



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
May 2021**

STAFFING:

Administration

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

Professional

Actively Recruiting for Facility Maintenance Technology Instructor.

Classified

Permanent Hire – Kristin Weismiller SAA2.
Actively Recruiting for PT Custodian.

PAYROLL:

Calculating Summer pay options for Instructors.
2021-2022 Holiday Paid Dates.
2021-2022 Payroll Calendar.
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.
May- submitted HS Professional 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 Board Docs Agenda program to implement new Agenda.
Training with PA-Etep to be added as District Admin user to support ECTS with staff updates.
Training with TIMS, PERMS to assist Instructors with Certifications and Act 48 hours.