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

Welcome to the 2017-2018 School Year

As faculty, staff, and students return for the 2017-2018 school year, they will notice a few changes from last year. The most notable change for faculty and students will be the ***Personal Finance and Business Math class***. All of our 2nd and 3rd level students are scheduled for this class. The teachers are in place, e-textbooks have been ordered, a schedule created, tables and chairs ordered and delivered, and some preliminary curriculum delivery developed. Our class sizes are larger than normal, and our team-teaching strategy is somewhat unique. But, we are confident we will be deliver content that will serve our students for a lifetime, in a meaningful and enjoyable manner.

The addition of the math class to the schedule resulted in another change for faculty members – ***professional development time during the school day***. We put together a rather extensive professional development program to fill this time. Please see the description below.

In August, we worked with a group of faculty members to develop a rubric for a ***Professional Development Portfolio for Domain 4 - Professional Responsibilities*** for faculty, helping to substantiate the performance of our teachers in this domain. Domain components include a) reflecting on teaching, b) maintaining accurate records, c) communicating with families, d) participating in a professional community, e) growing and developing professionally, and f) showing professionalism. All of these components are unobservable in a lesson observation and require some other form of evidence. We are confident the portfolio will allow teachers to receive a fair and accurate reflection of their efforts in these areas. The rubric for the portfolio is available in the supplemental section of the agenda.

And lastly, for our morning students, although they will not regard it as a change, our breakfast ***Grab & Go delivery method will be five-days-a-week***. This change will help improve our daily start-up and make our morning session more efficient and productive.

Wish us the best as we start a new school year – our 49th, by the way!

Professional Development

As noted above, the new math class created 110 minutes of ‘free time’ each week for every technical faculty member. Rather than devote this time to planning and preparation, which our faculty already have in the middle of the day, we established a professional development program. To make the professional development worthwhile, we purchased a subscription to Educational Impact which has online programming about teaching skills. Teachers will spend 55 minutes each week in an online class. We also set-up small learning communities of teachers, led by local teachers who have received a distinguished rating during the last two years, to facilitate bi-weekly discussions around the content being provided in the online class.

Educational Impact is one of only two vendors with content based on the Danielson model. We reviewed faculty assessments from this past year and will base the training in three areas – a)

reflecting on teaching and learning, b) engaging students in the learning process, and c) using good questioning and discussion techniques. All of these content areas are components in the Danielson model. Teachers will select a fourth content area to study during the fourth quarter.

RCTC

Registration for Term I opened August 7 and closes August 25. Classes will start the week of September 5. At the time of this report, there were 60 registrations in 27 classes.

We are using two strategies to advertise the fall term of classes. First, we increased the scope of our advertising in Google Ads; and, second, we printed and distributed a yearlong schedule as an insert in the Erie Times News.

Other Action Items this July and August

Other items the director has been working on in July and August include:

1. The Director conducted end-of-year assessments with all administrators. All assessments were rated as proficient.
2. Collected evidence and compiled a portfolio for the Director's end-of-year performance appraisal for the 2016-2017 school year.
3. Updated program information in PDE's career and technical education management system known as CATS.
4. Participated in several professional unit negotiation sessions.
5. Assisted with two separate training contracts through RCTC – one for welding training, and a second for blueprint reading in machining and welding/metal fabrication.
6. Wrote and submitted a grant application for the school resource officer through PDE's Office of Safe Schools.
7. Created safety documents and other procedural items in Navigate Prepared, an online safety management program we will be introducing this year.

Director's Travel and Meetings—July & August 2017

The director's recent and scheduled meetings include:

- ❖ *Career Planning Mini Grant*; IU5, July 5; to discuss Department of Labor and Industry grant program for career planning
- ❖ *Industrial Maintenance Apprenticeship Program*; Conference Call, July 12; with ERMP staff; to discuss RCTC programming available to support the apprenticeship program
- ❖ *Rural Regional College*; ECTS, July 19; with Dr. Debra Teachman; to discuss collaboration between ECTS, RCTC, and the RRC
- ❖ *Emerge 2040*; Lawrence Park Community Center, July 21; monthly meeting of steering committee

- ❖ *Director's Evaluation Presentation*; ECTS, July 21; with Messiers Bucksbee, DiPlacido, and Duda, and other administrators; to review evidence of performance for the past academic year
- ❖ *Observation & Professional Development Practices for 2017-2018*; ECTS, July 25; with Joe Tarasovitch, Pat Holland, Sandy Carr, and Natalie Fatica; to plan for various changes for the coming year
- ❖ *Clinical Supervision Model Discussion*; ECTS, August 7; with Joe Tarasovitch, Natalie Fatica, Sandy Carr, Donna Erdman, Elaine Shaffer, Sherry States, and Kayla Noonan; to discuss an alternative assessment procedure for high performing staff and to investigate participation in small learning communities
- ❖ *Erie Regional Manufacturing Partnership – General Membership Meeting*; MBA, August 8; quarterly membership meeting
- ❖ *Rural Regional College*; ECTS, August 8; with Dr. Joe Nairn, President, and Dr. Debra Teachman; to discuss collaboration between ECTS, RCTC, and the RRC
- ❖ *District 10 Directors Meeting*; Meadville, August 9; to discuss leadership conference and competitive events for 2017-2018
- ❖ *Career Street Executive Director Evaluation*; ECTS, August 10; with Jennifer Pontzer, James Bucksbee, and Terri Birchard; to review executive director's performance for the past year
- ❖ *Workforce Development Board*; Meadville; August 11; quarterly board meeting
- ❖ *Domain 4 Professional Portfolio*; ECTS, August 15; with Joe Tarasovitch, Natalie Fatica, Marty Burnham, Donna Erdman, and Lesa Scalise; to create a rubric define expected levels of performance and evidence for specified ratings
- ❖ *Administrative Staff Performance Reviews and Check-ups*; ECTS, August 16 and 17; to conduct annual performance assessment and establish 90-day plans
- ❖ *Agenda Review with JOC Chair*; Erie, August 18; with Andy Foyle; to review August JOC agenda
- ❖ *Clinical Supervision Model*; ECTS, August 22; with Joe Tarasovitch, Natalie Fatica, Donna Erdman, Elaine Shaffer, Sherry States, and Kayla Noonan; to review facilitation procedures for small learning communities
- ❖ *2015-2016 Faculty & Staff In-service*; ECTS; August 25 and August 28