

District Office Contact Sheet

Julie Vitek Student Learning Administrative Assistant Ext. 6006

- 1) Substitute application packets
- 2) Substitute training
- 3) Frontline - Absence Management
- 4) STAR 360
- 5) WISEdash Local
- 6) Skyward
- 7) Summer School catalog & DPI report
- 8) Pupil Count report
- 9) Various DPI reports
- 10) Student Enrollment
- 11) Website - District-Wide updates & additions
- 12) New Teacher Orientation
- 13) Director of Student Learning Administrative Assistant

Cindy Seeger Accounts Payable/Purchasing Ext. 6007

- 1) Purchase orders
- 2) Requisitions
- 3) Accounts payable
- 4) Status of orders
- 5) E-rate
- 6) Compile lunch and ala carte money for a deposit
- 7) District Inventory
- 8) Credit Card Manager
- 9) Cell phone questions/upgrades
- 10) Copy machine quotes
- 11) 1099M processing

Laura Graf Payroll/Benefits Ext. 6008

- 1) Benefits (enrollment/termination)
 - Long Term Disability
 - Life
 - Dental
 - Health & HRA/HSA
 - Retirement (WRS)
 - Section 125 (Health Flex Plan)
- 2) Payroll
 - Process approved timesheets
 - Extra duty contracts
 - Contract/Hourly contracted pay calculations (Calendars)
 - Withholdings from paycheck
- 3) On boarding/off boarding new and leaving employees
- 4) IRS reporting/WI and MI reporting/OPM audits
- 5) Retirement benefits/annuity payments
- 6) W2's/1099R/1095C processing
- 7) Extra Retirement Plans/Roth/403Bs/TSPs

Michelle Vuorenmaa Executive Administrative Assistant Ext. 6009

- 1) Superintendent Administrative Assistant
- 2) Business Manager/Human Resources Administrative Assistant
- 3) School Board Administrative Assistant
- 4) Board Agenda
- 5) District Policies
- 6) Human Resources - Employment
- 7) Food Service: Free & Reduced, Reports, Etc.
- 8) Pupil Count

Holly Evensen Student Services Administrative Assistant Ext. 6010

- 1) Keep current information for any District grant requiring special ed data
- 2) Process special education referrals and re-evaluation paperwork
- 3) Schedule IEP evaluation meetings.
- 4) Review all WIP IEPs for compliance.
- 5) Submit completed PTPs to DPI via their website
- 6) Submit completed Child Outcome reports to DPI via their website
- 7) Enter all student names and demographics for students taking the DLM
- 8) Assists Director of Student Services with communication for special education department including Ashland Learning Center, Prentice House (I, II, III) and Prentice Farm School
- 9) Secretary for Student Services Director, School Psychologist, Spec Ed Program Support.
- 10) Review all new cum & special education files as part of the centralized enrollment process; record info on a spreadsheet and in Skyward before forwarding files to the schools.
- 11) Keep 504 student files (upload into Skyward)
- 12) Coordinate w/ school secretaries, payroll, and bookkeeping and make sure accurate data is in Skyward for upload to the **Civil Rights Data Collection** website when requested.
- 13) Mail the 'Special Education Procedural Safeguard Notice to Parents' and the 'Notice Concerning Our Receipt of Public Health Insurance Funds and Your Related Rights' letter annually.
- 14) Approve special ed time off requests
- 15) Approve special ed requisitions
- 16) Provide IEP/evaluation information to various agencies requesting student special ed data (ie. NorthLakes, Ashland County Human Services, MMC Behavioral Health, ADRC, Social Security, etc.)
- 17) Review WISEdata to ensure special ed info is correct and up-to-date. Make sure all IEP data is current for the *October 1st* child count
- 18) Score pre and post T.A.B.E. tests for Prentice House students

Patti Gilbertson Bookkeeper/Financial Assistant Ext. 6012

- 1) Absence request/reports (Sick Leave, Personal Leave, etc)
- 2) Time off
- 3) Professional improvement requests – Must be approved prior to start of class
- 4) College credit reimbursement - \$50 per credit for approved graduate level class
- 5) Expense reimbursement – Out of district travel
- 6) Mileage reimbursement – Traveling teachers, In-district travel
- 7) Student activity accounts – Deposits, account balances, fundraising applications
- 8) Coordinate grant claims/applications
- 9) Retiree Accounts
- 10) Personnel Files
- 11) DPI State Reporting - Financial & non financial reports

Karie Hudson Facilities & Grounds Administrative Assistant Ext. 6101

- 1) Monthly Enrollment Count
- 2) Impact Aid Grant Application - Gather info, data input and process application & all necessary approval for submission annually.
- 3) Student Based Services - Medicaid Billing, update necessary forms, process M-5 forms, process data for student billing requirements & claims for services & bus transportation. Maintain special education staff in K-Systems that use the program.
- 4) Process quarterly & annual reports for Student Based Services.
- 5) Process quarterly calendars and staff pool lists for Student Based Services.
- 6) Administrative Assistant for Facilities & Grounds Department
- 7) Safety & Security Protocol - gather & maintain appropriate records & signatures with updates to the DOJ site and Ashland Fire Department.
- 8) Metasys Scheduling for all building locations
- 9) Facility Access - Process & monitor ID/Key Cards
- 10) District Vehicles - Process approval of Driving Applications, vehicle requests, scheduling vehicles, check vehicles in/out, process gas receipts for accounts payable entry, maintain records for servicing, work orders, and cleaning of vehicles.
- 11) Process Facilities & Grounds credit card invoices for purchases.
- 12) SchoolDude Work Order System - Maintain users, work orders and pm work orders
- 13) Frontline/Absence Management and Skyward Time Off requests & sub coverage for Facilities and Grounds Department
- 14) Website - Staff Directory & District Phone Extension Directory
- 15) Keep up-to-date records of all Material Safety Data Sheets (MSDS) district wide.
- 16) Maintain custodial daily work routines & floor plans

Vacant **District Psychologist** **Ext. 6005**
1) LEA for IEP and 504 meetings

Sandy Raspotnik **Special Education Coach** **Ext. 6005**
1. Reviewing IEPs and coaching staff regarding content details
2. Coaching new staff members
3. LEA for IEP and 504 meetings

Melissa Gessert **Special Education Program Support** **Ext. 6005**
1) File Reviews for referrals, reevaluations, etc.
2) Process initial referrals - complete ED-1 forms
3) Attend eval meetings with teletherapy school psychologist
4) Attend initial 504 meetings with teletherapy school psychologist
5) Training for skyward, special ed. processes, etc for new teletherapy staff
6) Resource person for special education staff and teletherapy providers
7) LEA for IEPs
8) Hold meetings and write IEPs, IEPs at a Glance for Prentice House students
9) Administer WIDA screener and ACCESS testing for English language learners.
10) Track deadlines for 3 year evaluations and ensure we are meeting timeline.
11) Classroom observations and testing for evaluations

Superintendent	Erik Olson	Extension 6001
Business Manager	Bonnie Stegmann	Extension 6002
Director of Student Learning	Katie Matthias	Extension 6004
Director of Student Services	Dani Mikula	Extension 6003
Director of Facilities & Grounds	John Berglund	Extension 6105