

PUBLIC SCHOOLS OF PETOSKEY

“A special place for everyone”

Staff News Bulletin

November 16, 2018

Number 12

PETOSKEY SCHOOL CALENDAR

Calendar information is provided by Nicole Morrow, Building Use.

If you have any questions or would like to schedule an event, please contact:

- For all PSP sponsored athletic events (games/practices) contact:
 - High School Athletics - Rosanne Schaub,
schaub.re.y@petoskeyschools.org, 231-348-2220
 - Middle School Athletics - Joel Dohm, dohm.jj.m@petoskeyschools.org,
231-348-2288
- For all other building/facilities use events contact:
 - Nicole Morrow, morrow.nm.y@petoskeyschools.org, 231-348-2229

Friday, November 16

6:00PM V/ Hockey, Home v. L'Anse Creuse Unified
7:00PM PMS Fall Show, PMS

Saturday, November 17

7:00PM PMS Fall Show, PMS

Sunday, November 18

2:00PM PMS Fall Show, PMS

Monday, November 19

4:00PM MS Boys' Basketball, Away @ Gaylord
6:00PM Daddy Daughter Dance, PHS

Tuesday, November 20

½ Day AM Students
½ Day PM Staff Professional Development

Wednesday, November 21

No School, Thanksgiving Break

Thursday, November 22

No School, Thanksgiving Break

Friday, November 23

No School, Thanksgiving Break

Saturday, November 24

10:00AM Downtown Holiday Parade

Sunday, November 25

JOB POSTINGS

INTERNAL CANDIDATES: Please send letter of interest to the building principal.

For questions, please contact Lori Lewis @ 231-348-2355 or lewis.la.y@petoskeyschools.org.

Health Care Para-Professionals

Public Schools of Petoskey, Elementary

Deadline for the following position: November 30, 2018 at 4:00 p.m. (E.O.E.)

Final candidates will work with special needs students, as required, during the school year. Qualified candidates must have at least 60 college credits.

This third-party contracted position will begin upon completion of new hire paperwork, 6.75 hours per day at \$12.52 per hour. Benefits available for purchase through EDUStaff services.

Noon Hour Monitor/Office Support - Central Elementary

Playground/cafeteria supervision and office support, Monday – Friday, 3 hours per day, 11:00 a.m. - 2:00 p.m., \$10.16 per hour.

This contracted position will begin upon completion of new hire paperwork.

If interested, please contact Cal Prins at 231-348-2110 or prins.cx.m@petoskeyschools.org.

Part Time Custodian

Deadline: Open until filled (E.O.E.)

This contracted position will begin upon completion of new hire paperwork, \$10.16 per hour.

If interested, please contact Ron Griffin at 231-348-2344 or griffin.rt.m@petoskeyschools.org.

HOUSEKEEPING

TO RETRIEVE YOUR PSP PAYSTUB

www.petoskeyschools.org

Staff Links

Paystub

Username: the same as what you use to log on to your computer

Password: the same as what you use to log on to your computer

Pin: the last four digits of your social security number

Payroll tab

Paystub

Click on the drop down to get the Pay date you are looking for

Click View (it may take 30 seconds or so to populate)

Right click and print

LEAVE TIME: MATERNITY LEAVE AND/OR FMLA LEAVE

- Please send a completed leave request form, signed by your administrator, to the superintendent for approval.
- Note on the form that you are requesting FMLA leave and the date you anticipate the leave starting.
- Your leave request form will generate the FMLA paperwork.
- The FMLA paperwork will need to be completed and sent back for approval.
- Contact Tara Moore to discuss pay options.

WAGE INCREASE

If you have completed coursework and are ready to jump to the next level (ie: move from a BA+20 to a MA) please:

- Contact Lori Lewis and request a wage increase form
- Have official transcripts with grades, pertaining to the increase, mailed to:

Public Schools of Petoskey, H.R. Department
1130 Howard Street
Petoskey MI 49770

ONLINE COURSEWORK

Please note that, per the PEA contract, all online coursework must be approved by the Superintendent **PRIOR** to registering for the class.

- Email the link to Dr. Scholten requesting approval.
 - Name and course number of the class
 - Course Description
 - Name of the Accredited University

IF YOU EXPERIENCE THE BELOW CHANGES please notify Lori Lewis and Tara Moore.

- New address
- New phone number
- Last name change
- Dependent change
- Marriage/Divorce/Birth that would require an insurance change

*"You don't have to be great to start,
but you have to start to be great."
- Zig Ziglar*



Home of the Northmen
**PETOSKEY HIGH SCHOOL
ATHLETIC DEPARTMENT**

Dave Smith, Athletic Director * Phone: (231) 348-2220 Fax: (231) 348-2170
1500 Hill Street, Petoskey MI 49770 E-mail: smith.dm.m@petoskeyschools.org

Dear Northmen Fans:

November 13, 2018

We are offering the opportunity again this year to support the Petoskey Basketball Program by purchasing signature ads that appear in the game programs. The cost to you for these ads is \$25. Your name will appear in the game programs that will be offered for free at all home games.

By agreement with the Boys Basketball Program and the Girls Basketball Program, you may designate which gender you wish to support or split the money evenly between the two. The same program will be offered at both girls and boys basketball games.

If you are interested in purchasing an ad this year, please return this form along with a check made out to
PETOSKEY ATHLETICS-WINTER PROGRAM AD to the high school Athletics Office by November 30, 2018.

Thank you in advance for your support. All student athletes in our system will benefit from your generosity.

Sincerely,

David Smith, A.D.

Name as you would like it to appear in the program:

Some examples: The Izzo Family OR John and Kathleen Beilein OR
Michael, Jane, Mike and Karen Jordan

I wish to designate my donation to benefit: ____ boys; ____ girls; ____ both

Please make check payable to: PETOSKEY ATHLETICS-WINTER PROGRAM AD

Send to: Petoskey Athletic Dept., Winter Program Ad
1500 Hill Street, Petoskey, MI 49770

BIG NORTH CONFERENCE