needed
 - ii. Place order
6. How do we handle math class failures?
 - i. Deemed not necessarily an issue
7. How do we handle technical program failures?
 - i. Deemed not necessarily an issue for ECTS; will require additional attention at the home school

8. Class needs to be added to Infinite Campus
 - i. Course title and number determined
 - ii. Establish course rules
 - iii. Modify the report card
 - iv. Create a process and format to communicate the grade to the districts
 - v. Recording period attendance
9. Need to determine the 'grading scheme' for this class
 - i. Need to define an 'academic' grading scheme
 - ii. Have the scheme board approved
10. Additional support services for students have yet to be determined
 - i. Monitor student performance
 - ii. Identify students with math disability for PFBM teachers
 - iii. Provide services as deemed necessary
11. Grading and assessment could be a challenge based on the number of students
 - i. Investigate a software solution, potentially implement
 - ii. Encourage efficient grading practices (self-grade, buddy grade, grade on the run, etc.)
 - iii. Be prepared to provide additional support services like clerical or instructional aides
12. There could be resistance/perception/attitude issues by the students
 - i. Make the content engaging and relevant
 - ii. Create a consistent message to be delivered by all parties, faculty included
 - iii. Communicate the value and mechanics to faculty members
13. Noise from breaks could be a problem/concern
 - i. Move faculty into the break area and control noise
 - ii. Noise volume determines privilege
14. Culinary arts student traffic through Eagle's Nest
 - i. Curt and Kelly retrain students
15. Culinary arts students in locker rooms at start and end of day
 - i. Should not be an issue with existing math schedule
16. What will be the technical faculty member's responsibility during the math class?
 - i. Communicate expectations to faculty
 - ii. Professional development
 - iii. Business and industry visits
 - iv. Other campus committee commitments (IEP meetings, ISO audits, professional learning communities, etc.)
17. Room availability
 - i. Block out on campus calendar
 - ii. Communicate with relevant parties (e.g. secretaries & administrators)
18. Impact on recruiting/visitations
 - i. AM-only visitations
 - ii. Pull out select students
19. Safety concerns
 - i. Safe area same as CUA
 - ii. Lockdown area?
20. Keeping all things related on schedule
 - i. Communicate expectations to faculty

**Erie County Technical School
Administrative Priority Action Plans
2017-2018 School Year**

Danielson Domain 4 Portfolio

- A. White Hat: What do we know about D4 Portfolio
1. We do not use evidence to rate this domain
 2. Part of the teacher observation and evaluation
 3. Faculty are on different levels of understanding of domain 4
 4. Evidence is available for each of the components
 5. Evidence could be collected from either the staff member or the administration
 6. All faculty members are receiving a proficient rating on this domain
- B. Black Hat: Challenges of the D4 Portfolio (with solutions)
1. Faculty may have a less-than-favorable opinion of a portfolio
 - a) Come up with another name for the portfolio
 - b) Faculty play a role in defining the portfolio and rubric
 - c) Proof of performance makes it possible to receive a distinguished rating
 2. Creating a definitive rubric for the components
 - a) Faculty play a role in defining the portfolio and rubric
 - b) Use the Danielson model as the framework
 - c) Pull from previous work associated with the original portfolio
 3. Educate faculty on the rubric and evidence
 - a) Conduct session(s) during debriefs, faculty meeting, lunchtime meetings
 - b) Be sure to include sample evidence as part of the rubric
 - c) Real examples or just a list of evidence
 4. Develop a format to submit and evaluate evidence
 - a) Build into PA-ETEP
 - b) Use the attachment feature in PA-ETEP
 - c)
 5. Setting a schedule for submission of evidence
 - a) Determine which pieces of evidence are submitted during which quarter
 - b) Share the schedule with faculty
 6. There may be some differences for the three coordinators
 - a) Include them in the design team
 - b)
 7. Making appropriate changes to board policy and evaluation documents
 - a) Identify which documents
 - b) Make changes
 - c) Create motion to approve