



# Supporting Student Assessments



Tammie Bartkowiak      Dave LaBrosse  
MariEllen Basquez

When **MariEllen Basquez** encountered issues with her Lexmark printer used to print and grade student benchmark tests, **Tammie Bartkowiak** fully understood the her urgency and sprung into action. Knowing that there would be no excuses, Tammie called **Dave LaBrosse**, the senior engineer for Lexmark Corp. in Houston and had him meet her at the campus on **Wednesday January 13, 2016**. Dave quickly identified the issue and recommended a resolution plan.

Thanks to Tammie's quick actions, MariEllen was able to continue testing students.





# Annual Contracts and Tax Forms

Eric May and Dava Clark worked with Laura Harman, Director of Human Resource and Amanda Davis, Assistant Director, to update the employee contracts. Every year, the contracts for all employees are reviewed and updated to reflect the employee's current status. This is a vital function for Human Resources (HR) and the ISA team is happy to be able to assistance the HR team.



January of every year brings with it 'Tax Season'. Eric May, John Crumbley and T Traweek are working with Mark Flores, Director of Payroll and Insurance to prepare the 2015 employee and vendor tax forms.

In addition to the W2 statements for employees and the 1099 statement for vendors, they are also preparing the 1095C statements. This is the new Affordable Care Act reporting requirement.



# ISA Leadership



John Crumbley

Reflecting back on this week reveals a week covered in successes. All employee tax forms are prepared and being sent to the postal service, PEIMS is completed and submitted to the state, and elementary report cards processing is complete, just to highlight a few successes. It was an incredible week accomplished by a phenomenal staff.

- John Crumbley



The ISA Leadership Team's Leadership for the week ending January 15<sup>th</sup> was conducted on Thursday January 14, 2016. Review the [Agenda](#).

The ISA Leadership Team's Leadership did not meet the ending January 22 so that the team could attend the District Leadership Training (DLT).