



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
December 2025

STAFFING:

Administration

Professional

FMT Instructor – Timothy Fenton Hired 11/21/25

Non-FMLA Leave – Jessica Munch

Classified

M2 -Andrew Fair Hired 1/5/2025 start date

Student Intern Maintenance/Utility -hired James Stratton Smith 11/17/25

Student Intern CUA – hired William Bishop 12/2/25

SAA2-Hired Mangand Abraham Muzeza and Zahnya Suber as Temporary Part-Time 12/8/25

FMLA Leave – Joshua Harper

Non-FMLA Leave – Pat Tech

T1-Hired Ben Igras, 1/5/25

PAYROLL:

2023 Flexible Spending Open Enrollment completed; deductions updated.

Skills USA stipends paid out to Hanni Wagner for the 25-26 School Year, \$1,000.

National Technical Honor Society stipends paid out to Allison Marendt and Mariea Sargent for the 25-26 School Year, \$500 each.

Supervising Nurse stipend paid out to Sarah (Garofalo) Nadolny (General McLane) for the 25-26 School year, \$2,500.

120-day employee Mariah L SAA2 effective 1/3/26

STAFF DEVELOPMENT:

Security Awareness Training

ADMINISTRATIVE SERVICES:

Workers Compensation Audit completed

Implementation of Madison Life Insurance 12/1/25

Gag Clause Attestation-HUB

Policy Review 1st reads

Job Description Revisions, CO-OP/Student Intern, C1, C2, M1, M2, M3, M4, T1, T2