

**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
28	Request for tracking of Career Street hours expended by ECTS administrators	January 25, 2014	DiPlacido	No	Director/Business Manager/Others	In Process	Tracking hours discussed at December Foundation meeting; email request from Mr. DiPlacido in January; staff hours reports available for February meeting
27	Investigate various strategies to upgrade HVAC system and other ECTS/Skill Center infrastructure	12/17/2013	DiPlacido	Yes	Director/Facilities Manager	In Process	JOC presentation during 1/23/14 Work Session; UPDATE: discussed with superintendents on 2/7/14; met with architect and engineer on 2/13/14; project plans and costs being developed by engineer and architect
26	Investigate and present fund balance options	8/22/13	Bucksbee	Yes	Director/Business Manager	Completed, September 26, 2013	Presented to JOC during September 2013 Work Session
All items below this line occurred during the 2012-2013 academic year.							
25	Investigate recycling program options	5/23/13	DiPlacido	Yes	Director/Facilities Manager	Completed, January 21, 2014	New recycling program began with start of second semester
24	Provide a list of CTE programs available around the State and provide monthly reports on new program development progress	5/23/13	Foyle/Ring	Yes	Director	Completed, June 27, 2013	Provided in Supplemental information-June JOC meeting
23	Begin the process of pursuing a new program for the 2014-2015 school year	April 25, 2013	Ring	Yes	Director	In Process	Update included in May Director's Report

From: Linda Sitter <sitter@mtsd.org>
Sent: Monday, January 27, 2014 8:44 AM
To: Aldo Jackson; Jim Bucksbee
Subject: FW: ECTS Foundation meeting

From: John DiPlacido
Sent: Saturday, January 25, 2014 9:39 AM
To: Linda Sitter; William Hall
Subject: ECTS Foundation meeting

Linda,

Could you please forward to Dr. Jackson and Mr. Bucksbee.

Aldo,

Could you please provide an accounting of the un-reimbursed hours spent on ECTS Foundation work by ECTS personnel. In our discussion last Thursday, it appeared that ECTS personnel were in fact doing work (and have been), but I gathered from conversations that ECTS has not been reimbursed for time spent as yet (Please confirm).

Would like to have the numbers as to what \$ were completed by ECTS for the foundation (labor and/or materials) that have not been reimbursed and expected payment date.

Thanks
John DiPlacido
MTSD JOC representative

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

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Item #	Action Item	Date of Request	Suggested By	Board Consensus	Assigned To	Status	Progress Notes
22	Conduct a Review of the Strategic Plan	March 28, 2013		Yes	Director	Completed May 23, 2013	Presentation to JOC during May Work Session
21	Define a successful program and an at risk program based on financial parameters	February 28, 2013	DiPlacido	Yes	Director/Business Manager	Completed, March 15, 2013	Analysis prepared using 2011-2012 budget and actual for revenues and expenses by program
20	Conduct a analysis of projected PSERS rate increases and funding	December 18, 2012	Ring	Yes	Business Manager	Completed January 17, 2013	Presented to JOC during January 2013 Work Session
19	Superintendent of Record to provide a monthly written report to include PAC meeting items	December 18, 2012		Yes	Superintendent of Record	Completed February 28, 2013	Included with Agenda beginning on February 28, 2013
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	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	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	Diplacido	Yes	Director	Completed June 15, 2012	Collected various planning documents that contain program recommendations or discussions.

**Erie County Technical School
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Item #	Action Item	Date of Request	Suggested By	Board Consensus	Assigned To	Status	Progress Notes
15	Survey of guidance counselors of 2 nd choice program selection by 9 th graders	May 24, 2012	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 th graders	May 24, 2012	Ring	Yes	Director	Completed September 27, 2012	Admissions coordinator will make presentation during September 2012 work session.
13	Request Historical Budget Information from Districts	March 28, 2012	Bucksbee	No	Director	Completed April 16, 2012	All data collected from all districts and submitted to Mr. Bucksbee; no analysis conducted by administration
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.

**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
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
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 nd program choice to students unable to enroll in 1 st 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