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Equal Opportunity Education Institution

**Administrative Services/Human Resources Coordinator Report
December 2022**

STAFFING:

Administration

Director Search-scheduling interviews

Professional

ADS – Lillian Shallenberger hired 11/14/22

Classified

2 PT Custodian positions open -actively recruiting

2 PT Instructional Aide positions open -actively recruiting

PAYROLL:

2023 Flexible Spending Open Enrollment completed; deductions updated.

Skills USA stipends paid out to Travis Woodburn for the 22-23 School Year, \$1,000.

National Technical Honor Society stipends paid out to Allison Marendt and Mariea Sargent for the 22-23 School Year, \$500 each.

Supervising Nurse stipend paid out to Sarah Garofalo (General McLane) for the 22-23 School year, \$2,500.

ACA data provided to NAVIA for 1095 reporting.

STAFF DEVELOPMENT:

Annual School Wide training plan updated to meet Act 55 requirements

ADMINISTRATIVE SERVICES:

Classified Unit Early Bird

Implementation of Automated Payroll System through ECCA is under way

Board Policy Reviews continues with last installment of updates for 2022