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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
October 2025

STAFFING:

Administration

Professional

FMT – Resignation- R Korrell 10/3/25

FMT – Actively Recruiting/Interviewing

Classified

Maintenance Technician M2- Resignation- Tim Mello 10/17/25

Maintenance Technician M2 – Actively Recruiting/Interviewing

Job Description Revision Maintenance Technician M2

Instructional Aide SAA2 – Miles Morton Resigned 10/23/25

Instructional Aide SAA2 – Actively Recruiting/Interviewing

PAYROLL:

STAFF DEVELOPMENT:

In-Service 10/13/25 – Safety Training

ADMINISTRATIVE SERVICES:

PIMS staff data October submission complete

Medicare Part D Notices sent

MOA – Classified Unit Seasonal Work/Vacation

FSA Open Enrollment preparation

ESS Sub List