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Equal Opportunity Education Institution

**Administrative Services/Human Resources Coordinator Report
February 2021**

STAFFING:

Administration

Motion to hire C. Michael Miller to the position of IT Manager.

Motion to accept resignation of Business Manager, Terri Birchard.

Classified

Motion to ratify hiring of LT Sub – Kristen Weismiller, SAA-2 Instructional Aide effective 2/1/2021.

Motion to approve addition of a Grounds/Utility Position M-4 (12 month, 20 hour per week) in lieu of Summer help positions.

PAYROLL:

ACA 1095's completed and disseminated.

STAFF DEVELOPMENT:

Review/update of school wide job descriptions is in progress.

ADMINISTRATIVE SERVICES:

Policy review/updates for 2020 submitted, 1st read, 2nd read, and retirement.

Professional Unit negotiations continue.