

Career Street Activities

Aldo Jackson

Subject	Location	Start	End	Hrs
Career Street Fiscal Agent--United Way		Fri 10/11/2013 3:00 PM	Fri 10/11/2013 4:30 PM	1.5
Career Street Grant		Thu 10/24/2013 2:30 PM	Thu 10/24/2013 4:30 PM	2
Career Street Executive Director--Applicant Review	ECTS	Mon 11/18/2013 2:00 PM	Mon 11/18/2013 4:00 PM	2
Career Street Interview		Tue 12/3/2013 9:00 AM	Tue 12/3/2013 1:00 PM	4
Career Street Final Interviews	Erie County Technical School	Thu 12/12/2013 1:00 PM	Thu 12/12/2013 5:00 PM	4
Conference Call on Tim Rowe		Tue 12/17/2013 2:30 PM	Tue 12/17/2013 3:30 PM	1
Email--Martha Patsy MIHS FT request		Wed 12/18/2013 9:00 AM	Wed 12/18/2013 9:15 AM	0.25
Email to David Hunter at Epic Web		Thu 12/19/2013 11:00 AM	Thu 12/19/2013 11:15 AM	0.25
Tim Rowe- job offer	Director's office	Thu 12/19/2013 1:00 PM	Thu 12/19/2013 1:30 PM	0.5
Career Street Diocese Contribution		Thu 12/19/2013 3:00 PM	Thu 12/19/2013 3:15 PM	0.25
Career Street--ECF Award TY Ltr and Agreement		Fri 1/3/2014 1:30 PM	Fri 1/3/2014 2:15 PM	0.75
Career Street District Liaisons Email		Fri 1/3/2014 2:30 PM	Fri 1/3/2014 2:45 PM	0.25
Career Street		Tue 1/7/2014 9:30 AM	Tue 1/7/2014 10:15 AM	0.75
Career Street Web Page Back-end	Director's Office	Wed 1/8/2014 9:00 AM	Wed 1/8/2014 10:00 AM	1
Career Street Executive Director--Applicant Review		Wed 1/8/2014 11:00 AM	Wed 1/8/2014 12:00 PM	1
Career Street Executive Director Mtg	ECTS	Wed 1/8/2014 3:30 PM	Wed 1/8/2014 4:30 PM	1
Career Street--Liaisons, Web Page		Mon 1/13/2014 11:30 AM	Mon 1/13/2014 2:00 PM	2.5
Career Street Executive Director		Wed 1/15/2014 12:30 PM	Wed 1/15/2014 4:00 PM	3.5
Career Street Corporate Letter		Wed 1/22/2014 4:30 PM	Wed 1/22/2014 6:30 PM	2
Career Street Business List		Mon 1/27/2014 10:30 AM	Mon 1/27/2014 12:15 PM	1.75
Career Street Interviews		Mon 1/27/2014 1:00 PM	Mon 1/27/2014 5:00 PM	4
Career Street Business Letter Merge		Tue 1/28/2014 12:30 PM	Tue 1/28/2014 1:45 PM	1.25
Melissa--Career Street Brochure		Mon 2/10/2014 11:00 AM	Mon 2/10/2014 12:00 PM	1
Career Street--Jennifer and Ann		Mon 2/24/2014 8:30 AM	Mon 2/24/2014 10:00 AM	1.5
Career Street Overview	ECTS	Tue 2/25/2014 12:00 PM	Tue 2/25/2014 2:00 PM	2
Egg's & Issues PowerPoint	ECTS	Fri 2/28/2014 12:00 PM	Fri 2/28/2014 2:00 PM	2
Eggs & Issues	MBA	Tue 3/18/2014 7:30 AM	Tue 3/18/2014 9:00 AM	1.5
				43.5

**Career Street Activities
Business Manager**

Subject	StartDate	StartTime	EndDate	EndTime	Hrs
Reports, deposits, insurance, communication with Treasurer	2/20/2014	11:00:00 AM	2/20/2014	12:30:00 PM	1.5
Enter Activity from ProSoft to Quickbooks	2/20/2014	8:30:00 AM	2/20/2014	9:00:00 AM	0.5
Enter Activity from ProSoft to Quickbooks	2/19/2014	3:00:00 PM	2/19/2014	4:00:00 PM	1
Enter activity from ProSoft to Quickbooks	2/19/2014	1:00:00 PM	2/19/2014	2:00:00 PM	1
Enter Activity from ProSoft to Quickbooks	2/19/2014	9:00:00 AM	2/19/2014	10:30:00 AM	1.5
Finance Manager report, agenda, check report	2/17/2014	11:00:00 AM	2/17/2014	12:00:00 PM	1
enter vendors, enter bills, balance to print checks, mou uwec, media access invoice split, review	2/13/2014	1:30:00 PM	2/13/2014	2:30:00 PM	1
Appt with PNC Bank-Trouble shoot online banking	2/12/2014	1:00:00 PM	2/12/2014	2:00:00 PM	1
Bank Rec, Add Vendor, Add Bill	2/10/2014	3:00:00 PM	2/10/2014	3:30:00 PM	0.5
Acct Recs, enter bills, update treas report	2/6/2014	11:30:00 AM	2/6/2014	12:30:00 PM	1
Contractor Agreement/Proxy Vote email	2/4/2014	11:30:00 AM	2/4/2014	12:15:00 PM	0.75
Record Deposits-PNC Branch call, reschedule ins appt	1/29/2014	3:30:00 PM	1/29/2014	3:45:00 PM	0.25
Online Banking Set Up/Issues	1/28/2014	12:20:00 PM	1/28/2014	12:50:00 PM	0.5
Tom Giblin-Foundation Policies	2/3/2014	2:30:00 PM	2/3/2014	3:00:00 PM	0.5
Minutes from Foundation meeting, post to website	1/24/2014	9:30:00 AM	1/24/2014	10:30:00 AM	1
Deposit, add JOC members as vendors, 2 bills	1/24/2014	2:45:00 PM	1/24/2014	3:15:00 PM	0.5
Bond, insurance issues	1/21/2014	3:30:00 PM	1/21/2014	4:15:00 PM	0.75
Checks, deposit, debit card activation, update agenda, a/p filing	1/20/2014	2:30:00 PM	1/20/2014	3:00:00 PM	0.5
Prepared Bills for Payment/Finanlized Jan Finance Report	1/16/2014	3:30:00 PM	1/16/2014	4:00:00 PM	0.5
Tom-bonding/Insurance Questions-Bonding Issue, bond Application AJ-quote request	1/16/2014	2:00:00 PM	1/16/2014	2:45:00 PM	0.75
Enter Invoices/Vendors in Quickbooks	1/9/2014	8:30:00 AM	1/9/2014	8:45:00 AM	0.25
Enter CS Invoices into QuickBooks/Enter Vendors/Edit Vendor	1/8/2014	1:15:00 PM	1/8/2014	1:45:00 PM	0.5
Input Foundation Account Balances into Quickbooks	1/23/2014	9:00:00 AM	1/23/2014	10:00:00 AM	1
Dec Bank Rec	1/8/2014	10:00:00 AM	1/8/2014	10:15:00 AM	0.25
Quickbooks/Printer Install	1/8/2014	8:00:00 AM	1/8/2014	8:30:00 AM	0.5
Fiscal Manager's Report-Jan	1/7/2014	2:30:00 PM	1/7/2014	3:00:00 PM	0.5
Check, Deposit Ticket, Stamp Ordering-Office Depot	1/6/2014	1:00:00 PM	1/6/2014	2:00:00 PM	1
Tom Giblin-Insurance Applications	1/8/2014	8:30:00 AM	1/8/2014	9:30:00 AM	1
Sales Tax Exempt Package	1/2/2014	12:00:00 PM	1/2/2014	12:45:00 PM	0.75
Revise ECTS/ECVTSF Agreement	11/1/2013	12:00:00 PM	11/1/2013	12:45:00 PM	0.75
Gathered financial data for Aldo for grant application	11/4/2013	12:30:00 PM	11/4/2013	1:00:00 PM	0.5
Gathered financial data for Aldo for grant application	11/4/2013	12:30:00 PM	11/4/2013	1:00:00 PM	0.5
Gathered financial data for Aldo for grant application	11/4/2013	12:30:00 PM	11/4/2013	1:00:00 PM	0.5
ECTS/ECVTS Agreement revisions to TS, Correspond on indirect cost rate	11/4/2013	8:00:00 AM	11/4/2013	8:30:00 AM	0.5
ECTS/ECVTS Agreement revisions to TS, Correspond on indirect cost rate	11/4/2013	8:00:00 AM	11/4/2013	8:30:00 AM	0.5
ECTS/ECVTS Agreement revisions to TS, Correspond on indirect cost rate	11/4/2013	8:00:00 AM	11/4/2013	8:30:00 AM	0.5
ECTS/ECVTS Agreement revisions to TS, Correspond on indirect cost rate	11/4/2013	8:00:00 AM	11/4/2013	8:30:00 AM	0.5

**Career Street Activities
Business Manager**

Subject	StartDate	StartTime	EndDate	EndTime	Hrs
ECTS/ECVTSF Agreement-revisions to Tim	11/5/2013	1:00:00 PM	11/5/2013	1:15:00 PM	0.25
ECTS/ECVTSF Agreement-revisions to Tim	11/5/2013	1:00:00 PM	11/5/2013	1:15:00 PM	0.25
ECF 2013 Shaping tomorrow grant proxy email	11/8/2013	8:00:00 AM	11/8/2013	8:30:00 AM	0.5
ECF 2013 Shaping tomorrow grant proxy email	11/8/2013	8:00:00 AM	11/8/2013	8:30:00 AM	0.5
ECF 2013 Shaping tomorrow grant proxy email	11/8/2013	8:00:00 AM	11/8/2013	8:30:00 AM	0.5
Work on Ind Cont Agreement, write motion for insurance and banking	11/11/2013	8:15:00 AM	11/11/2013	9:00:00 AM	0.75
Work on Ind Cont Agreement, write motion for insurance and banking	11/11/2013	8:15:00 AM	11/11/2013	9:00:00 AM	0.75
Draft Rev Stream-18 months is determining ability to pay ind cont	11/11/2013	8:00:00 AM	11/11/2013	8:15:00 AM	0.25
Draft Rev Stream-18 months is determining ability to pay ind cont	11/11/2013	8:00:00 AM	11/11/2013	8:15:00 AM	0.25
Revise Ind Con Agreement-emailed to TS for review	11/12/2013	1:00:00 PM	11/12/2013	1:15:00 PM	0.25
Revise Ind Con Agreement-emailed to TS for review	11/12/2013	1:00:00 PM	11/12/2013	1:15:00 PM	0.25
ECTS/ECVTS Foundation Agreement/Agenda updates/agenda review with President	12/13/2013	12:00:00 PM	12/13/2013	12:45:00 PM	0.75
QuickBooks Training	12/18/2013	8:00:00 AM	12/18/2013	11:30:00 AM	3.5
QuickBooks Training	12/19/2013	9:00:00 AM	12/19/2013	11:30:00 AM	2.5
Email PNC required paperwork for account opening-cut check	12/20/2013	12:00:00 PM	12/20/2013	12:30:00 PM	0.5
Banking Account Set up-PNC	12/20/2013	1:50:00 PM	12/20/2013	3:20:00 PM	1.5
Natalie Heberlien--Career Street	11/19/2013	8:30:00 AM	11/19/2013	10:00:00 AM	1.5
Copy: Natalie Heberlien--Career Street	11/19/2013	8:30:00 AM	11/19/2013	10:00:00 AM	1.5
Career Street Meeting-Aldo-Financials for ECF Grant application	11/4/2013	12:00:00 PM	11/4/2013	12:30:00 PM	0.5
Career Street Meeting-Aldo-Financials for ECF Grant application	11/4/2013	12:00:00 PM	11/4/2013	12:30:00 PM	0.5
Career Street Meeting-Aldo-Financials for ECF Grant application	11/4/2013	12:00:00 PM	11/4/2013	12:30:00 PM	0.5
Career Street Meeting-Aldo-Financials for ECF Grant application	11/4/2013	12:00:00 PM	11/4/2013	12:30:00 PM	0.5
PNC Bank-Foundation Account	11/1/2013	9:30:00 AM	11/1/2013	10:30:00 AM	1
PNC Bank-Foundation Account	11/1/2013	9:30:00 AM	11/1/2013	10:30:00 AM	1
PNC Bank-Foundation Account	11/1/2013	9:30:00 AM	11/1/2013	10:30:00 AM	1
PNC Bank-Foundation Account	11/1/2013	9:30:00 AM	11/1/2013	10:30:00 AM	1
					48.25

Career Street Activities**Jeff Smith**

Subject	Location	Start Date	End Date	Hrs
Setup Virtual Server for ECVTSF	ECTS	11/25/2013	11/27/2013	8
Setup Firewall for Remote Access to Server	ECTS	12/2/2013	12/2/2013	2
Install QuickBooks	ECTS	12/3/2013	12/3/2013	2
Work with F&G to access Server	ECTS	12/12/2013	12/12/2013	1
Meet with Epic Studios on Website	ECTS	1/8/2014	1/8/2014	1
Address QB Printing Issues	ECTS	1/10/2014	1/13/2014	2
Setup Phone Numbers, email, account	ECTS	2/14/2014	2/14/2014	2
Install Phone and Computer	ECTS	2/21/2014	2/21/2014	2
				20

Career Street Activities
Natalie Fatica

Subject	Date	StartTime	EndTime	Hrs
Career Street Review of applications	11/16/2013	10:00:00 AM	11:00:00 AM	1
Career Street Executive Director--Applicant Review	11/18/2013	2:00:00 PM	4:00:00 PM	2
Career Street preparation	11/18/2013	10:00:00 AM	11:30:00 AM	1.5
Career Street prescreening interviews	11/20/2013	12:00:00 PM	1:00:00 PM	1
Career street prescreening interviews	11/21/2013	10:00:00 AM	10:15:00 AM	0.25
Career Street Interviews	12/3/2013	9:30:00 AM	1:30:00 PM	4
Career Street question preparation	12/4/2013	10:00:00 AM	11:00:00 AM	1
Career street emails and question finalization.	12/5/2013	4:30:00 PM	6:00:00 PM	1.5
Career Street phone call- non duty day	12/5/2013	10:00:00 AM	10:30:00 AM	0.5
Career Street Conversation with Andy Foyle	12/9/2013	9:30:00 AM	10:00:00 AM	0.5
Career Street Interviews	12/12/2013	1:00:00 PM	5:00:00 PM	4
Tim Rowe-job offer	12/19/2013	1:00:00 PM	1:30:00 PM	0.5
Career Street Executive Director Mtg	1/8/2014	3:30:00 PM	4:30:00 PM	1
Career Street-Phone Interviews	1/9/2014	3:00:00 PM	4:00:00 PM	1
Career Street	1/10/2014	12:30:00 PM	1:00:00 PM	0.5
Career Street Interviews	1/15/2014	12:00:00 PM	4:30:00 PM	4.5
Career Street	1/21/2014	3:00:00 PM	4:00:00 PM	1
Career Street	1/22/2014	2:00:00 PM	3:00:00 PM	1
Career Street	1/22/2014	9:30:00 AM	11:30:00 AM	2
Career Street Planning- Interviews	1/23/2014	1:00:00 PM	2:00:00 PM	1
Career Street	1/28/2014	4:30:00 PM	5:30:00 PM	1
Career Street	1/29/2014	9:30:00 AM	10:00:00 AM	0.5
Career Street	1/30/2014	9:00:00 AM	9:30:00 AM	0.5
Career Street- Discussion with Jennifer Proxy vote	2/4/2014	11:00:00 AM	11:30:00 AM	0.5
Career Street-Jennifer information	2/6/2014	12:30:00 PM	1:00:00 PM	0.5
Career Street	2/13/2014	12:30:00 PM	1:00:00 PM	0.5
Career Street	2/17/2014	2:00:00 PM	2:30:00 PM	0.5
				33.75