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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
December 2023

STAFFING:

Administration

Act 93 Negotiations begin in January.
Confidential Secretary – Ann Warner 1/2/24

Professional

CMN-Patrick Hoover hired 11/20/23
TRC- Actively Recruiting/Interviewing

Classified

Retirement – Jane Boyd, Pt Instructional Aide -6/6/24
Resignation - Julianne Valerio, PT Instructional Aide- 12/15/23
PT Grounds/Utility M4 open -actively recruiting/interviewing
1 PT Instructional Aide position open -actively recruiting/interviewing
Permanent Status – Michael Almeda, M4 Ground/Utility worker
Permanent Status – Kenneth Woodcock Jr., M3 maintenance utility worker
PT Custodian position -Transfer Michael Almeda from M4 to C2 position
PT Instructional Aide-Transfer Misty Dempsey from Temporary IA position to Reg. Part-Time IA Position

PAYROLL:

2023 Flexible Spending Open Enrollment completed; deductions updated.
Skills USA stipends paid out to Hanni Wagner for the 23-24 School Year, \$1,000.
National Technical Honor Society stipends paid out to Allison Marendt and Mariea Sargent for the 23-24 School Year, \$500 each.
Supervising Nurse stipend paid out to Sarah Garofalo (General McLane) for the 23-24 School year, \$2,500.
Bruce Marzka sick day balance paid out-\$5,400.
ACA data provided to NAVIA for 1095 reporting.
CMS Reporting
Perkins Audit Reporting

STAFF DEVELOPMENT:

Monthly Secretary Meeting

ADMINISTRATIVE SERVICES:

403(b) Newsletter Annual Notice
EAP Plan Services Notices
Addition of Two OVR Students
 Shawn Litz assisting in Facilities Maintenance
 Desirea Thayer assisting in Secretarial offices