



## ROLES AND RESPONSIBILITIES OF DISTRICT OFFICE

### BUSINESS SERVICES

#### Leisa Boytz - 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

#### Quannah 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

### 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



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- 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.
- Work order helpdesk support
- Maintain and submit state & federal reports –ADM, Kindergarten Assessments, LEP, etc.

## TECHNOLOGY DEPARTMENT

### Michael Bateman – Technology Director

- Works with District leaders to deliver and assess technology-oriented professional development activities.
- Provides leadership for the design, configuration, operation and maintenance of a robust technology infrastructure.
- Directs the design and administration of secure operational systems and servers .
- Collaborates with instructional leaders to develop a technology framework for the most effective integration of technology into teaching and learning; implements this framework; and develops methods of monitoring its effectiveness
- Analyzes technology needs in consultation with District leaders and end users; recommends updates, replacements or enhancements of hardware and/or software; and oversees the purchase, delivery, and installation of new systems
- In collaboration with other Directors, Administrators and the Technology Committee, develops policies and procedures around the use of technology and software to ensure compliance with federal and state laws
- Directs and supervises the daily operations and personnel of the Technology Department
- Oversees the selection, implementation, and operation of a student information and data warehouse system for the management of reporting of all student-related information
- Oversees a responsive and service oriented Help Desk to provide repair and support services to end users
- Provides leadership in developing and implementing a plan for the incorporation of technology into all aspects of the instructional program, including the provision of internet security.
- Works with the Curriculum Director and the District Technology Committee to adopt and implement a K-12 continuum of technology skills and curriculum, aligned with ISTE National Education Technology Standards.
- Works with District-level instructional leaders to support the use of technology within interactive settings (e.g., online tutorials, video conferencing, video streaming virtual and distance learning).
- Collaborates in the review, selection, implementation, monitoring, and evaluation of virtual and distance learning initiatives.



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- Develops and maintains external partnerships in the community, with other districts and at state level to expand technology-related opportunities for District students and staff.
- Plans, develops, and implements the Technology Department budget, and assists in developing the technology component of proposed bonds.
- Technology Committee leader
- Primary for ODE Adaptive Math Grant

### **Maintenance - Richard Reaksecker**

- Helpdesk frontline support
- Technical support for staff
- Toner purchases for District printers

## GROUNDS & FACILITIES

### **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

### **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

## SUPERINTENDENT'S OFFICE

### **Michelle Cook - 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



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### SUPERINTENDENT'S OFFICE

#### **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
- Teacher Evaluation
- ESSA Committee
- 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.

#### **Other Administrative Responsibilities & Contacts**

- Brian Brands – Athletics, OSAA Compliance, Title IX, Safety
- Rick Gardner-Outdoor School
- Olivia Johnson –Family Resource, Title III:ELD
- Lisa Leatham – KITS, Assessment, 5<sup>th</sup> Grade Track Meet
- Michelle Marshall – KITS, TAG (with Angie Pebworth), Tutor assignments, 5<sup>th</sup> grade track meet
- Mary Griswold – Primary Contact for IEPPLUS