

Who Do I Contact?

RESOURCE GUIDE

This information is intended to guide school district staff in reaching the best resources and support available.

OFFICE OF THE SUPERINTENDENT

Amanda Sievers, Ext. 8504

Executive Assistant

- Superintendent Contact
- Board of Education Meetings
- Board Meeting Minutes, Postings and Reports
- Board Member Contact
- Attendance Area Waivers
- Authorize Distribution of Flyers
- District Homepage Management
- Hall of Inspiration

OFFICE OF THE DIRECTOR OF STUDENT SERVICES

Michelle Halloran, Ext. 8510

Administrative Assistant

- Executive Director of Student Services Support
- Special Education Meetings & Calendars
- Special Ed. Referrals, Evals., IEP's and 504 Plans
- ESY and OASYS
- Child Find
- Alternative School Placements
- Census
- Standardized Assessments
- English Language Learners
- Infinite Campus/ISES/WLSL Data Management
- Homebound Instruction
- Parent-Student Handbook
- K-8 Summer Registration
- Online Student Enrollment
- Residency

OFFICE OF THE EXECUTIVE DIRECTOR OF HUMAN CAPITAL

Sandy Tews, Ext. 8513

Administrative Assistant

- Executive Director of Human Capital Support
- Worker's Compensation/Accident Reports
- Conference and Leave Requests
- Posting/Hiring
- Substitute Teachers (AESOP)
- Employee Contract Info.
- FMLA

OFFICE OF THE ASSISTANT SUPERINTENDENT OF EDUCATIONAL SERVICES

Molly Loucks, Ext. 8515

Administrative Assistant

- Assistant Superintendent Support
- Chapter 220/Open Enrollment/Tuition Waivers
- Title Grants
- Curriculum Materials & BYOC
- NWEA MAP, AimsWeb
- CAD's (Staff Development)
- District Specialists Support

OFFICE OF THE DIRECTOR OF ORGANIZATIONAL ALIGNMENT & DIGITAL LEARNING

Liz Bryde, Ext. 5688

Office Manager

- Tech Support: Purchase Orders, Hardware, Software, Printers, Phones (Use SchoolDude for Requests – Password: mtsd)

OFFICE OF ASSESSMENT, RESEARCH & ACCOUNTABILITY

Stephanie Gumm, Ext. 5690

Student Information Specialist

- Student Data Base Systems and Reporting (Infinite Campus)
- Data Warehouse
- Online Assessments (NWEA MAP, AimsWeb)
- Online Student Enrollment

OFFICE OF THE EXECUTIVE DIRECTOR OF BUSINESS SERVICES

Cindy Leinfelder, Ext. 8506

Business Assistant

- Accounting
- Free & Reduced Lunch
- Budget/Grants/Fees
- On-line Fee Payments

Kim Gehring, Ext. 8508

Payroll and Benefits Specialist

- Payroll Administration
- Employee Benefits
- Employee Vacation/Sick Leave

Yvonne Eynon, Ext. 8507

Administrative Assistant

- Exec. Director of Business Services Support
- Transportation Authorization
- Name Badges (District and Building)
- Accident Reports
- Notary Public

Pam Decker, Ext. 8505

Accounts Payable Manager

- Vendor Payments
- Invoices
- Purchase Orders

OFFICE OF THE DIRECTOR OF BUILDINGS & GROUNDS

Nicole Teeter, Ext. 5850

Office Manager

- Director of Buildings & Grounds Support
- Work Order Management
- Vendor & Contractor Management