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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
January 2024

STAFFING:

Administration

MOU Confidential Secretary

Confidential Secretary - Ann Warner-rescinded offer acceptance

Confidential Secretary – Misty Dempsey hired 1/8/24

Professional

TRC Coordinator – Ashely Dawson hired 1/8/24

Classified

(3) openings Instructional Aides PT - actively recruiting/interviewing

M4 grounds/utility position- Allen Labrozzi hired 1/22/24

PAYROLL:

2024 GTL updates processed

2023 W2 issued

ACA reporting service provider switched from NAVIA to ECCA in 2024 for cost saving measures.

STAFF DEVELOPMENT:

EAP plan overview scheduled for February 16th In-Service

ADMINISTRATIVE SERVICES:

Act 93 Negotiations on going

24-25 Holiday Schedule