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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
September 2024

STAFFING:

Administration

Intent to Retire – Sandy Carr

Professional

CMN-Actively recruiting/interviewing

2 Maternity Leaves

Classified

C2 – actively recruiting/interviewing

Re-hire – Donielle Betcher – SAA2

Hire – Anthony Paparelli – SAA2

Transfer- Joshua Harper from C2 to C1

Hire – Destiny Schley – C2

Hire – Addison Burwell- C1 (Student Intern)

1 Maternity Leave

1 WC medical/loss time

PAYROLL:

Salary Updates complete as of 9/1/24

Union dues begin with 9/20/24 payroll

PSERS Rate update completed with 9/6 payroll

STAFF DEVELOPMENT:

ADMINISTRATIVE SERVICES:

PIMS staff data preparation/review for October submission

Prepping for Medicare Part D Notices

Approval of Supervising Nurse Stipend (pays out in December)

Approval of NTHS and Skills USA Advisors (pays out in December)

Board Policies 1st Reads