



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
August 2024

STAFFING:

Administration

SPO – School Policy Officer – Hired Chirstina Yeane

Professional

FMT Instructor -Hired Daniel Dawison

Enrollment and Engagement Coordinator – Hired Brittany Howell

HEA Instructor – Hired Kelly McGrady

Classified

C2- Part-Time Custodian – Actively Interviewing (3 positions)

C2- Part-Time Custodian – Hired Ethan Belfiore

C2- Part-Time Custodian - Hire/Term James Born

C2- Part-Time Custodian - Hire/Term Darnell Johnson

SAA2 – Part-Time Instructional Aide – Resignation Donielle Betcher

SAA2 – Part-Time Instructional Aide – Actively interviewing (3 positions)

SAA2 - Part-Time Instructional Aide – Hired Ryan Hart

SAA2 - Part-Time Instructional Aide – Hired Patricia Tech

SAA2 - Part-Time Instructional Aide – Hired Marcella Sullivan

C1 – Motion to approve combination of 2 C2 positions into 1 C1 position

PAYROLL:

Salary/pay increases added to ECCA

Prepared and sent PTO Accruals and carry overs

Prepared and sent 9/1 Professional unit salary updates

PSERS rate changes processed Admin/Class 7/1 and Professional 9/1

Benefit Rate changes processed 7/1

STAFF DEVELOPMENT:

In-service – August 23rd and August 26th

Annual Staff Training assigned

ADMINISTRATIVE SERVICES:

Updated Certification and Act 48 Status

Prepared required Audit documentation

Summer Help updated list

24-25 ESS Sub List approval

SPO Agreement/Job Description Amended

Policy List for 1st and 2nd Read