

# 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.

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

## [District Office Organization Chart](#)

