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Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
January 2026

STAFFING:

Administration

Professional

HEO Instructor – actively recruiting

Classified

Instructional Aide PT - actively recruiting/interviewing

Resignation- SAA2 Melinda Jobczynski 1/5/26

Resignation- SAA2 Austin Hartzell 1/5/26

Resignation-SAA2 (Temp) Zahnya Suber -didn't start

PAYROLL:

2026 GTL updates processed

2025 W2 issued

ACA reporting preparation with ECCA under way

STAFF DEVELOPMENT:

ADMINISTRATIVE SERVICES:

25-26 Holiday Schedule

Policy Updates – 2nd read

SPD 403b 2026 Annual Meaningful Notice posted

Conrad Siegel Medical/Rx Benefits Survey