
**Erie County Technical School
Director's Report
August 2019**

Roundabout

1. This project has been quiet and PennDOT has not been on-site.
2. PennDOT will likely coordinate directly with Knox Law for the sale or process for eminent domain.

Renovation Status

1. As of Wednesday, August 18, 2019 several School Districts passed resolutions to fund design costs, the remainder of School Districts have agenda items scheduled for various dates in August.
2. At a meeting of Superintendents on Thursday, August 8, 2019 there was a discussion of the renovation requested by the Superintendents present at the meeting – This meeting was NOT a full PAC meeting as the primary business was to consider a proposed CAEP contract. There were significant concerns noted stemming from a recent email from Superintendent Bill Hall regarding his intentions to request a modification in the Capital Funding Formula. Multiple School Districts indicated that they were not moving forward with approval of design costs until/unless there was some form of binding agreement assuring the future funding of a renovation.
3. The Facilities Maintenance and Renovation Committee (FMRC) met on Monday, August 19, 2019.
4. The FMRC met with County Executive Kathy Dahlkemper on Monday, July 15, 2019.
 - a. Highlights of the conversation are available if desired.

CAEP Contract

1. Representatives from the Sarah Reed Center (SRC) delivered a contract proposal for CAEP services on Wednesday, July 31, 2019 – The proposal was forwarded to Superintendents (PAC) promptly.
 - a. The proposal consisted of appropriate background narrative and three options for CAEP services.
 - b. Options for CAEP services were “Current Offering,” “Basic,” and “Expanded Services.”
 - c. Costs for the three options ranged from approximately \$520,000 -- \$1.1M.
2. The PAC held a meeting Thursday, August 8, 2019 to discuss the contract proposal. The outcomes of the meeting were as follows:
 - a. The Superintendents did not accept the SRC proposal, primarily due to size of a proposed cost increase not accounted for in regular budgeting processes.
 - b. Instructions were articulated by the Superintendents to the ECTS Director and Business Manager to contact the SRC and request as close as possible the same contract we had last year recognizing there we multiple concerns with the service last year.
 - c. The Superintendents confirmed their desire to put the contract out to bid for next year.

3. A properly executed CAEP contract is needed prior to the start of school.

RCTC

1. In its current form, the RCTC operation is not financially sustainable.
 - a. Drawing down reserves accumulated when there was more sponsorship for Adult Education.
 - b. Draw down in 2017—2018 was approximately \$45K.
 - c. Reserves are approximately \$222K.
 - d. In 2018/2019 (6/30/2019) RCTC had a \$9K surplus due to reallocating personnel costs to other cost centers.
2. The RCTC operation is not being charged for resources provided by the ECTS (i.e., office space, utilities, phones, copier, cleaning, etc.).
3. A strategy must be adopted for the operation of RCTC:
 - a. Establish criteria for success/failure.
 - b. Implement a financial model that based on true cost and net break-even.
 - c. Restructure courses/programs and raise prices.
4. The RCTC staff are requesting a price increase from the JOC at this meeting.
5. A survey of Career and Technical Centers (CTC) across Western PA reveals there are very few Adult Education offerings directly by CTC's.
 - a. Almost exclusively PA Emissions Testing.
 - b. Contract-based training for business and industry.
6. The Survey of CTC's in Western Pa. revealed that Adult Education is offered by Community Colleges and/or contracting with third-party vendors such as PA Pride.
7. The RCTC operation was initially created, in part, to fill a void in the education ecosystem given there were few options for Associate-degrees or advanced training in this region.
8. The RCTC operation was initially eligible for Federal Financial Aid but is no longer eligible.

ECTS Operations

1. We received notice from PDE that our Carl Perkins Grant for next year has been "Substantially Approved" at approximately \$335,000.00.
2. Dr. Walker and the Administrative Team conducted a day-long annual retreat on Thursday August 1, 2019.
3. Dr. Walker and the Administrative Team prepared a 2019-2020 Priority Action Plan based on analyses conducted during the retreat.
 - a. The 2019-2020 Priority Action Plan for the ECTS is presented to the JOC at this time for consideration.

- i. The Priority Action Plan is a large-scale, school-wide, and transformational effort that **will take three years to complete.**
 - b. A motion from the JOC to “adopt” the 2019-2020 Priority Action Plan is requested.
 - c. A similar motion will be requested from our PAC.
4. All aspects of the Electronics Program Curtailment are complete with legally binding assurances of no complaints/grievances in the future.
 - a. The conduct of our Electronics Teacher, Mr. Marty Burnham, was/is thoroughly professional and amicable – Mr. Burnham is to be commended.
5. As a result of Program Curtailment, the ECTS Administration expects to bring forward proposal(s) for new a new program(s).
 - a. A motion from the JOC to “support” the concept of pursuing a new program(s) following PDE, JOC, and PAC protocol is requested.
 - b. A JOC “program approval” would be required prior to implementation.
 - c. A similar motion will be requested from our PAC.
 - d. Pursuing a new program is a major effort that takes significant effort from several people over the course of one to two years depending upon timing when the PDE receives the application/request.
6. Dr. Walker re-wrote the ECTS Administrative Procedure (AP) 126. Procedures are not policy -- policy requires JOC approval. AP’s guide implementation of policy.
 - a. The current AP 126 is not sufficiently detailed to provide the guidance needed for implementation.
 - b. The draft AP 126 was sent to Mark Wassell and revisions/modifications were incorporated in the document based on his legal review.
 - c. A motion from the JOC to “adopt” the draft AP 126 is requested.
 - d. A similar motion will be requested from our PAC.
7. Dr. Walker has been meeting with each Administrative Team Member to ensure the completeness of “on-boarding.”
8. Dr. Walker completed each of his three performance goals in 2018/2019.
 - a. JOC – Move the renovation forward.
 - b. PAC – Lead CAEP program contract realignment and facilitate the JOC/PAC executing the contract.
 - c. Director – Investigate the feasibility of launching a JROTC program at the ECTS.
 - i. Two options – Government funded and self-funded.
 - ii. Government funding not available, waiting list of 125+ applications.
 - iii. Initial start-up costs (FY 2018/2019) = \$180K.
 - iv. Annual sustainment costs for 150 cadets (FY2018/2019) = \$107K.
 - d. Need to establish performance goals for Director (2019/2020).

Student Activity

N/A during the Summer.

Other Action Items This Month