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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
August 2021

STAFFING:

Administration

Onboarding Julie Aiken, Principal, Jessica Garnica, Business Manager

Professional

Onboarding Scott Webb, FMT Instructor

Classified

PAYROLL:

Update payroll information for new PSERS rates.

STAFF DEVELOPMENT:

School-wide Job Descriptions review/revision.

Once a month a group based on Job Classifications submitted for JOC for review/approval until complete.

August- Administrative Staff.

ADMINISTRATIVE SERVICES:

Policy updates for 2020 submitted to PSBA for final review prior to active status.

Professional Unit negotiations continue.

Training with TIMS, PERMS to assist Instructors with Certifications and Act 48 hours.

Summer organizing and file purging.