



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



**Dena Mayer, Director of Finance and Human Resources
November 2022**

FINANCE

Update. I will not be present at the meeting this month as I will be in Grand Rapids for the November MSBO Board Meeting and Annual Leadership Conference, taking place on Wednesday and Thursday. We continue to work on updating the budgets for the Cooperative Technology Fund and EUPConnect Collaborative Fund and plan to present at the December meeting for review/approval.

Bank Closure. We have fully spent the amount of our bond revenue and need to close the bank account as it is no longer needed. In order to fully close the account and transfer all remaining cash without any additional fees, we are recommending closure of the Huntington National Bank – Bond Bank Account and transfer remaining funds into our MILAF account.

Contract Services. We have explored several options for electronic timekeeping that has a physical time clock for our hourly staff and are excited to recommend **Time Clock Plus (TCP)**. TCP is a product that will allow for the physical timeclock at the employee entrances of our new Learning Center and Central Office, calculate staff pay automatically based on actual hours worked without the need for manual calculating, allow for grouping of staff by classroom/department, and many other benefits to help increase payroll efficiencies. The costs will include a 2022-23 cost of \$15,208.88 for two timeclocks, implementation, and training as well as approximately \$3,348 annually. With your approval, we are hopeful to have the program implemented and ready to go in January 😊

HUMAN RESOURCES

- The following resignations have been received since the last meeting:
 - **None** 😊

- The following new hires have occurred since the last meeting:
 - **Katia Hughes** – Transition Coordinator/Special Education Supervisor
 - **Natasha Cairns** – Instructional Aide
 - **Jason Davis** – Maintenance Worker
 - **Mike Jones** – Custodian – Full time
 - **Henry Boulette** - Custodian – Part time
 - **Isabella DeWildt** – High School Business Office Intern
 - **Nicole Wymore** - Shared Services Business Manager
 - **Kandiss Hurt** – Project Search Skills Trainer
 - **Catherine Wilson** - Early Childhood Parent Educator

- Other Updates
 - Last month I reported the new hire of a receptionist; however, she did not start, and we have reposted the position and will be interviewing in the next week.

- We have the following open posted positions:
 - 2 positions – Early Childhood Assistant Instructor (Edustaff) – Soo Township
 - 2 positions – Special Education Teachers
 - 1 part time temporary position – Instructional Aide for Home-Based Services
 - 1 part time temporary position – Teacher for Home-Based Services
 - 1 position – Office Assistant Intern (REMC)

- 1 position - Receptionist
- 2 positions – Occupational Therapist
- 1 position - Certified Occupational Therapist Assistant (COTA)
- 1 position – Early Childhood Site Supervisor (Edustaff) – Soo Township
- 1 position – EUPConsortium of Care – Social Worker
- 1 position – Social Worker Intern
- 2 positions – Speech & Language Pathologist
- 1 position – Technical Services Supervisor



HR Action Recommendation:

- **Job Descriptions:**
 - **Document Retention Clerk:** With our increased services for document retention for regional services and growth of the ISD, it is recommended we approve a new position for a document retention clerk. Our plan is to offer up to \$16 for this position and have it full time. This will allow us to continue to expand services and electronic document retention as well as maintain compliance with the State of Michigan Record Retention requirement. Funds for this position will come from Business, Human Resources, and Early Childhood.