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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
December 2024

STAFFING:

Administration

Professional

CMN-Daniel Cass hired 11/25/24
CO-OP Transfer Jeffrey Zellefrow 11/20/24
THM – actively recruiting/interviewing

Classified

PT Custodian position -hired Samantha Prasnitz 11/11/24
PT Custodian position – Term Samantha Prasnitz 12/5/24
Resignation – Ethan Belfiore 11/29/24
Actively Recruiting/Interviewing S2 Secretary, C2 PT Custodian

PAYROLL:

2023 Flexible Spending Open Enrollment completed; deductions updated.
Skills USA stipends paid out to Hanni Wagner for the 24-25 School Year, \$1,000.
National Technical Honor Society stipends paid out to Allison Marendt and Mariea Sargent for the 24-25 School Year, \$500 each.
Supervising Nurse stipend paid out to Sarah Garofalo (General McLane) for the 24-25 School year, \$2,500.
120-day employees effective 12/23/24:
Joel Schneid SAA2, Marcella Sullivan SAA2, Anthony Paparelli SAA2

STAFF DEVELOPMENT:

Monthly Secretary Meeting
Introduction of Classified Staff Evaluations

ADMINISTRATIVE SERVICES:

Workers Compensation Audit completed