



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
February 2025**

STAFFING:

Administration

Professional

Classified

Resignation – M Sullivan – Instructional Aide PT
Resignation - D Betcher- Instructional Aide PT
Instructional Aide PT – 3 positions
Amanda Brown – Rehire – Instructional Aide PT
Tatyana Cruc-Hired-Instructional Aide PT
David Bard -Hired Custodian PT

PAYROLL:

ACA Reporting Complete

STAFF DEVELOPMENT:

ADMINISTRATIVE SERVICES:

Conrad Siegel Medical/Rx Benefits Survey
PASPA Conference February 26th, 27th, & 28th
PASBO Conference March 11th, 12th, 13th, & 14th