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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
June 2025

STAFFING:

Administration

Principal hired- David Swanson Swanson

Professional

CMN hired- Joshua Morgan

Transition Coordinator-actively recruiting

Classified

Termination – Instructional Aide-Tatyana Cruz

David Bard regular Part-Time status 7/10/2025

PAYROLL:

Administration and Classified increases added to ECCA for 7/1/23

7/1 Insurance increased updated ECCA

Preparing PTO Accruals and carry overs

Prepping for 9/1 salary updates

Retirement sick time payout(s) to 403b - Sandy Carr, Renee Heberle

Mentor Stipend payout(s) to J Klins and M Sargent

Summer Payouts

Insurance opt out payments

STAFF DEVELOPMENT:

Act 48 uploads and status updates

Review of Certification Renewals

ADMINISTRATIVE SERVICES:

Job Description CTE Instructor