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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
September 2025

STAFFING:

Administration

Professional

Transition Coordinator-Hired Jessica Munch
FMLA – S Steever - AUR

Classified

C Yeane – SPO Non-FMLA medical leave
A Labrozzi – approval of 3 days unpaid (exhausted PTO) for family medical reason (9/24, 9/25/, 9/26)
J Bizzaro – Transfer from CO-OP to RPT C2 (2 days a week)

PAYROLL:

Salary Updates complete as of 9/1/25
Union dues begin with 9/19/25 payroll
PSERS Rate update completed with 9/5 payroll

STAFF DEVELOPMENT:

Annual Training assigned Vector(Safeschools)
(MSDS, BBP, Discrimination Awareness, Title IX)
FERPA Confidentiality of Records as assigned
Other job specific training as assigned

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 2nd Reads
Audit prep/reporting
Job Descriptions – Math, Professional Skills, TRC Coordinator
Madison National Life Insurance Proposal