

JSC BRIEF

February 2008



Joint School Committee Meeting:

- I. Approved the designated advisors, administrators and students to attend the respective CTSO State Conferences with advisor, administrator, and transportation costs covered by the JSC...not to exceed:**
 - a. DECA – Hershey Lodge, February 27-29 \$500.00
 - b. FCCLA – Lancaster Host, April 2-4 \$1,800
 - c. HOSA – Lancaster Host, April 9-11 \$1,700

- II. Approved the Occupational Advisory Committee Recommendations.**

- III. Approved the updated Governance Chart.**

- IV. Granted administration authorization to obtain a credit card for general school use under the direction of the Administrative Director and Business Office Supervisor.**

- V. Approved updated position descriptions for the following titles:**
 - a. Supervisor of CTE
 - b. Business Office Supervisor
 - c. Supervisor of Buildings & Grounds
 - d. Administrative Assistant to the Administrative Director
 - e. Guidance Counselor
 - f. Work Based Learning Coordinator
 - g. Administrative Assistant to the Assistant Director
 - h. Administrative Assistant to the Supervisor of CTE
 - i. Administrative Assistant to Student Services
 - j. Fiscal Clerk
 - k. Printer Assistant / Technician
 - l. Cafeteria Monitor

NOTE: ALL Position Descriptions are now updated and approved by the Joint School Committee. These will be posted by the close of the month on the shared file for your reference.