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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
April 2021

STAFFING:

Administration

Actively Recruiting and Interviewing for ECTS Business Manager. (Reposted Position)
Interim Business Manager Paul Sachar is in place until replacement is named.

Professional

Motion to ratify hiring of Toni Mazanowski, Computer Networking Instructor.

Classified

Recruitment for Part-time Custodian, and Long-Term Sub Instructional Aide continues

PAYROLL:

2021-2022 payroll schedule.

Summer pay option letter for Instructors will go out in April.

STAFF DEVELOPMENT:

School-wide Job Descriptions review/revision

– once a month a group based on Job Classifications will be submitted for JOC
review/approval until complete.

April submitted Support Personnel group for approval.

ADMINISTRATIVE SERVICES:

Policy updates for 2020 submitted to PSBA for final review prior to active status.

Professional Unit negotiations continue.

Working through the PSBA Board Secretary Training.

Working through Board Docs Agenda program implementation.