



Human Resources Board Report January 17, 2017

Elections/New Hires: (Temporary/Contract)

Name	Classification/Position	Funding Source	Effective Date
Danielle Foley	Temporary PE Teacher	General	January 9, 2016
Edgar Alas	Temporary Social Science Teacher	General	January 11, 2016
Shawn Gettins	Substitute Teacher	General	January 12, 2016

Staffing and Recruitment: Siquia Harris will be attending a Recruiting and Career Fair at UCLA on January 18th, 2017. We will be increasing the profile of Palisades Charter High School as an outstanding educational facility that offers the best place for faculty and in turn we will be seeking a strong diverse faculty through recruitment. The best candidates search for open positions in March and April. In order to facilitate timely notice from current employees regarding their own retirement plans we will be offering an early notification incentive. A signed resignation notice turned into the Human Resources office by March 1st will allow an employee to be eligible for the \$1,000 incentive.

Retirement: CalSTRS and CalPERS - On Tuesday, January 10th, 2017 the Los Angeles County Office of Education retirement services held a workshop on campus. Over 40 employees were able to take advantage of the workshop to ask questions and review the CalSTRS and CalPERS retirement benefits.

Professional Development: PCHS continues to stress the importance of professional development for our staff. All of the mid-management employees will be attending individual professional development classes or conferences this spring. The College Center staff will be attending a women's conference on February 24th 2017 for knowledge as well as team building.

Classified: An ADP payroll time clock and time keeping system has been implemented. The ADP system will improve timekeeping and streamline HR to payroll functionality. Employees are able to view their full payroll and time clock history and summaries.

Benefits: On Wednesday, January 25th, 2017 SISC will hold a Health and Wellness screening program. This will be held on campus in the staff cafeteria and is open to all staff. In addition to standard cholesterol, blood and health screenings employees will be eligible to receive a \$30 Amazon spending code upon participation.

Our Mission:

PCHS will empower our diverse population to make positive contributions to the global community by dedicating our resources to ensure educational excellence, civic responsibility, and personal growth