
**Erie County Technical School
Director's Report
January 2018**

Renovation Project

Chris Coughlin will be joining us this month to review his cost estimate and answer any questions about the project. We have also met with Greer Hayden, President, and Frank Gargiulo, Planning & Development Coordinator, from HHSDR to discuss a quote on a second architect's cost estimate. The quote will also be available for the board's consideration. Hopefully, we can get some sense of the next steps for the project at the conclusion of this discussion.

Food Service Department

The business manager and the director met with Melissa Kingen, Regional Manager with the Nutrition Group, to discuss closing our food service department. After a lengthy discussion about costs, we are recommending a reduction in staff in the department to see if we can improve the financial performance. A four-day food service staff member costs about \$20,000 in salary and benefits. Our recommendation is to reduce one four-day and one two-day staff members for a projected savings of roughly \$15,000. There are also a couple of other small revenue changes we can implement to raise another \$4,000 in revenue, including 'snacks-on-wheels' for non-break days.

The personnel changes have been discussed with the Federation and the impacted staff members. Staff members were especially interested in changing to an instructional aide position. We currently have a fulltime aide vacancy to fill.

Personal Finance & Business Math Class

The class seems to be going relatively well. We reviewed the situation with guidance counselors and superintendents. We have asked the superintendents to talk with principals and guidance counselors about the value of continuing the math class for the Class of 2020. They will advise us in early February on whether we should continue the class or not.

Transition of Director

Priorities were identified and reviewed with Mr. Berlin and Mr. Foyle. The suggestion of having Mr. Tarasovitch serve as interim director was discussed and reviewed with Mr. Tarasovitch. Priorities were then reviewed with Mr. Tarasovitch, Ms. Fatica, and Mrs. Birchard. All relevant parties have been notified of the change in management and the management team continues to work together to make sure important bases are covered.

School Resource Officer

Mr. Tarasovitch has picked up the responsibility to contact Sheriff Loomis to secure a school resource officer. Look for an update in the principal's report.

RCTC

Term III classes started the week of January 16, 2018. There were 63 students in 12 classes. Two-thirds of the registrations were in state inspection classes. There were 21 students in five non-automotive classes. Revenue was \$11,800 and exceeded expenses by \$4,997.

Director's Travel and Meetings—January 2018

The director's recent and scheduled meetings include:

- ❖ *ECTS Guidance Counselors*; ECTS; January 4; to discuss math class
- ❖ *Professional Advisory Council*; ECTS; January 5; meeting with superintendents
- ❖ *Career Street Business Plan*; ECTS; January 8; with Terri Birchard, Jennifer Pontzer, and Debbie Thompson; to discuss Career Street as a product
- ❖ *Career Street Business Plan*; ECTS; January 9; with Jim Bucksbee and Terri Birchard
- ❖ *Food Service Department Meeting*; ECTS; January 10; with Melissa Kingen, Nutrition Group, and Terri Birchard; to discuss department closure or alternative
- ❖ *Transition Center Tour*; ECTS; January 11; with Lesa Scalise and supervisors from Warren County School District
- ❖ *District 10 SkillsUSA Competitive Events*; New Castle School of Trades; January 12; with Jim Bucksbee and others
- ❖ *Erie Regional Manufacturing Partnership Meeting*; Erie; January 16
- ❖ *Erie Together/Chautauqua Group Presentation*; Erie; January 16; to share strategies and projects of Erie Together
- ❖ *Renovation Discussion*; ECTS; January 17; with Joe Tarasovitch, Del Von Volkenburg, Greer Hayden, and Frank Gargiulo of HHSDR
- ❖ *Emerge 2040 Steering Committee Meeting*; Erie; January 18; monthly meeting
- ❖ *Board President Agenda Review*; H&H Machining; January 19; with Andy Foyle; to discuss agenda
- ❖ *Mid-Year Faculty Assessment*; ECTS; January 22; assessment conferences for temporary professional employees
- ❖ *CAEP Operations Review*; ECTS; January 23; with Frank DiPlacido and Joe Tarasovitch
- ❖ *Joint Operating Committee Meeting*; ECTS; January 25; monthly meeting
- ❖ *Professional Advisory Committee*; ECTS; February 2; monthly superintendents' meeting