

Human Resources Staff

Who we are and how you can reach us!

Sandra McArthur, *Director of Human Resources*

smcarthur@haverhill-ps.org - 978-374-3411

Krysten Howell, *Human Resources Coordinator*

khowell@haverhill-ps.org - 978-420-1962

Confidential Assistant to the Director of HR ~ Assist in all Aspects of the Department Including Contracts, Grievances, Legal Concerns, Union Labor Relations & Negotiations ~ Coordinate Administrator Interviews ~ Coordinate Job Fairs ~ Appointment Scheduling ~ Organizational Charts ~ Website ~ Course Approval and Tuition Reimbursement (Administrators, Clerical, Custodians, ESP's, Maintenance, Nurses, Security Specialists, Teachers ~ Update HR Forms ~ Federal Reports ~ EEOC Report ~ Longevity ~ Seniority ~ Transcripts for Salary Increases ~ School Brains Database ~ 20 Year Veteran and Retiree List for HEA ~ Holiday Schedule ~ PowerSchool Point of Contact, etc.

Judy Manzi, *Intake Coordinator*

jmanzi@haverhill-ps.org - 978-420-1915

All Aspects of Hiring ~ Appointment Letters & Contracts Professional Staff: Administrators, Clerical, ESP's, Non-Unit Staff, Nurses, Teachers, Technology and Therapists ~ Budget Sense ~ Postings (Professional Staff) ~ Onboarding ~ Fingerprinting ~ DESE Verifications ~ Licensure ~ Waivers ~ SEI Endorsements ~ MEPIDS ~ Input EPIMS Data ~ Transfers ~ Professional Teacher Status ~ Non-Renewal Letters ~ ~ School Brains Database ~ PowerSchool, etc.

Mikaela Carrozza, *Human Resource Specialist*

mcarrozza@haverhill-ps.org - 978-420-1912

Attendance Accruals ~ Perfect Attendance (Cafeteria & ESP) ~ Loan Forgiveness Forms ~ Verification of Employment (Non-Salary) ~ Suitability Letters ~ Appointment Letters & Postings for Support Staff: Contractors, Custodians, Food Service, Lunch Monitors, Maintenance, Merrimack Fellows, Security, Student Interns, Transportation and Tutors ~ Collection of Evaluations ~ Coordinate Summer School Appointments ~ Ethics Trainings A-M ~ Maintain Archives ~ Scanning & Filing ~ New Hire Orientation ~ School Brains, PowerSchool, etc.

Tracey Prescott, *Human Resource Specialist*

tracey.prescott@haverhill-ps.org - 978-420-1970

Central Office Attendance ~ CORI's & Fingerprints (Process and Maintain Logs) ~ Ethics Trainings N-Z ~ Personal Day Requests ~ Employee Change of Information Forms ~ Appointment Letters & Postings for Athletic Coaches, Discovery/Access 21, Grants, Stipends and Substitutes ~ Reasonable Assurance ~ Unemployment ~ Process Resignation and Retirement Letters ~ Inactivate Files (SB, Pull File, Archives) ~ Send Exit Interview ~ Separation Log ~ Maintain Archives ~ Scanning & Filing ~ New Hire Orientation (back up) ~ School Brains, PowerSchool, etc.

Jennifer Schmidt, *Benefits Specialist*

jennifer.schmidt@haverhill-ps.org - 978-420-1964

Manage All Aspects of Benefits: Health ~ Dental ~ Cobra ~ Disability ~ Family Medical Leave Act (FMLA) ~ Parental Leave ~ Leave of Absences (Medical) ~ Medical Billing ~ Sick Bank ~ Workers Comp ~ ACA Reporting ~ Maintain Medical Files, etc.