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Equal Opportunity Education Institution

**Administrative Services/Human Resources Coordinator Report
February 2024**

STAFFING:

Administration

Professional

Actively Recruiting for EPS Instructor

Classified

Instructional Aide PT – 3 positions hired:

Donielle Betcher

Georgia Buchner

Chloe Imhoff

PAYROLL:

Coming soon ECCA – MyStack-7/1 upgrade-employee experience

STAFF DEVELOPMENT:

2/16 In Service – EAP Services Presentation

Parent Survey

Student Survey

CO-OP Survey

ADMINISTRATIVE SERVICES:

Policy updates presented for 1st read:

101, 201, 202, 254, 610, 810, 815, 819

ESS -Substitute Placement Agreement

EEAR Reporting

PAETEP – Redesign-upgrades coming July 2024

Employee Navigator – Benefit Administrator carrier feed implementation in testing phase.

SAA2 – Instructional Aide Job description revision – Per Perkins requirements.