

HUMAN RESOURCES
October 2022

1. Resignations:

Brandi Snelson- Math Teacher Socorro High School
Beaumont Chrimer- AP History
Monique Davis- Social Worker

2. Terminations:

3. Transfer:

4. New Hires:

Michael Sefie Anaya- Substitute Teacher
Sadzi Arendt- Near Peer Tutor
Gilbert Armijo- Near Peer Tutor
Bethany Arndt- Near Peer Tutor
Ben Baca- Near Peer Tutor
Veronica Baldonado- Concession Cashier
Kailey Bunning- Near Peer Tutor
Gustavo Cordona- Substitute Teacher
Shanyah Delgado- .5 EA Socorro High School Daycare
Ashley Gaytan Navrotsky- Near Peer Tutor
Karen Gaytan Navrotsky- Near Peer Tutor
Denise Gilson- Band/Music Teacher
Hailey Jojola- Near Peer Tutor
Warren Kurtnacker- Gear Up Tutor
Serenity Montoya- Near Peer Tutor
Sonia Moreno- Near Peer Tutor
Jenna Olney- Near Peer Tutor
Damian Otero- Near Peer Tutor
Jessica Quinones- Concession Cashier

5. Promotions:

6. Retirements:

7. Non-Renewal of Contract:

8. Open Positions:

Midway Elementary (0 positions):

Parkview (5 positions):

- Educational Assistant-3Y
- Educational Assistant- Multiple Positions
- PreK 3Y Early Childhood Teacher
- Special Education NMPreK Teacher
- Special Education Educational Assistant

San Antonio Elementary (0 positions):

Sarracino Middle School (1 position):

- Security Guard

Socorro High School- (2 positions):

- Mathematics Teacher
- Educational Assistant- Floating Substitute

Athletics (3 positions):

- Assistant Boys Basketball Coach
- Assistant Football Coach- SHS
- Varsity Head Boys Swim Coach

Ancillary (3.5 positions):

- Speech Language Pathologist
- Physical Therapist
- Social Worker
- .5 School Psychologist

Technology (1)

- Technologist I

Transportation (0 positions):

Districtwide (3 positions):

- Substitute Teacher (permanent posting)
- Substitute Custodial (permanent posting)
- Concession Stand Cashier

9. Human Resources:

(a) We started Open enrollment one October 1st. This year is off to a slow start, but we typically get over half the changes the last week of open enrollment which is November 10th.

(b) We have submitted the New Mexico Public Schools Insurance Authority Salary and wages report. This report is required annually to

ensure our members receive accurate pay outs on any life insurance claims. The salary level will change the amount of premiums charged as of January 1st so it is important to accurately report any increases in salary.

- (c) We also completed the EEOC-5 report which requires us to report on the ethnicity and job category of each employee. The employees' ethnicity must be reported under predetermined categories, such as teachers, maintenance/custodians, educational assistant, administration and ancillary, to name a few.

The first time I submitted this report it took me 30 days to review data. Since then my current administrative assistant and I have gone in and double checked all information in our system as to what was reported by the employee themselves. I was able to run the report and submit it within 2 hours!

- (d) We are also implementing procedures to help us in the future. I have noticed when employees leave in the middle of the year there is no information as to how many contract days they were paid for. Every time they need to verify their employment for a new employer one of the questions asked is how many contract days they've completed. I usually have to do manual calculations based on the date of resignation. We are now going back and printing the sheet from our electronic system, visions, that shows the start date, end date, days worked and money earned for the time they were employed that year. I am printing them for anyone who started late or left early. This will give us accurate information for years to come. I have worked my way backwards and am currently working on the 19/20 academic year. Our electronic system started in 2008 so I have quite a way to go!
- (e) We have also created a form letter to ensure all Coaches (Athletic and Academic) are able to report volunteers in an efficient manner. Due to changes in State statute, *specifically 22-10A-32 NMSA 1978, which mandates all volunteers in New Mexico Public Schools now must complete specific training requirements.* We have implemented safeguards to ensure nobody slips through the cracks.