

**HUMAN RESOURCES BOARD REPORT
DECEMBER 2021**

1. Resignations:

Staci March- Principal SHS

2. Terminations:

3. Transfer:

4. New Hires:

Tiara Vergara- Educational Assistant at Parkview

Jessica Padilla- Substitute Teacher/EA

Lawrence Borbon- Substitute Bus Driver

5. Promotions:

6. Retirements:

7. Non-Renewal of Contract: N/A

Open Positions:

Parkview (1 position):

Educational Assistant

Sarracino Middle School (1.5 positions):

.5 Band

Culinary Arts

Socorro High School- (8.5 positions):

.5 Band

Culinary Arts

Special Education Teacher

Educational Assistant in a Specialized Program- Self Contained

Special Education Teacher in a Specialized Program- Self Contained

Educational Assistant – In School Suspension

Educational Assistant- Floating Substitute

Principal

Security Guard

Midway Elementary (0 positions):

San Antonio Elementary (0 position):

Athletics (3 positions):

Assistant Girls Wrestling Coach SHS

Assistant Boys Wrestling Coach SHS

Varsity Swim Coach

Ancillary (0 position):

Transportation (1 position):

Bus Driver

District:

Substitute Teacher (permanent posting)

Substitute Bus Driver (permanent posting)

Substitute Custodial (permanent posting)

8. Human Resources:

We verified all entries for Open Enrollment were processed and accepted by New Mexico Public Schools Insurance Authority. We've also made sure all employee deductions reflect these changes.

We also submitted the Department of Labor Wage report for Transportation.

We continue to work on our time card system daily to ensure all employee leave is accurately entered. We balance all substitute reports with employee leave entered in the time clock system before it is entered in payroll. We close leave weekly and balance bi-weekly.