

**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                                                                                                                                                                                              |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------|---------------|-----------------|--------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Items below this line occurred during the 2019-2020 academic year |                                                                                       |                   |               |                 |                                            |                                                 |                                                                                                                                                                                                             |
| 44                                                                | Development of consent agenda to shorten JOC meeting sessions                         | August 22, 2019   | Mr. DiPlacido | Yes             | Director, Admin Staff                      | In progress<br>Trial Agenda<br>October 2019 JOC | Director prepared template for discussion and review; Business manager contacted and received information from other CTC's; Working on process for JOC, Superintendents, and other staff to access document |
| 43                                                                | Discussion and review of Administrative Procedure 126 with Instructors                | August 22, 2019   | Mr. Ring      | Yes             | Director                                   | In progress                                     |                                                                                                                                                                                                             |
| 42                                                                | Review and analysis of RCTC Operations (Programs offered, Length of Time, Enrollment) | August 22, 2019   | Mr. Gallagher | Yes             | Director, RCTC Supervisors                 | In progress                                     |                                                                                                                                                                                                             |
| Items below this line occurred during the 2018-2019 academic year |                                                                                       |                   |               |                 |                                            |                                                 |                                                                                                                                                                                                             |
| 41                                                                | Request for fingerprint data                                                          | January 24, 2019  | Mr. Gallagher | Yes             | Coordinator of Human and Quality Resources | Completed<br>February 2019                      | Data distributed at February 28, 2019 JOC meeting                                                                                                                                                           |
| Items below this line occurred during the 2016-2017 academic year |                                                                                       |                   |               |                 |                                            |                                                 |                                                                                                                                                                                                             |
| 40                                                                | Request for update on proposed renovation cost estimates                              | April 27, 2017    | Mr. DiPlacido | Yes             | Director, Business Manager                 | Completed<br>May 2017                           | Worked with Chris Coughlin, Architect of Record, and Paul Abrahamson, Feasibility Consultant, to develop a rough estimate of projected cost.                                                                |
| items below this line occurred during the 2015-2016 academic year |                                                                                       |                   |               |                 |                                            |                                                 |                                                                                                                                                                                                             |
| 39                                                                | Request for monthly update report of the Superintendents' PAC attendance and agenda   | February 25, 2016 | Mr. Bucksbee  | Yes             | Director, Superintendent of Record         | Completed,<br>March 2016                        | Dr. Jackson will provide the next agenda for the April PAC session; Dr. Myers has added an attendance section to her monthly report to the JOC beginning with the March 25, 2016 JOC report                 |

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| 38                                                                     | Request for review of ECTS board policy in comparison with Millcreek Township School District policy committee's review and revision | February 25, 2016  | Mr. DiPlacido | Yes | Director, Principal, and Business Manager              | Completed, March 2016        | A meeting was held with chair of the Millcreek Township School District policy committee and attended by Director, Principal, and Business Manager; Director and Principal will review MTSD draft policies online and inform the MTSD Policy Chairperson of any potential conflicts between the two organizations' student policies. |
| 37                                                                     | Status of board policy and need for policy review                                                                                    | September 24, 2015 | Mr. DiPlacido | Yes | Director                                               | Completed, December 15, 2015 | A quote for PSBA Policy Review Services has been received and is being added to the 2016-2017 preliminary budget                                                                                                                                                                                                                     |
| 36                                                                     | Obtain an explanation from Mr. Coughlin as to willingness to provide a project cost estimate                                         | September 24, 2015 | Mr. DiPlacido | Yes | Director and Facilities Manager                        | Completed October 22, 2015   | Letter from Tower Engineering noting the additional criteria that added to the costs of the chimney project.                                                                                                                                                                                                                         |
| 35                                                                     | Provide a report on the participation in the Food Service Program                                                                    | September 24, 2015 | Mr. Ogden     | Yes | Business Manager and Food Services Director            | Completed October 22, 2015   | A monthly comparative report will be supplied by the Food Services Director starting with the October 2015 session.                                                                                                                                                                                                                  |
| 34                                                                     | Review of Food Service Fund activities                                                                                               | August 27, 2015    | Mr. Rodgers   | Yes | Director, Business Manager, and Food Services Director | In Progress On-going         | Comparative review of line items in 2013-2014 and 2014-2015 to identify variances; Initial meetings have been held with Director, Business Manager, and Food Service Director to determine areas for further review                                                                                                                  |
| All items below this line occurred during the 2014-2015 academic year. |                                                                                                                                      |                    |               |     |                                                        |                              |                                                                                                                                                                                                                                                                                                                                      |
| 33                                                                     | Request for information regarding the viability of Guaranteed Energy Savings Act being incorporated into the renovation project      | April 23, 2015     | JOC           | Yes | Director, Facilities Manager, & Business Manager       | Completed, October 22, 2015  | Schneider Electric and SmartEdge gave presentations during the work session regarding their Guaranteed Energy Savings Act capabilities                                                                                                                                                                                               |
| 32                                                                     | Update of enrollment review process for Class of 2017 student applications                                                           | March 26, 2015     | JOC           | Yes | Director                                               | In Progress                  | Update will be provided once application review process has been completed                                                                                                                                                                                                                                                           |

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| 31                                                                     | Request an analysis of incorporating Act 29 into the renovation project                                                   | March 26, 2015   | JOC           | Yes | Business Manager & Director      | In Progress                   | Discussed matter with the Superintendents during the April meeting; Will be scheduling meetings with suggested vendors                                                                                        |
| 30                                                                     | Request an analysis of building renovation funded through a bond                                                          | August 28, 2014  | Mr. Duda      | Yes | Business Manager & Director      | Completed, September 25, 2014 | Bond scenarios prepared by PNC Capital Markets were presented to JOC during the September 2014 Work Session.                                                                                                  |
| 29                                                                     | Seek competitive bids on financial auditor services                                                                       | August 28, 2014  | JOC           | Yes | Business Manager & Director      | Completed January 21, 2015    | RFP released and reviewed; recommendation to JOC in January 2015                                                                                                                                              |
| 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 | Mr. 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       | Mr. 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          | Mr. 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                                                                                                                                                         |

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| 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                                                                                              |
| 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.                                                        |

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| 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<br>June 20,<br>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<br>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<br>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<br>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,<br>Business Manager | Completed<br>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<br>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<br>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,<br>Business Manager | Completed<br>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<br>Oct. 27, 2011      | Recommendation and legal briefs provided by Atty. Sennett                                                                                                              |

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| 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 <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                          |