**Human Resources Staff**

**Who we are and how you can reach us!**

**Sandra McArthur**

*Human Resources Coordinator -* 978-374-3411

[smcarthur@haverhill-ps.org](mailto:smcarthur@haverhill-ps.org)

**Krysten Howell**

*Administrative Assistant to the Human Resources Coordinator -* 978-420-1962

[khowell@haverhill-ps.org](mailto:khowell@haverhill-ps.org)

Confidential Administrative Assistant to the HR Coordinator ~Assist in all Aspects of the Department Including Contracts, Grievances, Legal Concerns, Union Labor Relations & Negotiations ~ Coordinate Administrator Interviews ~ Appointment Scheduling~ Organizational Charts ~ Website ~ Course Approval and Tuition Reimbursement ~ Update HR Forms as Needed ~ Longevity ~ Seniority ~ Transcripts for Salary Increases ~ HR Staff Attendance ~School Brains Database, etc.

**Judy Manzi**

*Intake Coordinator -* 978-420-1915

[jmanzi@haverhill-ps.org](mailto:jmanzi@haverhill-ps.org)

All Aspects of Hiring ~ PCF’s (Personnel Change Forms) ~ Postings ~ Appointment Letters ~ Contracts ~ Onboarding ~ Fingerprinting ~ Licensure ~ Waivers ~ SEI Endorsements ~ Professional Teacher Status ~ Non-Renewal Letters ~ Vacancy Report ~ School Brains Database ~ School Spring Database, etc.

**Cherie Pinardi**

*Human Resource Specialist -* 978-420-1912

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Attendance Accruals ~ Perfect Attendance (Cafeteria & ESP) ~ Fingerprinting ~ Loan Forgiveness Forms ~ Verifications of Employment (Non-Salary) ~ Suitability Letters ~ Postings and Appointments for Support Staff (Custodians, Food Service, Long Term Subs and Transportation) ~ COVID-19 Lead ~ Unemployment ~ Collection of Evaluations ~ Coordinate Summer School Appointments ~ Leave of Absence Letters (non-medical) ~ Maintain Archives ~ Scanning & Filing ~ Docuware, etc.

**Tracey Prescott**

*Human Resource Specialist -* 978-420-1970

[tracey.prescott@haverhill-ps.org](mailto:tracey.prescott@haverhill-ps.org)

Process and Maintain CORI’s ~ Ethics Online Training ~ Ethics Conflict of Interest ~ Personal Day Requests ~ Employee Change of Information Forms ~ Oversee Substitutes (Log & SB) ~ Reasonable Assurance ~ Process Resignation and Retirement Letters ~ Discovery/Access Appointment Letters ~ Athletic Appointment Letters ~ Transfer Letters ~ Inactivate Files (SB, Pull File, Archives) ~ SB Rollover ~ Send Exit Interview ~ Separation Log ~ 20 Year Veteran and Retiree List for HEA ~ Maintain Archives ~ Scanning & Filing ~ Docuware, etc.

**Jennifer Schmidt**

*Benefits* *Specialist* - 978-420-1964

[jennifer.schmidt@haverhill-ps.org](mailto:jennifer.schmidt@haverhill-ps.org)

Manage all aspects of Benefits: Health ~ Dental ~ Cobra ~ Disability ~ Family Medical Leave Act (FMLA) ~ Parental Leave ~ Leave of Absences ~ Medical ~ Sick Bank ~ Workers Comp ~ Maintain Medical Files, etc.

**Deb Ray**

*Principal Clerk, Central Office* – 978-374-3400

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Employee IDs, Para-Pro Testing, I-9’s