

*Central Administration Staff and Responsibilities*



## Staff Names, Titles, Phone Numbers and Email Addresses

First Name	Last Name	Title	Phone Number	Email Address
Miranda	Carreiro	Tax Clerk	(412) 664-3609	mcarreiro@mckasd.net
Brenda	Sawyer	Chief of Police	(412) 664-3651	bsawyer@mckasd.net
Angela	Cale	Coordinator Of Special Education and Alternative Services	(412) 664-3622	acale@mckasd.net
Jane	Coughenour	Director Of Federal Programs	(412)948-1317	jcoughenour@mckasd.net
Joseph	Villella	Business Manager	(412) 664-3608	jwillella@mckasd.net
Shelley	Fawcett	Board Clerk/Secretary	(412) 664-3647	sfawcett@mckasd.net
Pamela	Gordon	Coordinator of Student Services	(412) 664-3743	pgordon@mckasd.net
Joyce	Hammer	General Fund Bookkeeper	(412) 664-3606	jhammer@mckasd.net
Thomas	Hixenbaugh	Technology Integration Specialist	(412) 948-1312	thixenbaugh@mckasd.net
Nadine	Holtzman	Confidential Secretary	(412) 664-3613	nholtzman@mckasd.net
Tom	Knight	Supervisor Of School Services	(412) 664-3645	tknight@mckasd.net
Brianne	Lion	Assistant Special Education Coordinator	(412) 664-3604	blion@mckasd.net
Catherine	Maiorano	Payroll Clerk	(412) 664-3788	maioranoc@mckasd.net
Paula	Milko	Secretary To the Business Manager	(412) 664-3601	pmilko@mckasd.net
Wendy	Motil	Food Service Secretary	(412) 664-3685	wmotil@mckasd.net
Heather	Hall	Central Registration/ Transportation Secretary	(412) 664-3762	hhall@mckasd.net
Amber	Vasquez	Head Secretary of Special Education	(412) 664-3622	avasquez@mckasd.net
Heather	DeJohn	Records/Tax Clerk	(412) 664-3628	hdejohn@mckasd.net
Crystal	Chance	Accounts Payable Clerk	(412) 664-3607	cchance@mckasd.net
Paul	Sweda	Interim Academic Director	(412) 664-3611	psweda@mckasd.net
Wayne	Wade	District Security Coordinator	(412) 948-1332	wwade@mckasd.net
Timothy	Wilson	Techology Coordinator/Network Administration	(412) 664-3722	twilson@mckasd.net
Tracy	Whitney	Administrative Assistant to The Director of Federal Programs	(412) 664-3630	twhitney@mckasd.net
Allison	Wynn	Secretary To the Superintendent	(412) 664-3612	awynn@mckasd.net
Menas	Zannikos	Assistant Coordinator of Special Education/Access Billing	(412) 664-3624	mzannikos@mckasd.net

Responsibility	Employee
1095 C & B Forms (ACA)	Paula Milko
Accounts Payable	Joyce Hammer and Joseph Villella
Accounts Receivable	Paula Milko and Joseph Villella
Act 168	Nadine Holtzman
Act 48	Angela L. Cale and Nadine Holtzman
Act 80	Jane L. Coughenour
Alternative Education	Angela L. Cale and Wayne Wade
Approved Private Schools	Angela L. Cale and Menas Zannikos
Athletic Payroll for Extra Curricular	Nadine Holtzman
Bank Deposits	Crystal Chance
Building Technologist Personnel Management	Timothy Wilson
Business Manager Assistant	Paula Milko
Career Readiness	Pamela Gordon
Cash Receipt Management	Crystal Chance
Central Registration	Heather Hall
Charter Schools	Tom Knight
Child Accounting	Jane L. Coughenour and Tracy Whitney
Coke Machine	Paula Milko
Community And School-Based Behavioral Health	Angela L. Cale and Menas Zannikos
Comprehensive Planning	Jane L. Coughenour
Counselors	Angela L. Cale
Crisis Response	Menas Zannikos
Curriculum	Paul Sweda
DARE	Pamela Gordon
Data Backup and Recovery Management	Timothy Wilson
Debt Services	Joseph Villella
District Copier/Multifunction Management	Timothy Wilson
District Printer Management	Timothy Wilson
District Security Camera Management	Timothy Wilson
District Vehicle Titles and Insurance	Paula Milko
Docutech Personnel Management	Timothy Wilson
Door Access Card Management	Timothy Wilson
Early Intervention Testing Management	Jean L. Pupich and Angela L. Cale
Early Retirement	Paula Milko
Education Verification for Alumni	Heather DeJohn
Email/Office 365 Management	Timothy Wilson
Employee Address Book	Nadine Holtzman
Employee Benefits (Health, Life, Retirement, etc.)	Paula Milko and Joseph Villella
English As A Second Language (K-12)	Brienne Lion and Angela L. Cale
Facilities And Maintenance	Joseph Villella
Facilities Professional Certificates	Paula Milko
Facilities Rental	Paula Milko
Family Medical Leaves	Nadine Holtzman

Federal And State Grants	Jane Coughenour and Tracey Whiteny
Financial Accounts Management	Crystal Chance
Flu Clinics	Paula Milko
Food Service	Wendy Motil and Joseph Villella
Gifted Education	Brianne Lion and Angela L. Cale
Grant Purchase Orders	Tracy Whitney
Homebound Instruction	Angela L. Cale
Homeless	Allison Wynn
IEP Management in IEP Writer and Skyward	Jean L. Pupich
Instruction	Paul Sweda
Instructional Assistants	Angela L. Cale
Instructional Assistants Records Maintenance	Jean L. Pupich
Instructional Coaches	Paul Sweda
Instructional Data	Paul Sweda
Insurance Claims and Renewals	Paula Milko
Internal Helpdesk Management	Timothy Wilson
Investment Portfolio	Joseph Villella
Invoice Paying	Crystal Chance
K-8 Afterschool and Summer School Programs	Jane Coughenour and Tracey Whitney
Loan Forgiveness	Allison Wynn
Mobile Application Management	Thomas Hixenbaugh
Network/Infrastructure/Internet Connectivity Management	Timothy Wilson
New Teacher Induction	Angela L. Cale and Menas Zannikos
Nursing	Jane L. Coughenour
Nursing Purchase Orders	Tracy Whitney
Occupational Therapy	Jean L. Pupich and Angela L. Cale
Online Learning	Pamela Gordon
Open Enrollment Benefits	Paula Milko
Pandemic Team	Tom Knight and Pamela Gordon
Payroll	Catherine Maiorano and Joseph Villella
Physical Therapy	Jean L. Pupich and Angela L. Cale
PIMS	Jane L. Coughenour
Police Officers	Joseph Villella and Brenda Sawyer
Pre-K Counts	Pamela Gordon, Jane Coughenour and Allison Wynn
Professional Staff Certifications	Nadine Holtzman
Professional Staff Clearances	Nadine Holtzman
Professional Staff Job Postings	Nadine Holtzman
Professional Staff New Hire Information	Nadine Holtzman
Professional Staff Placement	Nadine Holtzman
PSDLAF	Crystal Chance
PSERS	Paula Milko and Catherine Maiorano
Psychology Testing Paperwork	Jean L. Pupich and Angela L. Cale
Purchase Order Processing	Crystal Chance
Registration	Heather Hall and Tom Knight

Right To Know Officer	Joseph Villella
School Based Mental Health Counseling	Angela L. Cale
School Board Meeting Information	Shelley Fawcett
School Board Secretary	Joseph Villella
School Psychologists	Angela L. Cale and Menas Zannikos
School Psychology Practicum Supervisor	Angela L. Cale and Menas Zannikos
School Taxes	Maranda Carreiro
School-Based Access Program	Menas Zannikos
Security	Wayne Wade and Joseph Villella
Social Media Management	Timothy Wilson
Social Workers	Angela L. Cale
Society Security/Medicare	Paula Milko
Special Education - Francis McClure and High School	Brianne Lion
Special Education - United and Twin Rivers and Founders' Hall	Menas Zannikos
Special Education (K-12)	Angela L. Cale
Special Education Graduates and Withdraw Management	Jean L. Pupich
Special Education Supports, Aids, And Services	Menas Zannikos
Streaming Media Management	Thomas Hixenbaugh
Student Address Changes	Nadine Holtzman
Student Assistance Programs	Angela L. Cale
Student Record Management	Heather DeJohn
Student Retentions, Transfers and Withdraws	Heather Hall
Substitute Secretary Payroll	Shelley Fawcett
Substitute Teachers Information	Nadine Holtzman
Support Personnel Clearances	Shelley Fawcett
Support Personnel Job Postings	Shelley Fawcett
Support Personnel New Hire Information	Shelley Fawcett
Support Personnel Records and Attendance	Shelley Fawcett
Tax Collection	Heather DeJohn and Joseph Villella
Teacher Payroll (Teachers with IEP Students)	Jean L. Pupich
Technology - District Desktop and Laptop Management	Timothy Wilson and Thomas Hixenbaugh
Technology - District Google Administration	Thomas Hixenbaugh
Technology - District Learning Management Systems (LMS) Administration	Thomas Hixenbaugh
Technology - District Mobile Device Administration, Distribution, Management	Thomas Hixenbaugh
Technology - District SIS User/Permission Oversight	Timothy Wilson
Technology - District Software/Application Management	Timothy Wilson
Technology - District Systems Password Reset	Timothy Wilson and Thomas Hixenbaugh
Technology - District User Creation, Modification, Deletion	Timothy Wilson and Thomas Hixenbaugh
Technology - District Wireless Network Management	Timothy Wilson
Technology - Internal Content Filtering Management	Timothy Wilson
Technology - Mobile Device Remote Content Filtering Management	Thomas Hixenbaugh
Technology - Server Management	Timothy Wilson

Technology Inventory Management	Timothy Wilson and Thomas Hixenbaugh
Technology Purchase Orders	Tracy Whitney
Technology Training	Timothy Wilson and Thomas Hixenbaugh
Telephone/Extension/Voicemail Management	Timothy Wilson and Thomas Hixenbaugh
Title IX Deputy	Jane L. Coughenour and Menas Zannikos
Transcript Management	Heather DeJohn
Transportation	Tom Knight and Heather Hall
Tuition Reimbursement	Allison Wynn
U.S. Mail Processing	Crystal Chance
Website Management	Timothy Wilson
Worker's Compensation	Paula Milko