

Career Street Hours

Aldo Jackson

Feb. 1 to March 31

Subject	Date	Start Time	End Time	Length
Career Street--Daily	2/3/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	2/4/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	2/5/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	2/6/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	2/7/2014	7:00:00 AM	8:00:00 AM	1.0
Melissa--Career Street Brochure	2/10/2014	11:00:00 AM	12:00:00 PM	1.0
Career Street--Daily	2/10/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	2/11/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	2/12/2014	7:00:00 AM	8:00:00 AM	1.0
Regional Chamber & Growth Partnership Board	2/13/2014	7:30:00 AM	8:30:00 AM	1.0
Career Street--Daily	2/13/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	2/14/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	2/17/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	2/18/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	2/19/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	2/20/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	2/21/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Jennifer and Ann	2/24/2014	8:30:00 AM	10:00:00 AM	1.5
Career Street--Daily	2/24/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street Overview	2/25/2014	12:00:00 PM	2:00:00 PM	2.0
Career Street--Daily	2/25/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	2/26/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	2/27/2014	7:00:00 AM	8:00:00 AM	1.0
Egg's & Issues PowerPoint	2/28/2014	12:30:00 PM	2:30:00 PM	2.0
Career Street--Daily	2/28/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	3/3/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	3/4/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	3/5/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	3/6/2014	7:00:00 AM	8:00:00 AM	1.0
Review 100 day plan w/Aldo	3/6/2014	1:00:00 PM	2:00:00 PM	1.0
Career Street--Daily	3/7/2014	7:00:00 AM	8:00:00 AM	1.0
School-to-Career Partnership Transition	3/7/2014	2:30:00 PM	4:00:00 PM	1.5
Career Street--Daily	3/10/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	3/11/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	3/12/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	3/13/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	3/14/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	3/17/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	3/18/2014	7:00:00 AM	8:00:00 AM	1.0
Erie Community Foundation--Career Street Update	3/18/2014	1:30:00 PM	2:00:00 PM	0.5
Eggs & Issues--Manufacturers and Business Associator	3/19/2014	7:45:00 AM	9:15:00 AM	1.5
Career Street--Daily	3/19/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	3/20/2014	7:00:00 AM	8:00:00 AM	1.0
Career Street--Daily	3/21/2014	7:00:00 AM	8:00:00 AM	1.0
Executive Director Meeting--Day-to-Day	3/24/2014	1:00:00 PM	3:00:00 PM	2.0
Total Hours				49.0

Career Street Hours
Marcia D. Stokes
Feb 25th -March 26th

Subject	Date	StartTime	EndTime	Length
Work on CS Budget document/grant tracking	3/26/2014	10:00:00 AM	1:15:00 PM	3.5
QuickBooks DC Purchases, deposits, bank balance update	3/26/2014	9:00:00 AM	9:45:00 AM	0.75
Agenda Update, CS ED Emails, time tracking	3/25/2014	9:00:00 AM	9:30:00 AM	0.5
Finance Manager Report	3/20/2014	3:30:00 PM	4:00:00 PM	0.5
Agenda, Reports, ECF activity	3/21/2014	9:00:00 AM	10:30:00 AM	1.5
Meeting with JP-Board report, finance	3/20/2014	12:00:00 PM	12:30:00 PM	0.5
Various emails with CS Ex.Dir-Office Depot Acct	3/17/2014	2:00:00 PM	2:30:00 PM	0.5
Board Reports-Treasurers, P&L	3/14/2014	12:00:00 PM	12:30:00 PM	0.5
Process Checks, file payables	3/14/2014	9:00:00 AM	9:30:00 AM	0.5
CS-enter invoices, debit card purchases	3/13/2014	3:30:00 PM	4:00:00 PM	0.5
CS invoices entered in QuickBooks	3/13/2014	8:30:00 AM	8:45:00 AM	0.25
Office Depot Acct Setup Issues	3/5/2014	11:00:00 AM	11:30:00 AM	0.5
JP-invoice template, emails	3/4/2014	8:00:00 AM	8:30:00 AM	0.5
Bank reconciliations/donation	3/3/2014	9:00:00 AM	10:30:00 AM	1.5
Foundation minutes, language update to insurance, website update	2/28/2014	11:00:00AM	12:00:00 PM	1
Meeting with JP-budget, payment process, invoicing	2/27/2014	1:00:00 PM	1:30:00 PM	0.5
Update agenda, indemnification language modification	2/26/2014	2:00:00 PM	2:30:00 PM	0.5
Enter Bills, Deposits, Consultant ordering parameters	2/26/2014	1:30:00 PM	2:00:00 PM	0.5
Cost out of Admin Time on CS vs actual reimb per contract	2/24/2014	10:30:00 AM	11:00:00 AM	0.5
Treasurer's Report-Update with Career Street Activity	2/24/2014	10:00:00 AM	10:30:00 AM	0.5
Treasurer's report-reformat, ECF Reconciliations YTD in QuickBooks	2/21/2014	3:30:00 PM	4:00:00 PM	0.5
Discussion with T Sennett on ins. issue, email to ins, agent, language modification in agreement	2/21/2014	2:30:00 PM	3:00:00 PM	0.5
Contract Signing-Jennifer Pontzer	2/25/2014	11:30:00 AM	12:00:00 PM	0.5
TOTAL HOURS				17

CAREER STREET HOURS

Lori Yochim

Feb 1 to March 25, 2014

<u>Subject</u>	<u>DATE</u>	<u>StartTime</u>	<u>EndTime</u>	<u>Length</u>	<u>Activity</u>
prepare invoices for grant monies	2/19/2014	12:30PM	1:30 PM	1.00	Career Street
mail and deposits	2/20/2014	12:30 PM	1:00 PM	0.50	Career Street
Career Street Mail and deposit	2/24/2014	11:30 AM	12:00 PM	0.50	
Career Street	3/10/2014	9:30AM	10:45 AM	1.25	work on invoices to districts for remaining participation fee; pay bill
Career Street	3/13/2014	9:15 AM	10:00 AM	0.75	work on invoices re mailing, copying, etc.
work on Career Street A/R and deposits	3/17/2014	11:30AM	11:45 AM	0.25	
work on Career Street A/R in Quickbooks	3/17/2014	1:30PM	2:00 PM	0.50	(delayed by problem with quickbooks)
Career Street	3/18/2014	9:00AM	9:15 AM	0.25	work on A/R
Career Street	3/20/2014	10:00AM	11:00 AM	1.00	print checks for A/P, stamp, separate and prepare for signature and i
open and get billing info for Office Depot	3/3/2014	9:00	9:15 AM	0.25	mailing
Open and get billing info for Office Depot	3/4/2014	8:00	8:15 AM	<u>0.25</u>	
TOTAL				<u>6.50</u>	

Pamela Lasher
Career Street Hours

Subject	Date	Start Time	End Time	Length
CS - Printing	2/28/2014	9:30	9:35	0.05
CS - Format Letter / Print	3/4/2014	1:34	2:05	0.50
CS - Printing	3/5/2014	10:45	10:50	0.05
CS - Printing	3/7/2014	7:45	7:50	0.05
CS - Mailing	3/14//14	2:30	2:40	0.10
CS - Printing	3/20/2014	10:45	10:50	0.05
CS - Printing	3/20/2014	11:15	11:20	0.05
CS - Printing	3/24/2014	12:05	12:10	0.05
CS - Printing	3/24/2014	12:40	1:10	0.50
CS - Printing	3/25/2014	8:00	8:05	0.05
Advisory Board Meeting	3/31/2014	8:00	9:30	1.50

3 Hrs. 35 Min.

Career Street Hours**Jeff Smith**

Subject	Location	Start Date	End Date	Hrs
Order, Install, Train MFP Printer	ECTS	2/21/2014	3/25/2008	6
Discussion about unexpected email	ECTS	3/11/2014	3/14/2014	1
Troubleshoot Quickbooks Rights Errors/Issues	ECTS	3/14/2014	Ongoing	2
Setup, Deliver, Train iPad	ECTS	3/14/2014	3/27/2014	2
PC Issue - Helpdesk	ECTS	3/25/2014	3/25/2014	1
Setup, Train Cell Phone Pairing with Phone System	ECTS	3/27/2014	3/27/2014	1
March Hours				13