

CASSIA DISTRICT SERVICE CENTER
3650 Overland Avenue, Burley, ID 83318
Phone 208-878-6600 Fax 208-878-4231

OFFICE HOURS

SCHOOL YEAR	MON-THUR	7:30 a.m. to 4:30 p.m.
	FRIDAY	8:00 a.m. to 1:00 p.m.
SUMMER	MON-THUR	8:00 a.m. to 4:00 p.m.
	FRIDAY	8:00 a.m. to 12:00 p.m.

SANDRA MILLER

SUPERINTENDENT

CLAY ADAMS

RISK ASSESSMENT / OPERATIONS DIRECTOR

CHRIS JAMES

DIRECTOR OF FISCAL AFFAIRS

RYUN PAYNE

SPECIAL SERVICES DIRECTOR

BRANAN HARDCASTLE

TECHNOLOGY DIRECTOR

GAIL GALLEGOS

Fiscal Affairs Asst / Safety Coordinator

Finance
Student and Staff Safety Coordinator
Workers Compensation
FMLA
Threat Assessment
Safe Schools Webmaster
Raptor Webmaster
SBAA

NICOLE GEE

Human Resources Clerk

ISEE
Retiree Benefits
Vacancy Postings
Employee Access
Laserfiche

DAWN HYMAS

Substitute Coordinator / Receptionist

Kronos
Stedi Training
Open Enrollment
Absence & Substitute (ReadySub)
Service Awards

DES LECKENBY

Payroll Clerk

Benefits & Insurance
Time Off
W-2s
Affordable Care Act
Plan Source

SHERI SMITH

Accounts Payable Clerk

Accounts Payable
Reimbursements
Travel Claims
Sales Tax REport
1099s
Visa Purchases

ANGIE ADAMS

Board Clerk / Administrative Assistant

Clerk of the Board
Weekly Enrollment Summary
Calendars- District & Instructional
Policy Updates
Flyer/Student Handout Approval
District Webmaster
Plan Source

PATRICIA VEGA

Curriculum Assistant / Receptionist

Board Room / Training Room Calendar
Purchasing
District Translation
Car Scheduling Calendar
Drivers Education