



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
March 2025

STAFFING:

Administration

Curriculum Coordinator job description
Curriculum Coordinator actively recruiting

Professional

Classified

Resignation – Heidi Crane- Secretary S2 3/13/25
Secretary S2 -actively recruiting
Hired-Instructional Aide SAA2-Carolyn Rowicki 4/2/25
Hired-Instructional Aide SAA2 Temporary Part-Time-Austin Hartzell 3/31/25

PAYROLL:

Column advancements – A Litz, and J Klins

STAFF DEVELOPMENT:

PASPA Conference
PASBO Conference

ADMINISTRATIVE SERVICES:

Policies updates ongoing
Long Term Disability Insurance Renewal – No rate change locked through 6/30/2028