

PUBLIC SCHOOLS OF PETOSKEY

“A special place for everyone”

Staff News Bulletin

June 8, 2018

Number 37

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 Nicole at 348.2229 or morrow.nm.y@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

Right click and print

LEAVE TIME: MATERNITY LEAVE AND/OR FMLA LEAVE

Please send a leave request, signed by your administrator, to Lori Lewis.
Please contact Tara Moore to discuss pay options.

WAGE INCREASE

If you have completed coursework and are ready to jump to the next level please:

- Contact Lori Lewis and request a wage increase form
- Have official transcripts, pertaining to the increase, mailed to Lori Lewis, 1130 Howard Street

PLEASE NOTIFY LORI LEWIS AND TARA MOORE IF YOU EXPERIENCE THE FOLLOWING CHANGES:

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

TO SCHEDULE AN EVENT USING PETOSKEY SCHOOLS FACILITIES:

**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

JOB POSTINGS

Please send letter of interest, resume, transcripts, certificate, and references addressed to Dr. John Scholten, Superintendent, as **one complete attached PDF file**, via email to: careers@petoskeyschools.org. Internal candidates need only send a letter of interest.

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

COACHING POSITIONS

- JV Boys Tennis Coach
- JV Girls Basketball Coach
- 8th grade Volleyball Coach

Petoskey High School

Deadline: Open Until Filled (E.O.E.)

Please send letter of interest and resume to:

Mr. Dave Smith

Public Schools of Petoskey

1500 Hill Street

Petoskey, MI 49770

For questions, please contact Dave Smith at 231-348-2104 or smith.dm.m@petoskeyschools.org.

