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**Erie County Technical School  
Director's Report  
March and April 2020**

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### **School Closure**

1. Preserved business continuity during the school closure.
2. Participated in multiple planning and coordination meetings with IU5.
3. Established phone conference meeting structure with the Administrative Staff (three meetings per week as needed).
4. Completed, and filed with PDE, a "Continuity of Education Plan" (COEP).
5. Communicating with and providing work instructions for all ECTS employees as needed.
  - a. Faculty
    - i. Embraced online educational technology.
    - ii. Developed, and are delivering, "optional" Enrichment and Review – No New Instruction.
    - iii. Implemented "Office Hours" for student communications and support.
    - iv. Continuing work on school-wide curriculum development effort.
  - b. Instructional Aides
    - i. Working from home contacting and supporting students daily.
  - c. Clerical Staff
    - i. Computing equipment has been provided/deployed and is operational to support work from home.
    - ii. Working from home on selected projects and assignments in support of business continuity.
  - d. Custodial Staff
    - i. Completed sanitization of ECTS building.
    - ii. Working on selected deep cleaning projects – Rotating work schedule.
  - e. Maintenance Staff
    - i. Working on normal repairs and maintenance – Rotating work schedule.
    - ii. Preparing to begin outdoor maintenance – lawns and grounds (lawn repair, mowing, trimming, etc.).
6. Preparing for end of year close out:
  - a. Grades
  - b. Graduation

### **Roundabout**

1. Requested design addition from PennDOT to include a safety barrier between the roundabout and ECTS building – Request denied.
2. Worked with Attorney Sennett to provide a letter, at PennDot's request, allowing Knox Law to represent the ECTS in the land transfer process for the roundabout.

### **Renovation Status**

1. Contacted Architect Chris Coughlin to discuss the status/progress.
2. Architect is preparing to send proposals for geotechnical and storm water contractors.
3. Progress on the design work has been suspended until the "stay at home" order is lifted due to the pandemic.

### **Fire Alarm Project**

1. Contractors returned to the ECTS building to work on Monday, April 13<sup>th</sup>.
2. Work is expected to be finished near the end of the April.

### **New Program Development**

1. A stakeholders meeting was conducted with representatives of the health care community and Erie Together (ET) -- ET Healthcare Pathways Committee.
2. Candidate new programs were identified and discussed during the meeting based on high occupational demand data for Erie County.
3. Plans for additional work and meetings have been suspended due to the pandemic.

### **Grants**

1. PCCD School Safety and Security Grant – Grant successfully awarded ~\$230K+.
  - a. Secure vestibule portion of the project will proceed before renovation.
  - b. A design that can be re-used as part of the renovation is being prepared.
  - c. Architect preparing drawings for bid process.
  - d. Secure vestibule will require a formal bid process.
  - e. Work on the secure vestibule has been suspended due to the pandemic.
2. Perkins Grant.
  - a. The ECTS submitted its Comprehensive Local Needs Assessment (CLNA).
  - b. Comprehensive Local Needs Assessment (CLNA) have not been reviewed yet due to delays for pandemic.
  - c. Attended half-day "mandatory" Perkins online training with Principal Tarasovitch.
  - d. Application submission dates are being adjusted given delays for pandemic.

### **ECTS Operations**

1. Risk, Vulnerability, and Assessment Team inspection Completed (December 2019).
  - a. Report provided in Executive Session this evening.
2. Conducting teaching observations for the Spring 2020 (Director = 1/2 , Principal = ½).

### **Student Activity**

1. Student clubs and activities have been suspended.