

**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	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 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 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, 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

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

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

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

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

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

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 th 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.

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

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.
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

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

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