

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

| Item #                                                                 | Action Item                                                                                      | Date of Request  | Suggested By | Board Consensus | Assigned To                      | Status                        | Progress Notes                                                                                                                                                                                                |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------|--------------|-----------------|----------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30                                                                     | Request an analysis of building renovation funded through a bond                                 | August 28, 2014  | Duda         | Yes             | Business Manager & Director      | In Process                    | Met with Mike Zubasic of PNC Capital Markets, LLC on September 17. Bond scenarios will be presented to JOC on September 25, 2014.                                                                             |
| 29                                                                     | Seek competitive bids on financial auditor services                                              | August 28, 2014  |              | Yes             | Business Manager & Director      | In Process                    | RFP specifications received from North East School District; pending revision of specifications to reflect ECTS; probable release in October                                                                  |
| All items below this line occurred during the 2013-2014 academic year. |                                                                                                  |                  |              |                 |                                  |                               |                                                                                                                                                                                                               |
| 28                                                                     | Request for tracking of Career Street hours expended by ECTS administrators                      | January 25, 2014 | DiPlacido    | Yes             | Director/Business Manager/Others | Completed, June 26, 2014      | 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      | Completed, August 28, 2014    | 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. |                                                                                                  |                  |              |                 |                                  |                               |                                                                                                                                                                                                               |

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                                                                                                                                   |
|--------|---------------------------------------------------------------------------------------------------------------------------|-------------------|--------------|-----------------|-----------------------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                    | Completed, August 28, 2014  | Update included in May Director's Report; Will be collecting students' career choice with the 2014 8 <sup>th</sup> Grade Career Readiness Survey |
| 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                                                                                              |

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 | 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.                                                   |
| 15                                                                     | Survey of guidance counselors of 2 <sup>nd</sup> choice program selection by 9 <sup>th</sup> 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 <sup>th</sup> 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                                |

**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                                                                                                                                                         |
|--------|-------------------------------------------------------------------------------------------|-----------------|---------------------------------|-----------------|--------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                                                                                               |

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                                                                                           |
|--------|--------------------------------------------------------------------------------------------------------------|-----------------|--------------|-----------------|--------------------------|---------------------------|----------------------------------------------------------------------------------------------------------|
| 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                          |