



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 2023**

STAFFING:

Administration

Professional

Resignation – Community Engagement and Enrollment Coordinator-Travis Woodburn
Sabbatical Leave for Restoration of Health requested CUA Instructor Kelly Schoullis

Classified

Resignation – Part-time Custodian, Emma Ragsdale
Resignation - Part-time Grounds/Utility worker, Jason Conner

PAYROLL:

Final pay of fiscal year 6/18/23
Prepping PTO Accruals and carry overs
Prepping for 7/1 salary updates

STAFF DEVELOPMENT:

Final in-service of year 6/8/23-First Aid/CPR Training planned

ADMINISTRATIVE SERVICES:

Policy updates 1st and 2nd Reads