

District Office - Frequently Called List

<u>Office of the Superintendent</u> Dr. Nathan McCann, Superintendent		<u>Curriculum, Instruction & Assessment</u> Chris Griffith, Assistant Superintendent (360) 619-1304		Maggie Butler, Data Coordinator (360) 619-1309
Bonnie Harris, Executive Asst. to Superintendent (360) 619-1302	Carolyn Enos, Communications Specialist (360) 619-1305	- Title IX Compliance - Student safety & Transportation - Curriculum adoptions - Professional Development - Student Discipline		- District transfers, boundaries and home schooling inquiries - Skyward Access and Information - State Enrollment Reporting - Student Free and Reduced Lunch Eligibility - iReady Permissions & Security - EDS District Data Security Manager - FRPA Compliance and Maintenance - School Messenger - Skyward grading/report card inquiries
- Student/Employee Incident Reports - Special Program Purchase Orders (LAP/ELL/TITLE/SPED) - Minutes, Board Agendas, Board Policies - Superintendent calendar - Public records requests - District records retention - KWRL Transportation Requests	- Social Media Communications - District-wide Communications questions - Updates to District websites - Press releases - Quarterly District newsletter - Annual Report to the Community	Dani Taylor, Administrative Asst CIA/Business/Personnel (360) 619-1318		
<u>Business Services</u>		- Administrative support to Chris Griffith and Paula McCoy - State and District assessment Coordinator (ie. SBAC, iReady, etc.) - Homeroom inquiries - Curriculum Adoption - Accounts Receivable - District Purchasing - District motorpool (Explorer) * See Athletics for Van Usage		Paul Hamann, TOSA (7-12) (360) 619-1413
Paula McCoy, Executive Director of Business Services (360) 619-1307	Joannie Jequinto, Accounting Specialist (360) 619-1319	Kristina Gaylord, Secretary Maintenance & Facilities (360) 619-1390		Debra Ortner, TOSA (K-6) (360) 619-6381
- District Financial Reporting and Budget Questions - District procurement requirements - Purchase Order questions - District Financial Policy Inquiries - Private Grants/Donations - Public Records Requests - Risk Management - Workers Compensation - Unemployment Insurance	- New Vendor Requests - Budget inquiries - Donations - Associated Student Body Funds - Accounting Support Services - Employee reimbursements - Professional Growth Funds Initiative (PPGI)	Neil Brinson, Director of Maintenance & Facilities (360) 619-1390		
Kelsey Densmore, Payroll Specialist (360) 619-1313	Lisa McGhee, Accounting Clerk - Accounts Payable (360) 619-1311	Keycards/building access - Maintenance Requests - Facility work order inquiries - Surplus sale - Sonitrol (Security System) Access - District Archives - Small works roster		<u>Special Education</u> Dr. Michael Baskette, Director of Special Education (360) 619-1348
- All payroll related questions - Frontline Absence Management Leave Reporting - Retirement Related Questions - Employee Wage Verifications - Timesheet inquiries	Mike Lee, Food Service Director (360) 619-1360	Anita Tenold, Special Education Coordinator (360) 619-1312		- IEP Online inquiries - Special Education records requests - Safety net inquires - Medicaid Administrative Match - Special Education enrollment reporting - Administrative Assistant to Special ED Director
Laura Casper, RACC Receptionist (360) 619-1301	- Lunch menus and schedules - Student/Staff Lunch Balances - Catering Inquiries - Food Service Payment Inquires	Jodi Fontyn, Human Resources Coordinator (360) 619-1306		
- Facilitron inquiries - Receptionist for RACC - SCAN long distance codes - ESD Courier		Kalin Heath, Human Resource/Benefit Specialist (360) 619-1314		
<u>Technology Services</u> Geoff Varney, Director of Technology Services		- Recruit and Hire/Job postings - Frontline Absence Management System questions - Certification - Credits and clock hours - Employee Contracts - pdEnroller - classified/certified personnel questions - eCert inquiries - Employment Verifications		
Brittany Cain, Technology Services Secretary (360) 619-1343	<u>Community Education</u> Terri Cochran, Director of Community Education (360) 619-1303	- Employee Insurance/Supplemental Benefits Questions - Frontline Absence Management System questions - Substitute inquiries - Volunteer Applications - Employee Contracts - Employee recognition program		
- Technology purchasing - Technology inventory				