

# Who To Call?

## Superintendent/Teaching & Learning, School Board

**Becky Garcia-Carrasco - Ext: 7010**

- PD Express
- District Testing
- Textbooks
- Digital Resources
- TransAct System
- Superintendent and/or School Board Questions
- Student Teaching
- District Items for Sale
- Out of Area Attendance Exceptions
- Transportation/Bus Routes/Stops Appeals
- District Calendar

## Payroll & Benefits

**Jenny Burg - Ext: 7006**

- Medical Leaves
- Employee Benefits
- Work Comp

**Diane Freiermuth - Ext: 7007**

- Payroll Questions
- TimeClock+

**Tonia Wood - Ext: 7006**

- Benefit Deductions
- Benefit ID Cards

## Business & Finance

**Cindy Westlund – Ext: 7023**

- Finance Trainings

**Casey Likes - Ext: 7042**

- Accounts Payable/Receivable
- PO's
- Vendor Numbers

**Kim Nelson – Ext: 7022**

- SMART Finance Training and questions

**Sue Becker – Ext: 7015**

- Student Activities
- P-Cards

## Health, Safety & Bldg. Maintenance

**Andrea Seleski. – Ext. 7050**

- Access Cards/ID Badges
- Building Access
- Safe Schools Training
- Van Scheduling/Training

**Custodians Cell Phones:**

- JFK – (651)775-9797
- McAuliffe – (651)775-9726
- Pinecrest – (651)775-9785
- MS - (651)775-2026
- HS – (651)775-1919
- Tilden – (651)775-9847

## Technology

**Missy Williams - Ext: 7012**

- Website questions
- Webmaster

**Mark Moberg - Ext: 7134**

- Network Problems
- District Wide Computer Issues

**Mary Rowan - Ext: 7139**

- Assistive Technology
- Spec. Ed Computer Issues

**Site Specific Technology Issues**

- Tech Help Desk
  - 7101 – MS, Elem.
  - 7646 - HS

**Sue Becker - Ext: 7015**

- Phone System
- Phone Directory

## Students/Enrollment

**Missy Williams - Ext: 7012**

- State Testing Coordinator
- Testing Data
- Home Schooling

**Cathy Blaha – Ext: 7013**

- MAARS Reporting
- Enrollments

## District Services

**Deanna Werner - Ext: 7002**

**Cell Phone: 651-283-5971**

**District Wide Communications**

- E-News
- District Facebook
- District Webpage
- Outbound Calling System
- Snow Day info or questions

**District Wide Security**

- Building Security
- After-hours building access
- Crisis Planning
- Raptor Visitor Screening

**District Copy Center**

- Copy Center Issues
- After-hours switchboard

## Human Resources

**Deanna Werner - Ext: 7002**

- Human Rights Officer
- Employee Questions/Complaints
- Contract Interpretation
- Onboarding & Recruitment
- Position Postings
- Licensed Staff Placement
- Lane Changes
- Employee Assistance Prgm.
- Employee Recognition

**Jane Mattson - Ext: 7024**

- Leave, Aesop System
- Work Calendars
- Tenure Status, Seniority
- Background Checks
- 1<sup>st</sup> Report of Injury/Work Comp