

**Erie County Technical School  
Joint Operating Committee  
Action Items Log**

| Item #                                                                 | Action Item                                                                                                                                                                                                                                                                                                          | Date of Request | Suggested By  | Board Consensus | Assigned To                                        | Status                    | Progress Notes                                                                                                                              |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|-----------------|----------------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 18                                                                     | Would like to have the PDE 339 audit form (and response from RCTS) distributed to all district reps in case they did not receive a copy. This seems to me to be an important document on the health of the school which should be (if not already) sent to all of the participating districts as they are completed. | August 18, 2012 | Mr. Diplacido | No              | Director                                           | Completed August 20, 2012 | All appropriate documentation is over 60 pages. Requested information placed in supplemental information section of August 2012 JOC agenda. |
| All items below this line occurred during the 2011-2012 academic year. |                                                                                                                                                                                                                                                                                                                      |                 |               |                 |                                                    |                           |                                                                                                                                             |
| 17                                                                     | Request for rationale and benefit of maintaining ISO 9001:2008 registration.                                                                                                                                                                                                                                         | May 24, 2012    | Mr. Heath     | Yes             | Director, Coordinator of Human & Quality Resources | Completed June 20, 2012   | Administrative staff developed a presentation on the merits and benefits of ISO registration.                                               |
| 16                                                                     | Request for list of potential new programs considered by ECTS                                                                                                                                                                                                                                                        | May 24, 2012    | Mr. Diplacido | Yes             | Director                                           | Completed June 15, 2012   | Collected various planning documents that contain program recommendations or discussions.                                                   |
| 15                                                                     | Survey of guidance counselors of 2 <sup>nd</sup> choice program selection by 9 <sup>th</sup> graders                                                                                                                                                                                                                 | May 24, 2012    | Mr. Bucksbee  | Yes             | Director                                           | Completed June 20, 2012   | Survey sent to 17 guidance counselors with 14 returned. Results provided at meeting.                                                        |
| 14                                                                     | Preview of Recruitment Presentation for 9 <sup>th</sup> graders                                                                                                                                                                                                                                                      | May 24, 2012    | Mr. Ring      | Yes             | Director                                           | In Process                | Admissions coordinator will meet with JOC members requesting information.                                                                   |
| 13                                                                     | Request Historical Budget Information from Districts                                                                                                                                                                                                                                                                 | March 28, 2012  | Mr. Bucksbee  | No              | Director                                           | Completed April 16, 2012  | All data collected from all districts and submitted to Mr. Bucksbee; no analysis conducted by administration                                |

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| 12     | Investigate training opportunities for gas drilling occupations                           | February 2012   | Mr. Ring                        | Yes             | Director                       | Completed April 26, 2012 | Director has been contacted by IHOP; will schedule time for IHOP to present program to JOC; contract to be reviewed by solicitor; presentation to JOC at April meeting |
| 11     | Prepare a list of potential reductions in 2012-2013 expenditures totaling 5% or \$300,000 | February 2012   | Mr. Ring                        | Yes             | Director, Business Manager     | Completed March 16, 2012 | Object budget reviewed and \$448,000 in possible reductions identified; presented at March JOC meeting                                                                 |
| 10     | Review why a decline in applications from certain districts                               | February 2012   | Mr. Ogden                       | Yes             | Director                       | Completed March 22, 2012 | Discussed with superintendents at March PAC meeting; responses from three districts; Director analyzing 2012-2013 applications; report made to JOC at March meeting    |
| 9      | List of ACFF recognized schools in PA                                                     | November 2011   | Mr. Ogden                       | Yes             | Curriculum Supervisor          | Completed Nov. 23, 2011  | Jan Kennerknecht research and sent email to Mr. Ogden. See correspondence.                                                                                             |
| 8      | Obtain information on the Women in Labor Apprenticeship Grant from ECF                    | November 2011   | Mr. Ogden                       | Yes             | Director, Business Manager     | Completed Dec. 20, 2011  | Information request made to Mary Ellen Camp and Debbie Thompson on December 14, 2011.                                                                                  |
| 7      | Advertising for students from non-participating districts                                 | September 2011  | Mr. Bucksbee                    | Yes             | Director, Atty. Sennett        | Completed Oct. 27, 2011  | Recommendation and legal briefs provided by Atty. Sennett                                                                                                              |
| 6      | Analysis of Successful Enrollment Rates by School District (see #3)                       | August 2011     | Mr. Duda, referred by Dr. Tracy | Yes             | Director                       | Completed Nov. 22, 2011  | Data presentation scheduled for November 22, 2011 meeting.                                                                                                             |
| 5      | Board Policy Manual Review                                                                | August 2011     | Mr. Bucksbee                    | Yes             | Director, Administrative staff | Completed April 26, 2012 | Monthly schedule 2011-12 (see schedule); scheduled completion April 2012                                                                                               |

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| 4      | Student Application Form—is it affecting enrollment; or, is it doing what it was intended to do?             | June 2011       | Mr. Ring     | Yes             | Director                 | Completed Sept. 21, 2011  | Several data analysis items collected; one more relevant data item to be collected                       |
| 3      | Do counselors offer a 2 <sup>nd</sup> program choice to students unable to enroll in 1 <sup>st</sup> choice? | June 2011       | Mr. Duda     | Yes             | Superintendent of Record | Completed August 25, 2011 | Survey of superintendents by Dr. Tracy over the summer; Reassigned to Director for further data analysis |
| 2      | Why Students Don't Apply?                                                                                    | April 2011      | Mr. Ogden    | Yes             | Director                 | Completed Sept. 21, 2011  | Several data analysis items collected; more relevant data needs to be collected                          |
| 1      | Review of Administrative Compensation Plans                                                                  | June 2011       | Committee    | Yes             | JOC President            | Completed April 26, 2012  | Committee to appointed at reorganization; Act 93 meeting scheduled for April 20                          |