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

Walk-About with CAEP Administration

The Interim Director and Facility Manager conducted a “walk-about” on June 8th with the Career and Alternative Education Program’s administration to review and discuss the amount of damages and graffiti that has occurred at the Skills Center during the 2017-18 school year. Mr. Frank DiPlacido, Director of the CAEP program and Mr. Nate Allen, day-to-day supervisor were able to identify the students responsible so that the Erie County Technical School could forward financial obligations to the responsible families. A plan for the 2018-19 school was discussed that would be more proactive to attempt to eliminate these types of damages.

The Sending School district of each student that was responsible for these damages was also forwarded a copy of the obligations due to the damages.

Administrative Retreat

The administrative team met on June 13th and 14th to review performance data, conduct a risk assessment, and look for opportunities for improvement. We also conduct the management review as required by our ISO 9001:2015 system. The first day of the retreat was spent reviewing various performance reports like NOCTI, student and parent satisfaction, internal and external audit reports, and graduate follow-up reports. Examples of risks and opportunities to improve include plans for the transition of the curriculums during the 2018-19 and 2019-20 with the elimination of the last Business Finance Math class, a review of our Appointy special education services request system, an assessment of the Career Readiness Standards and connection to our Guidance & Advisement program, personnel recruitment and hiring, and professional staff assessment. As we go over each of these items, we make notes of things we deem need to be better. This year a list of over 40 items were recorded as needing some form of improvement.

Once the list is complete, we filter the items as being either a major or minor concern. We then label items as either a performance concern or an opportunity for improvement. The last filter we apply is whether an item is actionable. All those filters resulted in a list of five items that were worthy of an action plan. Using the Delphi technique, we ranked the items. We generally try to build action plans to the top two priorities, which this year were an update of the ECTS Website and a plan to identify Career Readiness Standards that support the Sending Schools student “artifact” collection requirements.

The agenda, lists and observations, and action plans from the retreat will be compiled and presented in the August 2018 JOC work session.

Sit-down and Review of Renovation Proposal

The Interim Director and Facility Manager met with Mr. Greer Hayden from HHSDR Architects on June 20th to have a review of the preliminary renovation plans and to address the architect’s questions to support his completion of the renovation proposal.

Resource Officer

Natalie Fatica and Joe Tarasovitch interviewed two candidates for the School Resource Officer. Both candidates came highly recommended by Sherriff Loomis. The Erie County Technical School will utilize the PDE Safe Schools grant available to cover the cost of the resource officer in the 2018-19 school year. Joe Tarasovitch is investigating options of additional financial support from PDE for the 2019-20 school year.

While we are comfortable with the safety and security of our students, staff, and property, this school resource officer will provide a “uniformed presence” on our campus. The SRO will also provide an opportunity for our students to have “educational” presentations addressing topics such as smoking/vaping, drugs, and cyberbullying.

End-of-Year and New Year Reports

The administrative team is and will be working on various end-of-year reports for the Pennsylvania Department of Education and other state and federal agencies. Examples of these reports include:

1. Graduate Follow-up Survey Distribution
2. Perkins Final Performance Report
3. Perkins 2018-19 Grant Submission
4. Program Approval Revisions for each high school program
5. PIMS Enrollments and Courses
6. PIMS Adult and Secondary 2017-18 Career and Technical Education Student Data
7. PIMS School Safety Report

Other Action Items in June

Other items the director has been working on this month include:

1. Planning for summer projects with the Facility Manager and the IT Manager

Director's Meetings — June 2018

The director's recent and scheduled meetings include:

- ❖ *Senior Recognition Ceremony*; McDowell Intermediate High School; May 30
- ❖ *End of Year Luncheon and Faculty Recognition*; ECTS; June 8; NOCTI and Service recognition
- ❖ *Administrative Retreat & Management Review*; ECTS; June 13 & 14; school performance review by administrative team
- ❖ *Northern PA. Regional College Meeting*; Crawford County CTC; June 20; partnering for student educational opportunities
- ❖ *Joint Operating Committee Meeting*; ECTS; June 28