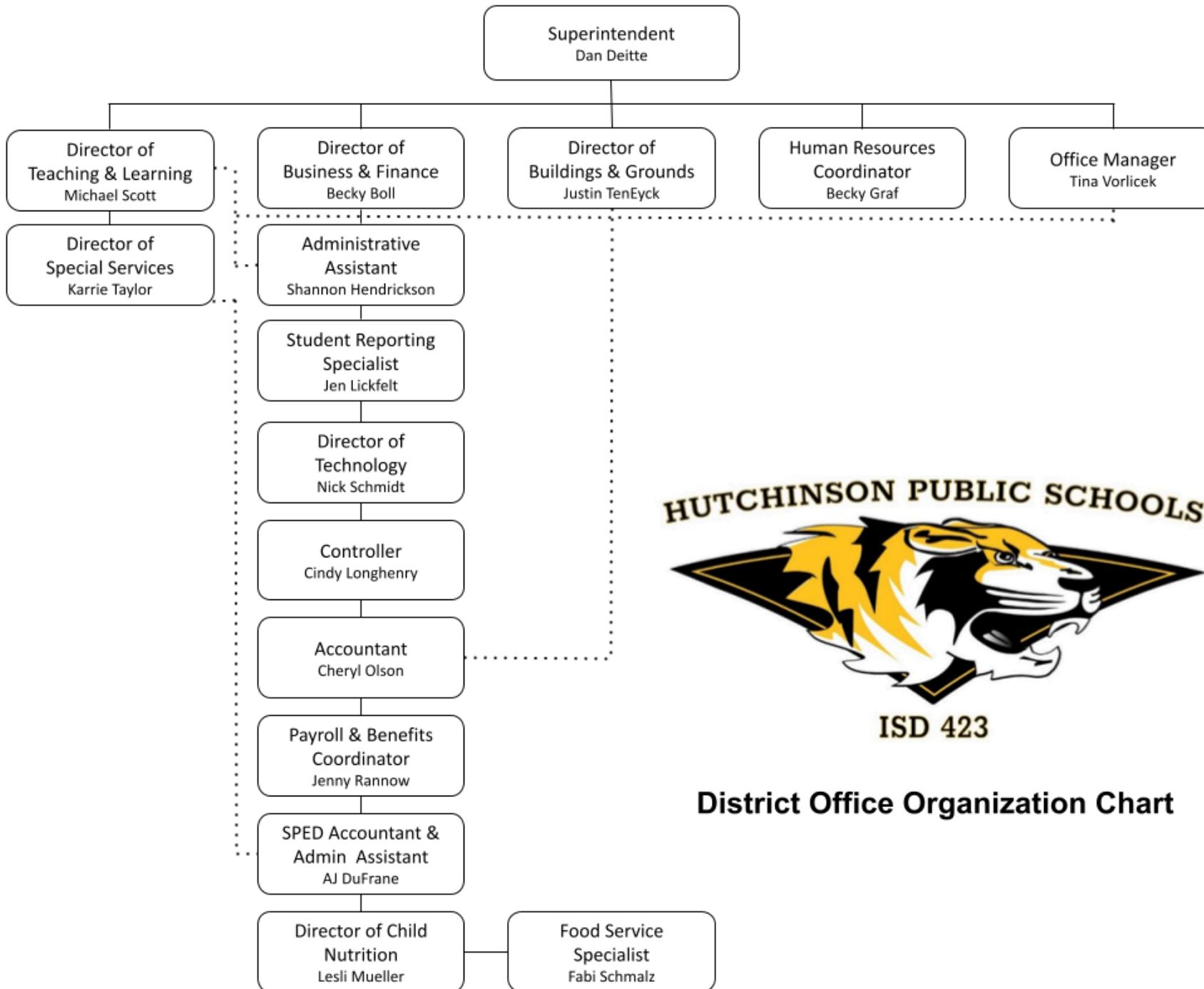


District Office Resource Guide

This is a general list of who to contact for what. You are always welcome to call Shannon (2703) or Tina (2601) if you are unsure of who to contact.

Becky Boll <i>Director of Business & Finance</i> rebecca.boll@isd423.org 234-2615 <ul style="list-style-type: none"> Audits, Federal & State Budget Process/Reporting Budget Costing Budget Transfers Capital Planning Contract Placement Employment Agreements Insurance Committee Lane Change Approval MDE/State Reports Negotiation Costing Property/Vehicle Insurance Purchase Service Contracts Transportation Invoices <ul style="list-style-type: none"> Routing, Student/Driver Conduct, etc. - Dan Deitte 	AJ DuFrane <i>SPED Accountant & Admin Asst</i> anthony.dufrane@isd423.org 234-2654 <ul style="list-style-type: none"> Invoicing <ul style="list-style-type: none"> Facility Rentals Online Purchasing Purchase Orders Bldgs/Grounds, Curr., District Office Retiree Insurance Sick Leave/ESST SPED Accounting <ul style="list-style-type: none"> Certifications/PARs Federal Draws Medical Assistance Billing Purchasing SEDRA Reporting Tuition Billing SPED Forms Data SPED Membership Tuition Acknowledgements 	Becky Graf <i>Human Resources Coordinator</i> rebecca.graf@isd423.org 234-2612 <ul style="list-style-type: none"> Attendance & Absenteeism Background Checks (Employees and Volunteers) Employee Assistance Program - EAP Leaves of Absence Health & Wellness Programming Hiring <ul style="list-style-type: none"> Job Postings New Hire Paperwork/Orientation Offers of Employment Campus New Staff Setup Exit Interviews Payroll Authorizations Personnel File Compliance Progressive Discipline / Investigations Kelly Services Unemployment Work Comp Injuries 	Shannon Hendrickson <i>Administrative Assistant</i> shannon.hendrickson@isd423.org 234-2703 <ul style="list-style-type: none"> Benefits Open Enrollment Support (annual & life change events) Curriculum Professional Development Employee Self-Service (ESS) <ul style="list-style-type: none"> Employment Verifications ESS log-in/password resets Pay Stub Access Replacement Insurance Card Time Off and Leave Balances TimeClock/Timesheets General Information Probation Period Tracking Receptionist Teacher Licensure - Clock Hours Union Info 	Jen Lickfelt <i>Student Reporting Specialist</i> jennifer.lickfelt@isd423.org 234-2610 <ul style="list-style-type: none"> BYOD/Chromebook Rentals Campus Edits ClassLink General Information Home School & Nonpublics MARSS Reporting State Reporting Student Enrollment/Registration 	Cindy Longhenry <i>Controller</i> cindy.longhenry@isd423.org 234-2651 <ul style="list-style-type: none"> Audits Budget Costing Career Pay Contract Adjustments Federal Programs Grant Applications Investments Rule of 73/80 Salary Calculations Student Activity Accounts Compliance
Cheryl Olson <i>Accountant</i> cheryl.olson@isd423.org 234-2606 <ul style="list-style-type: none"> 1099 Reporting Account Adjustments/Transfers (journal entries) Accounts Receivable (deposits) Invoicing <ul style="list-style-type: none"> Preschool, Food Service Catering, Superior Accounts Payable (check requests) Affinity (Fee Pay) Amazon Invoices BMO Credit Card Support Buildings & Grounds Finance Support Expense Reimbursements Fixed Assets Officials/Event Workers Claims Purchase Orders Vendor setup Sales Tax Compliance Student Activity Accounts Support 	Jenny Rannow <i>Payroll & Benefits Coordinator</i> jenny.rannow@isd423.org 234-2604 <ul style="list-style-type: none"> Benefits <ul style="list-style-type: none"> Insurance <ul style="list-style-type: none"> Health, Dental, Life, LTD, Vision, STD, COBRA, Retirees Open Enrollment, Life Events Affordable Care Act <ul style="list-style-type: none"> Monthly Eligibility Reports 403(b), Flex, VEBA, TRA/PERA <ul style="list-style-type: none"> New Hire Orientations Payroll: Rates, Benefit Deductions, Calculations Quarterly Taxes STAR Time Off and Leave Balances TimeClock (RedRover) W-2 / 1095 Reporting 	Fabi Schmalz <i>Food Services Specialist</i> fabiola.schmalz@isd423.org 234-2603 <ul style="list-style-type: none"> BYOD/Chromebook Rentals Farm to School/School Gardens Food Service Purchasing Free/Reduced Lunch Applications Mail Meal Accounts/Payments Meal Reimbursement Point-Of-Sale (POS) Computers Receptionist Staff Salad/Meals Summer Food Service 	Nick Schmidt <i>Director of Technology</i> nick.schmidt@isd423.org 234-2655 <p>Tech Support - 2727</p> <ul style="list-style-type: none"> Campus <ul style="list-style-type: none"> Ad Hoc Reports Report Cards FAST/Renaissance Set-up New Hire Orientations - Log In / Campus 	Michael Scott <i>Director of Teaching & Learning</i> michael.scott@isd423.org 234-2613 <ul style="list-style-type: none"> Attendance & Absenteeism Credit Course Pre-approval Curriculum Writing (final approval) Licensure / PELSB Loan Forgiveness Master's Program Pre-approval Professional Development (final approval) Progressive Discipline / Investigations State Assessments <ul style="list-style-type: none"> MCA MTAS ACCESS ULA / Non Renewals 	Tina Vorlicek <i>Office Manager</i> tina.vorlicek@isd423.org 234-2601 <ul style="list-style-type: none"> General Information Lane Change Submissions <ul style="list-style-type: none"> Transcripts Performance Review Scheduling and Maintenance Personnel File Maintenance School Board Seniority List Website Work Comp Backup



District Office Organization Chart