

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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	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

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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