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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
September 2021

STAFFING:

Administration

Professional

Resignation of Cosmetology Instructor – Kayla Noonan
Actively Recruiting and Interviewing replacement candidates

Classified

Resignation of Custodian Allen Labrozzi
Actively Recruiting and Interviewing replacement candidates
Resignation of Instructional Aide – Sharon Lytle
Recommendation for hire Julianna Valerio as Regular Part-Time Instructional Aide

PAYROLL:

STAFF DEVELOPMENT:

School-wide Job Descriptions review/revision.
JOC review completed, Union representation in process of their review.

ADMINISTRATIVE SERVICES:

Policy updates for 2020 finalized by PSA, 2021 updates are being scheduled for review and will be forward to the JOC for review once complete.
Professional Unit negotiations continue.
PIMS staff data preparation/review for October submission.