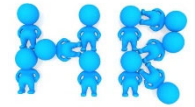




**FINANCE/HUMAN RESOURCES REPORT TO THE  
EASTERN UPPER PENINSULA INTERMEDIATE SCHOOL DISTRICT  
BOARD OF EDUCATION**



**Dena Mayer, Director of Finance and Human Resources  
December 2023**

**BUSINESS/FINANCE**

**Financials.** We have been working to fully establish the two new accounting funds that we set up this year for Early Childhood. We should be fully transitioned into the new funds in December, which will be presented at the January 2024 meeting. Also, you will notice several funds with negative cash and/or negative fund balance, which is primarily due to timing of tax collections, invoicing, and bills being paid. I fully anticipate cash flow being positive in funds next month. Those line items that show a negative budget balance will be corrected with the amendment this month (these budgets were created in January/February 2023).

**2023-24 Budget Amendment.** I plan to discuss with the Finance Committee our first budget amendment of the year prior to our full meeting this month. We have adjusted the numbers we are able to at this time, and this is just the best information we have available at this time. We will have two more amendments this year and will amend them as additional information becomes available or changes.



**HUMAN RESOURCES**

**Job Descriptions Update:**



- **School-based Mental Health Provider** – This is an updated job description position title only. The former job description title was EUP Consortium of Care Social Worker/Counselor. We believe the updated job title will be more descriptive of what the job and feel this will be beneficial in advertising vacant positions.
- **Director of Information Technology** – This is an updated job description title and duties. The former title was Director of Technology and had not been officially updated since February 2006. The position is currently posted with the new job title.

**2023-24 Increase of days:**



- Due to new one-time funding in the area of early childhood, we are requesting an increase in days for the following positions – to be funded by early childhood grants
  - Early Childhood Family Engagement Specialist - **Kaylynn Cairns** – 10 days
  - Early Childhood Parent Educator - **Sabrina Neveau** – 20 days

**Substitutes Rates.** Our rates have not been adjusted since October 2021 and we recommend an adjustment as follows, effective January 2024:



- Teacher - \$135/day
- Instructional Aide - \$16.50/hour
- Maintenance - \$19.00/hour
- Custodial - \$15.50/hour
- Bus Driver - \$20.79/hour
- Bus Aide - \$15.23/hour
- Administrative Assistant - \$16.00/hour
- Project Search Trainer - \$17.00/hour
  
- Six extra hours of sub pay for a new substitute that complete three days
- An extra \$100 to any sub working 10 or more days in the month

## Updates:

- The following retirements have been received:
  - **Debi VanDyke** – Instructional Aide
- The following resignations have been received since the last meeting:
  - **Mallory Schley** – EUPConsortium of Care Social Worker, Level III
- The following new hires have occurred since the last meeting:
  - **Angela Craven** – EUPConsortium of Care Social Worker, Level III – Part Time
  - **Dawn Benner** – Teacher Apprentice
- The following Edustaff resignations have been received since the last meeting:
  - **Amy Young** – Assistant Caregiver – Sault Early Learning Center
- The following new Edustaff contracted staff have occurred since the last meeting:
  - **None**
- Other Updates:
  - **None**

## Update on Current Openings:

- Instructional Aide (Virtual Providers) – Multiple Openings/Locations
- Instructional Aid - Multiple Openings
- Office Assistant Student Intern (REMC)
- Custodian – Part-time to Full-time
- Occupational Therapist - Multiple Openings
- Certified Occupational Therapist Assistant (COTA)
- School Psychologist
- EUPConsortium of Care – Social Worker/Counselor - Multiple Openings
  - Will update the job title after approval.
- Speech & Language Pathologist (Multiple Openings)
- Teacher Apprentice - Ongoing
- Special Education Teachers – Multiple Openings
- Teacher Consultant – Hearing Impaired
- Teacher Consultant – Visually Impaired
- Technical Services Supervisor-Senior Network Administrator
- Director of Information Technology
- Computer Systems Technician – Multiple Openings
- High School Student Intern-Childcare Aide - Multiple Openings/Locations
- ECSN Training and Technical Assistance Specialist
- Executive Assistant/Office Manager
- Early Childhood Lead Instructor (Edustaff) – Multiple Openings/Locations
- Early Childhood Assistant Instructor (Edustaff) – Multiple Openings/Locations
- Infant/Toddler Lead Caregiver – (Edustaff) – Les Cheneaux Location
- Infant/Toddler Assistant Caregiver (Edustaff) - Multiple Openings/Locations
- LifeSpan Nutrition Facilitator (Edustaff)
- Native Nutrition Facilitator (Edustaff)

Please contact me with any questions or concerns at 906-632-3373 ext. 5126 or by email at [dmayer@eupschools.org](mailto:dmayer@eupschools.org)