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Equal Opportunity Education Institution

**Administrative Services/Human Resources Coordinator Report
February 2023**

STAFFING:

Administration

Director search ongoing

Professional

Posting for Graphics Communication Instructor

Classified

Custodian PT position on hold until renovations allow access to more areas
Instructional Aide PT - actively recruiting/interviewing

Hired Abigail Plummer PT Custodian
Hired Eileen Rosa PT Instructional Aide

PAYROLL:

Timekeeping online system implemented

STAFF DEVELOPMENT:

Act 55 Training

ADMINISTRATIVE SERVICES:

Final Policy updates for 2022 presented for 2nd read