

MEMORANDUM

TO: All School Board Employees
FROM: H. Alan Seibert, Superintendent
DATE: September 1, 2018
RE: Central Office Services

In order to assist you in securing support and services from central office, the staff and I have prepared an updated list of topics and individuals who can handle your questions about them. Note that this list reflects changes in assignments and personnel scheduled through September 2017. If you have questions about areas not listed here, please call the central office so that one of the staff can direct your inquiry.

As a rule, you should initiate questions with your principal or immediate supervisor. Often they will be able to answer them for you.

If you have a question about...	Contact...
Adult Education and GED	Curtis Hicks, Assistant Superintendent
Alternative Education/AIIMS	Randy Jennings, Director of Student Services Elizabeth Arthur, Coordinator of Alternative Programs
Assessment and Accountability	Jennifer Dean, Director of Instructional Technology and Accountability
Attendance	Forest Jones, Director of Administrative Services
Attendance (pupil accounting/reports)	Jim Rieflin, Supervisor of Technology and Data Management
Attendance Regulation	Forest Jones, Director of Administrative Services
Board Room Reservations	Caren Saunders, Administrative Secretary
Budget	Mandy Hall, Director of Business
Buildings and Grounds	Forest Jones, Director of Administrative Services
Business Partnerships	Curtis Hicks, Assistant Superintendent
Cafeterias	Forest Jones, Director of Administrative Services
Calendar	Curtis Hicks, Assistant Superintendent
Capital Improvement Plan	Mandy Hall, Director of Business Forest Jones, Director of Administrative Services
Career and Technical Education	Curtis Hicks, Assistant Superintendent
Disciplinary Issues	Curtis Hicks, Assistant Superintendent

Dropout Prevention	Elizabeth Arthur, Coordinator of Alternative Programs
Drug Abuse Prevention	Randy Jennings, Director of Student Services
Drug Pledge Program	Curtis Hicks, Assistant Superintendent
Elementary Education	Diane Washenberger, Director of Instruction Jennifer Dean, Director of Instructional Technology and Accountability
ELL/Title III	Randy Jennings, Director of Student Services Jennifer Dean, Director of Instructional Technology and Accountability
Employee Assistance Program (EAP)	Kirstine Barber, Director of Human Resources
Employee Benefits (health insurance, retirement, etc.)	Kirstine Barber, Director of Human Resources Jennifer Bishop, Employee Benefits/Payroll Specialist
Family & Medical Leave	Kirstine Barber, Director of Human Resources Jennifer Bishop, Employee Benefits/Payroll Specialist
Federal Programs :Title I	Diane Washenberger, Director of Instruction Jennifer Dean, Director of Instructional Technology and Accountability
Federal Programs :Title II Part A	Kirstine Barber, Director of Human Resources
Federal Programs Title IV Part A	Jennifer Dean, Director of Instructional Technology and Accountability
General Education Curriculum and Instruction – Secondary	Curtis Hicks, Assistant Superintendent
General Education Curriculum and Instruction – Elementary	Diane Washenberger, Director of Instruction Jennifer Dean, Director of Instructional Technology and Accountability
Gifted Education	Beverly Nicely and/or Christopher Taibbi, Teachers of the Gifted or Diane Washenberger, Director of Instruction
Guidance	Follow the chain of command through your school principal to Darryl Helems, Supervisor of Guidance and Health
Harassment/Sexual Harassment Officers	Kirstine Barber, Director of Human Resources Curtis Hicks, Assistant Superintendent
Health Services	Darryl Helems, Supervisor of Guidance and Health
Homebound Services	Elizabeth Arthur, Coordinator of Alternative Programs
Homeless Education	Darryl Helems, Supervisor of Guidance and Health
Home School Services	Darryl Helems, Supervisor of Guidance and Health
Insurance other than employee	Mandy Hall, Director of Business

insurance (i.e. certificates of insurance student insurance, property insurance, liability insurance, vehicle insurance)	
Inventory (Items costing over \$5,000)	Mandy Hall, Director of Business
Leave Request/Exceptions	Mandy Hall, Director of Business
Licensure (renewal of licenses, adding endorsements)	Kirstine Barber, Director of Human Resources Dana Crouse, Administrative Secretary to the Director of Human Resources
Maintenance and Custodial Services	Follow the chain of command through your school principal to Forest Jones, Director of Administrative Services
Mentor Teacher Program	Kirstine Barber, Director of Human Resources
Name Badges	Dana Crouse, Administrative Secretary to the Director of Human Resources
National Board Certification	Kirstine Barber, Director of Human Resources
Nonresident Students	Forest Jones, Director of Administrative Services
Parent Resource Center	Ann Shepherd, Parent Resource Center Coordinator
Payroll	Jennifer Bishop, Employee Benefits/Payroll Specialist and Mandy Hall, Director of Business
Personnel (interviews, recruiting, employee records)	Kirstine Barber, Director of Human Resources
Planning – Division Goals and Objectives	Jennifer Dean, Director of Instructional Technology and Accountability
Planning - Strategic/Comprehensive Plan,	Curtis Hicks, Assistant Superintendent
Policy	Curtis Hicks, Assistant Superintendent
Preschool VPI Program	Diane Washenberger, Director of Instruction Jennifer Dean, Director of Instructional Technology and Accountability Forest Jones, Director of Administrative Services
Press Releases and Public Information	Mike Stevens, Salem Communications Director
Professional Conference/Leave Requests	Follow the chain of command through your school principal to the appropriate director to: Kirstine Barber, Director of Human Resources Jennifer Dean, Director of Instructional Technology and Accountability
Purchase Orders/Invoices	Follow the chain of command through your principal, the appropriate director, the Director of Business

Remedial Programs – Secondary	Curtis Hicks, Assistant Superintendent
Remedial Programs – Elementary	Diane Washenberger, Director of Instruction Jennifer Dean, Director of Instructional Technology and Accountability
Retirement (assistance with VRS matters)	Kirstine Barber, Director of Human Resources Jennifer Bishop, Employee Benefits/Payroll Specialist
Retirement Extended Work Incentive Program (REWIP)	Kirstine Barber, Director of Human Resources
Secondary Education	Curtis Hicks, Assistant Superintendent
School Activity Funds	David Atkins, Accounting/Finance Specialist Mandy Hall, Director of Business
School Board Meetings and Agendas	Kathy A. Jordan, Clerk of the Board
School Health Advisory Board	Darryl Helems, Supervisor of Guidance and Health
Sick leave, personal leave, sick leave bank or vacation policy questions or leave balances	Kirstine Barber, Director of Human Resources Jennifer Bishop, Employee Benefits/Payroll Specialist
Sick Leave Bank Application	Mandy Hall, Director of Business
Special Education	Randy Jennings, Director of Student Services
Staff Development/Professional Development	Kirstine Barber, Director of Human Resources Jennifer Dean, Director of Instructional Technology and Accountability
Student Information System	Jim Rieflin, Supervisor of Technology and Data Management
Student Teachers	Kirstine Barber, Director of Human Resources
Summer School - Secondary	Curtis Hicks, Assistant Superintendent
Summer School - Elementary	Diane Washenberger, Director of Instruction Jennifer Dean, Director of Instructional Technology and Accountability
Technology: Instructional	Jennifer Dean, Director of Instructional Technology and Accountability
Technology: Informational	Jim Rieflin, Supervisor of Technology and Data Management,
Tuition Assistance	License Renewal Advisor, then Kirstine Barber, Director of Human Resources
Textbooks	Curtis Hicks, Assistant Superintendent
Transportation	Lewis Armistead, Transportation and Operations Specialist, or

Forest Jones, Director of Administrative Services

Worker's Compensation

Kristine Barber, Director of Human Resources

504 of the Rehabilitation Act

Darryl Helems, Supervisor of Guidance and Health

Please also note the staff's assignments. They are listed here for your reference.

Kathy Jordan, Clerk of the Board and Executive Secretary to the Superintendent

David Atkins, Accounting/Finance Specialist

Jennifer Bishop, Employee Benefits/Payroll Specialist

Lisa Capito, Grant Specialist

Mathew George, Grant Specialist

Shannon Bennett, Administrative Secretary to the Director of Administrative Services

Dana Crouse, Administrative Secretary to the Director of Human Resources

Michelle Lemon, Administrative Secretary to the Departments of Instruction and Assessment

Susan Young, Administrative Secretary to Student Services

Caren Saunders, Administrative Secretary

Teresa Walker, Receptionist

Carla Ramsey, Transportation Office Aide

Listed here are central office staff members in various departments.

Coordination of Fine and Performing Arts

Diane Washenberger, Director of Instruction

Resource Teachers:

Beverly Nicely

Christopher Taibbi

School Nurses:

Denise Dowell – G.W. Carver Elementary School

Alice (Sissy) Vandevander – Salem High School

Angie Bryant – South Salem Elementary School

Anna Haymaker – Andrew Lewis Middle School

Angela Schuyler-Meadows – East Salem Elementary School

Lindsay Millard – West Salem Elementary School

Student Services:

Deborah Coker

School Psychologist

Paige Nielsen

School Psychologist

Kerry Sweeney

School Psychologist

Elizabeth Arthur

Coordinator of Alternative Education

Technology Department:

James Rieflin	Supervisor of Technology and Data Management
Randy Studebaker	Network Administrator
William Minter	Programmer & Computer Support Specialist

Interdepartmental Mail (PONY) Courier: George Vineyard

Central Office Custodian: Kathy Andrews

This memorandum does not by any means list all the duties performed by central office staff. It does, however, provide you with some guidance in directing your calls and inquiries. I am confident that you will find the staff ready, willing, and able to assist you.

HAS:kaj