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

Enrollment Review – Admin Procedure 126

Each spring we review enrollments for the coming year to ensure all of our programs have sufficient enrollments to warrant continued operation and put into place any corrective actions for programs that may be a concern. This year's review was very positive. Of the 18 programs, only two were below the expectation, and one of those was one student low.

Last year three programs were below the expectation. Four years ago, six programs were an enrollment concern. Certainly, changing the two-year programs to three-year programs helped some. However, the efforts of our faculty and staff in the recruiting process seem to be an influencer, too. One indicator is the *Applications Received as a Percentage of Visitors*. For the Class of 2020, applications represented 28% of the 1,276 visitors. This is up from 24% last year. We also saw 61% of the visitors indicated they intended to apply. Nearly one-half (47%) of those students did submit an application. From years prior, we are making progress. We will continue to keep our eye on enrollments and applications.

Campus Safety

We took another step in implementing our new campus safety program, Navigate Prepared. Three photographers were on campus March 9 to photograph every room in both the Skill Center and high school building. Those photographs are already loaded into our system. Next steps include transferring our 'flip charts' to Navigate, uploading staff and student information, and finalizing a comprehensive safety plan.

New Student Greetings

The week of March 27, the Director and Admissions Coordinator, Lisa Sorensen, will be visiting each of the participating high schools to congratulate and welcome our newest class—The Class of 2020. The 'greeting' includes a brief presentation about attending their new school, an invitation to Dinner with Teacher, a small gift, and a handshake. We usually end the greeting with a group photograph that finds its way to our Facebook page.

RCTC

Term IV classes started the week of March 13. There are 65 students in 17 classes. Gross revenue was \$23,215 and net revenue was \$9,160. There were eight registrations cancelled in seven classes. Enrollments are down 50% from the Term IV 2016.

Other Action Items this March

Other items the director has been working on in March 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, community relations, personnel, and staff evaluation.

3. Participated in strategic planning meetings with special education supervisors from the districts on Transition Center students and services.
4. Assisted with a final report for the Career Street grant from the Erie Community Foundation.
5. Working with teachers to convert three-year delivery to toggled-delivery. Curriculum typically delivered in the second and third years is delivered in alternate years.

Director's Travel and Meetings—March 2017

The director's recent and scheduled meetings include:

- ❖ *Professional Unit Negotiations*; ECTS; March 1
- ❖ *Professional Advisory Council*; ECTS; March 3; monthly meeting with superintendents
- ❖ *College, Career, and Life Readiness Task Team (Career Pathways)*; ECTS; March 3; school districts working together to develop career pathways
- ❖ *Occupational Advisory Committee Meetings*; March 7; semi-annual meeting of business and industry representatives in all 18 programs
- ❖ *Professional Unit Negotiations*; ECTS; March 8
- ❖ *Professional Unit Negotiations*; ECTS; March 15
- ❖ *Workforce Development Board*; Meadville; February 10; bi-monthly meeting of board
- ❖ *Board President Agenda Review*; H & H Machining; March 17; with Andy Foyle
- ❖ *Meet & Discuss*; ECTS; March 21; meeting of Federation officers and administrators
- ❖ *Workforce Development Board, Monitoring & Evaluation Committee*; Phone Conference; March 22
- ❖ *New Student Greetings*; All 11 high schools; March 27 thru March 31; with Lisa Sorensen; to personally welcome the Class of 2020 as new ECTS students