



ROLES AND RESPONSIBILITIES OF DISTRICT OFFICE

BUSINESS SERVICES

Dani Hughes - Payroll Specialist

- New hire packets – Return to Dani for processing
- Main liaison for Health insurance/benefit information
- COBRA, HIPPA, FMLA, OFLA compliance & questions
- Maintain salary, leave and absence data
- Monitor payroll deductions (medical/403b's/dues)
- Maintain W-4's
- Monitor grants and claim reimbursement for payroll
- PERS information
- Jury duty reimbursement
- Prepare classified staff calendars
- AESOP

Laurie Ruell - Business Office Assistant I (Accounts Payable)

- Accounts Payable/Receivable
- Purchase order processing (generates, submits and confirms receipt of goods)
- Order Supplies & Materials
- Maintain efficient procurement for purchasing and paying of supplies, materials and equipment
- Expense & mileage reimbursement
- Monitor district procurement cards – questions about use, limit, etc.
- FRMS student body accounting – registration fees, book fines, fundraising, etc.
- Review all invoices for payment
- Monitor grants and claim reimbursement
- Respond to inquiries regarding orders and payments from vendors and staff
- Questions about 1099 forms

Quanah Bennett - Business Manager

- Plan, prepare and monitor the District budget
- Monitor revenues & expenditures and adjust as needed
- Prepare school Board enrollment and financial reports
- Forecast revenue, expenditures and enrollment
- Monitor food service operations
- Monitor grants and claim reimbursement
- Prepare district calendars
- Assist with collective bargaining
- Assist in the process of external audits
- Maintain fixed assets
- Assist, monitor and track Grants
- Prepare, maintain and submit financial ODE reports
- Debt Management (Bonds)
- Oversee all District property, casualty, liability & workers compensation insurance policies
- Early Retirement/PERS information
- Monitor internal controls of business office (Backup for A/P & Payroll)
- Deputy clerk for District – agent for all contracts, agreements & transactions

FACILITIES

Greg Baker - Facilities Manager

- Oversee **INSIDE** areas of District buildings
- Manage community use of school facilities (receive, approve and monitor facilities request forms)
- Electrical, plumbing, lighting, building disrepair
- Monitor/maintain HVAC, alarm codes and keys
- Manage custodial staff
- Records keeper of community insurance forms when using a building
- Safety Officer co-chair
- Historian



ROLES AND RESPONSIBILITIES OF DISTRICT OFFICE

GROUND & MAINTENANCE

Jeff Thiessen – Grounds and Maintenance Manager

- Supervise **OUTSIDE** areas of District buildings & property
- Public Water System Operator underground & Maintenance Supervisor
- Grounds, fields, trees, landscaping
- Parking areas, fences, noxious weeds
- Pest management
- Irrigation & plumbing

STUDENT SERVICES

Becky Dube' – Student Services Specialist

- eSchool Admin – end user questions & help, logins/passwords, training, security (rights), building setups, notifications, HAC, TAC (Angela Baker for EHS), etc.
- ODE Secure Website Admin – login/passwords, site permissions (security), etc.
- Maintain alternative education referrals & attendance
- Monitor home tutoring attendance
- Maintain student 504 information in eSchool
- Mastery in Motion (upkeep, training, user login/password, loading state test scores from ODE, loading student/teacher/schedule information)
- McKinney-Vento Liaison - Homeless student referrals, questions, needs, etc.
- Maintain and submit state & federal reports –ADM, Kindergarten Assessments, LEP, etc.

SUPERINTENDENT'S OFFICE

Debbie Moore - Superintendent's Administrative Assistant

- School board secretary (main liaison for meetings, policies, board records & administrative regulations)

- Head Human Resource admin (Prepare new hire packet, maintain personnel files, answer application questions and post vacancies)
- Maintain district compliance of mandatory training for safety/regulatory/First Aid and CPR
- Monitor the deadlines and schedules for compliance training.
- Verify, monitor and maintain teacher licensure, course approval forms and PEER forms
- Criminal history background checks & child abuse forms
- Maintain FRSD website
- Classified substitute questions, registration & paraprofessional testing
- Assist families with student open enrollment & inter-district transfer/exchange
- Maintain scheduling of board room
- Assist general public on phone and in person

Karen McKenzie – Assistant Superintendent

- Special Education Director
- Curriculum Director
- Title Programs Director (Title I, Title II-A, Title III:ELD, Title IX, Title IXA)
- Middle School Academic Achievement
- Foster Care Family Liaison
- Special Projects as assigned

Gary Carpenter – Superintendent

- Due Process
- Elementary Academic Achievement
- Safety Officer
- Textbook Adoption
- Professional Development
- Title IX
- Outdoor School



ROLES AND RESPONSIBILITIES OF DISTRICT OFFICE

- Feel free to contact the Superintendent regarding any topic, any time. If something can't be answered, he will refer you to the correct person.

TECHNOLOGY DEPARTMENT

General Description: The Technology Department oversees, manages and services the district's technology infrastructure, and most instructional online services the district contracts. (The main exception is eSchool)

Services we provide to our staff, students and community include:

- Wired and wireless Network
- Server infrastructure
- File, print, software services
- Account management for most services
- Mobile and workstation computing -full lifecycle
- AV and Instructional Technology
- Telephone and communication services
- Security and surveillance systems support

In general, if users have needs or questions about communications, computing, printing or network device, service or account, Technology either services it directly or can refer you to the correct point of contact through our helpdesk service, helpdesk@fernridge.k12.or.us.

Michael Bateman – Technology Director

- Oversees all technology planning, budgeting, implementation and support.
- Designs, implements and administrates network, computing, communications systems.
- Approves all district software and hardware purchases.
- Reviews online services for privacy compliance (regulatory)
- Collaborates with instructional leaders to improve instructional technology.
- Oversees Help Desk service for user support.
- Provides technical training

- Technology Committee leader, co-chaired with Peter Barsotti
- Primary for ODE Adaptive Math Grant 2016-17

Maintenance - Michael Biehler

- Helpdesk frontline support
- General technical support for staff
- Toner purchases for District printers

OTHER

Other Administrative Responsibilities & Contacts

- Brian Brands – Athletics, OSAA Compliance, Title IX, Safety
- Peter Barsotti – Assessments & Teacher Evaluations
- Michelle Marshall – KITS, TAG (with Angie Pebworth), Tutor assignments, 5th grade track meet
- Olivia Johnson – KITS, Family Resources, 5th grade track meet
- Mary Griswold – Primary Contact for IEPPLUS