



8500 Oliver Road
Erie, Pennsylvania 16509-4699
Phone: (814) 464-8660
Fax: (814) 464-8626
www.ects.org
Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
June 2021

STAFFING:

Administration

Interviews for ECTS Business Manager will begin 7/7 with top three candidates.
Interim Business Manager Paul Sachar is in place until replacement is named.

Professional

Recommendation for hire Facility Maintenance Technology Instructor.

Classified

Ratify the hire of Gabriel Miller and Kyle Eddinger as Summer Help IT
Ratify the hire of Jayden Gorrington as PT Custodian.

PAYROLL:

Prepping for PTO Accruals and carry-overs.

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.

June- Facilities Staff.

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.

Training with TIMS, PERMS to assist Instructors with Certifications and Act 48 hours.