



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

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

**October 2022**



**FINANCE**

**2022-23 Budget.** I plan to discuss with 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.

**2021-22 Financial Audit.** There will be a virtual presentation by our auditing firm, Hungerford Nichols, CPAs, at the meeting. They will review the audit report and answer any questions from the Board. As I've previously reported, we had a very successful audit and had only a few minor adjustments that were needed for items after the auditors arrived (for example, August State Aid had changes on August 20).

**2022-23 Financials – September.** With the timing of the meeting and board packet, the financials may be a bit delayed as we are in the process of reconciling the monthly bank statements. I will post the financials as soon as they are available.

**Snowplowing Update.** Due to the SAPS Maintenance Contract expiring June 2022, we needed to secure snowplowing for our Central Office location as well as our Kincheloe Facility for the upcoming winter. We have Burton Excavating, Inc, performing the plowing at Central Office (they are the company that currently plows the St. Mary School's parking lots) and continuing to use Frontier Contracting, LLC, for Kincheloe.

**Business Consortium.** We have an amazing team of 14 professional working for the business consortium and currently provide the following services to the following districts. Of the following districts, we have the same public accounting firm for 10 of them. Two of the districts use separate firms.

- **Bois Blanc** – Business Manager, Business Office Specialist, Payroll, Accounts Payable
- **Brimley** – Business Manager, Accounting, Business Office Specialist
- **Engadine** - Business Manager, Accounting, Business Office Specialist, Payroll
- **EUPISD** – All Areas
- **Les Cheneaux** - Business Manager, Accounting, Business Office Specialist, Payroll
- **Mackinac Island** - Business Manager, Accounting, Business Office Specialist, Payroll, Accounts Payable
- **Moran Township** – Business Manager/Accounting/Payroll Support
- **Ojibwe Charter** - Business Manager, Accounting, Business Office Specialist, Accounts Payable
- **Pickford** - Payroll
- **Rudyard** - Business Manager, Accounting, Business Office Specialist, Payroll
- **St. Ignace** - Payroll
- **Tahquamenon** – Business Manager, Accounting, Business Office Specialist
- **Whitefish Township** - Business Manager, Accounting, Business Office Specialist, Payroll, Accounts Payable

## HUMAN RESOURCES

- The following resignations have been received since the last meeting:
  - **Ashton Bonnee** – Instructional Aide
- The following new hires have occurred since the last meeting:
  - **Shane Weatherman** – Instructional Aide
  - **Gabby Pace** – Social Worker Intern
  - **Kaylee Beamish** - Receptionist
  - **Andrew Beaudoin**. Computer Systems Technician – Part time
  - **Isabella Sebastian**. Computer Systems Technician – Permanently hired
- The following new Edustaff contracted staff have occurred since the last meeting:
  - **Melissa Taylor**. Lead Instructor – Superior Start.
  - **Madison Bunker**. Lead Instructor – Soo Township
- The following internal transfers/updates have occurred since the last meeting:
  - **Barton St. Peter** - Interim CTE Instructor – 3 hours per day for 180 days per year plus 10 days for professional development.
  - **Heather Haskins** – Transfer from Early On Service Coordination Specialist to Early Childhood Consultant
  - **Ashley Allison** – Transfer from Parent Educator to Early On Service Coordination Specialist
  - **Maddie Nemecek** – Transfer from Project Search skills trainer to Instructional Aide.
  - **Gwen Malaska, Jessica Clark, and Whitley Nostrant** will serve as teacher mentors for the next three years for our three new teachers, as required under the current law.
- **We have the following open posted positions:**
  - **1 position – Business Office**
  - **1 position – Business Office Intern**
  - **2 positions – Early Childhood Assistant Instructor (Edustaff) – Soo Township**
  - **1 position – Early Childhood Parent Educator**
  - **1 position – Maintenance/Custodial** (Planning to move split position to two job descriptions and post for separate postings).
  - **1 position – Instructional Aide – Learning Center**
  - **1 position – Office Assistant Intern (REMC)**
  - **1 position – Early Childhood Site Supervisor (Edustaff) – Soo Township**
  - **1 position – EUP Consortium of Care – Social Worker**
  - **1 position – Social Worker Intern**
  - **2 positions – Speech & Language Pathologist**
  - **2 positions – Special Education Teachers**
  - **1 position – Technical Services Supervisor**

### HR Action Recommendation:

#### • Job Descriptions:

- **Maintenance Worker** – As discussed last month, we are requesting approval of the new job description. We are requesting approval of the new job description and approval to post. Our plan is to offer up to \$20 for this position due to the expected responsibility and expertise listed in the job description.



- **Custodian** - As discussed last month, we are requesting approval of the new job description. We are requesting approval of the new job description and approval to post. Our plan is to offer up to \$16 for this position.
  - **Occupational Therapist (OT)** – As discussed last month, we continue to have vacancies in the area of Occupational Therapy and Speech & Language Therapist. We are requesting approval of the Occupational Therapist job description and approval to post. This position will be part of our current Professional Union Unit.
  - **Certified Occupational Therapist Assistant (COTA)** – In addition to our request for approval to hire a COTA to further support regional needs related to OT. This is a current position in the region through the MyMichigan agreement and we are looking to further support the region due to the vacancies at MyMichigan. This will be a non-union position as the educational level/experience is less than the fully licensed OT. We are proposing this non-union position at \$37,555 (\$29 per hour, 185 days per year, 7 hours per day).
- **Increase in Days:**
    - **Native Nutrition Facilitator** – Last year we approved this new position through Edustaff with 180 days. With increased grant funding, we are requesting to increase this position up to 225 days per year.