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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
January 2021

STAFFING:

Administration

There is a motion for the retirement of Jeffrey Smith, IT manager (1/29/21). Internal Recruitment has begun with one internal consideration cover and resume received.

Classified

Motion for Permanent Hire – Sharon Lytle, SAA-2 Instructional Aide effective 1/14/2021.

PAYROLL:

Updates to the 2021 payroll deductions for Flexible Spending have been made.

STAFF DEVELOPMENT:

Quarterly Administration evaluations have been scheduled, starting in January.

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

ADMINISTRATIVE SERVICES:

Policy review/updates for 2020 continues and will be submitted to the JOC for approval at varying states, 1st read, 2nd read, and retirement.