

2018-19 Administrative Bulletin

X-11 11-9-18

1. EACS UNITED WAY CAMPAIGN HAS STARTED

The EACS United Way campaign kicked off Monday, Nov. 5 and will run through Friday, Nov. 16. You should have received an email from Superintendent Hissong explaining the benefits for giving! Many EACS families use the services of United Way agencies. We thank you in advance for your support to the United Way of Allen County!

Tamyra Kelly, ext. 1050

2. REMINDER.....BENEFITS OPEN ENROLLMENT

Benefits Open Enrollment will be held from November 14, 2018 through November 30, 2018. All eligible employees (**those working 6 or more hours per day**) will be expected to log into Employee Access to participate in **or** waive the insurance. During Open Enrollment you will be able to make changes to your medical plan, dental and vision. As well as your Flexible Spending Account (FSA) and your Health Savings Account (HSA).

Watch for more details in the next Administrative Bulletin!

Tina Grady, ext. 1009

3. CPR/AED TRAINING

Classes are offered free of charge twice a month through the end of the school year. November classes will be held in the Woodlan area, December classes will be held in the Leo area, January classes will be held in the Paul Harding area and February classes will be held in the New Haven area. All classes will start at 4:15 pm, class size is limited and requires pre-registration. If you need this certification for your license renewal, email or call Abby Koroncevicius, Health Services Coordinator.

November 2018 Class Schedule

November 27 (Tuesday at WOHS)

December, 2018 – January & February 2019 Class Schedule

December 4 (Tuesday LEEL)

December 17 (Monday LEEL)

January 17 (Thursday PHJH)

January 29 (Tuesday PHJH)

February 12 (Tuesday NHPS)

February 28 (Thursday NHPS)

Certification is through the American Heart Association and lasts for two years. Any employee interested in, or needing certification renewal may also participate in this training.

Abby Koroncevicius, ext. 7008

DREAM IT. DO IT.

EACS Staff Highlight!

Meet staff member...

SHELLY BUUCK

Deputy Treasurer



"I began my career with the district almost 11 years ago as the Bookkeeper at Woodlan Jr. Sr. High School eventually moving into Accounts Payable. For the past 3 years I have held the position of Deputy Treasurer. A few of the duties for this position include preparing, issuing and adjusting employment contracts, issuing payments and filing reports for all payroll taxes and deductions, corporation bookkeeping and balancing, bank reconciliations and preparation of monthly Financial Statements for manage-

ment and School Board.

I enjoy the challenges and variety of my job. I am privileged to be a part of the great community of EACS!"

THANKS FOR ALL YOU DO SHELLY BUUCK!

Dream It. Do It.