

Career Street
Hours--Aldo Jackson
March 6 to April 23, 2014

Subject	Date	Start Time	End Time	Hours
Review 100 day plan w/Aldo	3/6/2014	1:00:00 PM	2:00:00 PM	1.00
School-to-Career Partnership Transition	3/7/2014	2:30:00 PM	4:00:00 PM	1.50
Erie Community Foundation--Career Street Update	3/18/2014	1:30:00 PM	2:00:00 PM	0.50
Career Street--Daily	3/19/2014	7:00:00 AM	8:00:00 AM	1.00
Career Street--Daily	3/20/2014	7:00:00 AM	8:00:00 AM	1.00
Career Street--Daily	3/21/2014	7:00:00 AM	8:00:00 AM	1.00
Tie up loose ends before Board Mtgs	3/24/2014	1:00:00 PM	2:30:00 PM	1.50
Career Street Advisory Board Meeting	3/31/2014	8:00:00 AM	9:30:00 AM	1.50
8th Grade Career Readiness Survey	4/7/2014	12:00:00 PM	1:30:00 PM	1.50
Discuss Epic	4/9/2014	3:00:00 PM	3:45:00 PM	0.75
Review Liaison Mtg Agenda	4/9/2014	2:00:00 PM	3:00:00 PM	1.00
Career Street Liaison Meeting	4/11/2014	8:30:00 AM	10:00:00 AM	1.50
Discuss & Prep for 8th Grade Survey	4/11/2014	11:00:00 AM	12:00:00 PM	1.00
ECVTSF EIO Application	4/14/2014	12:00:00 PM	2:30:00 PM	2.50
ECVTSF EIO Application	4/15/2014	10:00:00 AM	10:30:00 AM	0.50
Career Street 8th Grade Career Readiness Survey	4/22/2014	8:00:00 AM	9:00:00 AM	1.00
TANF Meeting	4/23/2014	1:30:00 PM	2:30:00 PM	1.00
Corry Personnel Group Career Street Presentation	5/29/2014	10:30:00 AM	2:00:00 PM	
Total Hours March 6 to April 23, 2014--Jackson				19.75

Career Street Hours
Marcia D. Stokes
March 27th-April 25th

Subject	Date	Start Time	End Time	Length
Bank Reconcilliations	4/2/2014	12:00:00 PM	1:30:00 PM	1.5
Draft Minutes, post approved minues	4/25/2014	9:00:00 AM	10:00:00 AM	1
Process Checks, Prepare Reports, Update Agenda	4/23/2014	10:00:00 AM	11:00:00 AM	1
Enter Bills, Reports, update Spreadsheet	4/22/2014	1:00:00 PM	2:00:00 PM	1
Career Street Bills Training	4/22/2014	11:30:00 AM	12:00:00 PM	0.5
Post deposits to Quickbooks	4/9/2014	10:00:00 AM	10:15:00 AM	0.25
Quickbooks Training with Aldo	4/9/2014	12:00:00 PM	1:00:00 PM	1
Quickbooks trouble shooting with Greg Ruban	4/9/2014	8:30:00 AM	10:00:00 AM	1.5
CS Reimbursement form development-emails to JP	3/31/2014	12:00:00 PM	1:00:00 PM	1
Research Mini Grant applications, ratings examples	3/27/2014	12:30:00 PM	12:45:00 PM	0.25
Enter Bill, minutes for March, post minutes to website	3/28/2014	9:00:00 AM	9:45:00 AM	0.75
Budget Mtg	4/11/2014	1:00:00 PM	2:00:00 PM	1
CS Budget meeting-JP	3/27/2014	11:00:00 AM	12:15:00 PM	1.25
TOTAL HOURS				12

Lori Career Street hours through 4/23/14

Subject	Date	Hrs
Receive payments and post; work with Tabitha and Marcia on accessing software	3/25/2014	0.5
receive and deposit payments	3/26/2014	0.25
check on business cards for Jennifer, print attachments to email, walk printing down to her	3/27/2014	0.25
print check - problems with software	3/28/2014	0.75
meeting with Marcia and Greg Ruben	4/9/2014	2.5
pay bills	4/22/2014	0.5
Post payments to invoices	4/23/2014	0.25
Total		5

Pamela Lasher
Career Street Hours

Subject	Date	Start Time	End Time	Length
Typing Minutes	3/31/2014	11:00	11:30	0.50
Send out e-mails	4/8/2014	8:20	8:35	0.15
Make Name Tents	4/9/2014	9:00	9:30	0.50
Liaison Meeting	4/11/2014	8:00	10:00	2.00
Type up meeting notes	4/14/2014	8:30	8:50	0.20
No Experience Companies	4/16/2014	2:00	2:30	0.50
No Experience Companies	4/17/2014	9:00	9:30	0.50

Total **4.35**