



**Tanya Fredrich | Superintendent**

- Overall district direction
- Mission and vision of the school district
- [tanya.fredrich@mgschools.net](mailto:tanya.fredrich@mgschools.net) | Ext. 1917



**Tish Masarik | Executive Assistant to Superintendent**

- Board of Education (BOE) Meetings (agendas, minutes)
- BOE elections
- [leticia.masarik@mgschools.net](mailto:leticia.masarik@mgschools.net) | Ext. 1917



**Mallory Wilkinson | Receptionist**

- Approves digital flyers
- Staff additions / changes / removals on website directory
- Staff badge temporary creation / replacements
- [mallory.wilkinson@mgschools.net](mailto:mallory.wilkinson@mgschools.net) | Ext. 1900



**Katy Byrnes-Kaiser | Director**

- Overall strategy for district communication
- Media contact for district and all schools
- Support administrators on communication best practices, schoolwide and/or community-wide messages
- [kathleen.kaiser@mgschools.net](mailto:kathleen.kaiser@mgschools.net) | Ext. 1960



**Emily Hayhurst | Communications Specialist**

- Website Updates
- Social Media Management and Posting (send any photos to post to [socialmedia@mgschools.net](mailto:socialmedia@mgschools.net))
- Sends districtwide electronic communication (School Messenger)
- Assists with parent email blocks
- [emily.hayhurst@mgschools.net](mailto:emily.hayhurst@mgschools.net) | Ext. 1912



**Kristin Sobocinski | Assistant Superintendent for Business Services, Operations, and Human Resources**

- Oversees business services, facilities, operations, human resources, school nutrition, transportation.
- Creates and manages district budget.
- School Board's Personnel Committee
- [kristin.sobocinski@mgschools.net](mailto:kristin.sobocinski@mgschools.net) | Ext. 1916



**Karen Puccio | Business Services Specialist**

- Open Enrollment
- Transportation
- Facility / Van Rentals
- Student Accident Reports
- Collects Gift & Donation Forms
- [karen.puccio@mgschools.net](mailto:karen.puccio@mgschools.net) | Ext. 6918



**Laura Curry | Business Services Manager**

- Coding Questions and Account Creation
- Skyward Task Management
- Account Reconciliation and Balancing
- [laura.curry@mgschools.net](mailto:laura.curry@mgschools.net) | Ext. 1929



**Judy Dilley | Payroll Specialist**

- Payroll, Timesheets & Pay Vouchers
- Direct Deposits and Payroll Checks
- Federal & State Tax Forms/Updates
- [payroll@mgschools.net](mailto:payroll@mgschools.net) | Ext. 1359

## Business Services Office



Lauri Slattery | Accounting Specialist

- Vendor Invoices
- Vendor Payments
- US Bank Charges
- [accounts.payable@mgschools.net](mailto:accounts.payable@mgschools.net) | Ext. 1918



Kari Brown | Accounting Assistant

- Cash Receipts / Bank Statements
- Vendor Set Ups and changes
- W9 / ACH
- Bank Deposits
- IC Payments and fees
- [kari.brown@mgschools.net](mailto:kari.brown@mgschools.net) | Ext. 1913



Maggie Sanna | School Nutrition Director

- Answer household questions regarding student food allergies
- Meet with School Nutrition applicants
- Create breakfast and lunch menus
- Meet with Vendors
- [margaret.sanna@mgschools.net](mailto:margaret.sanna@mgschools.net) | Ext. 1911



Dana Hoffman | Assistant Director of School Nutrition

- Kitchen Staff Scheduling
- Kitchen Staff Development
- [dana.hoffman@mgschools.net](mailto:dana.hoffman@mgschools.net) | Ext. 8592



Terri O'Neil | School Nutrition Admin. Assistant

- Process free / reduced meal applications
- Place food orders
- [terri.oneil@mgschools.net](mailto:terri.oneil@mgschools.net) | Ext. 1894

## School Nutrition



**Carrie Nemesi | HRIS Specialist**

- Skyward specialist and systems manager
- Onboard and exit all employees, manage staff assignments and changes
- Time off manager
- General HR questions
- [hr@mgschools.net](mailto:hr@mgschools.net) | Ext. 1915



**Heather Bellamy | Senior HR Generalist**

- Manager of all HR general tasks (hiring, policy, onboarding, etc.)
- Backup for HR Director
- [hr@mgschools.net](mailto:hr@mgschools.net) | Ext. 1938



**Amy Czaplewski | Benefits Specialist**

- Coordinates employee enrollment in benefit plans
- Advises and assists in the formulation and implementation of the District's benefit programs, policies and procedures
- Provides oversight and counseling on the district's leave programs and related policies
- [benefits@mgschools.net](mailto:benefits@mgschools.net) | Ext. 1901



**Andrea Rosemeyer | Talent & Acquisition Specialist**

- Frontline application support when applying
- Submitting a requisition
- [hr@mgschools.net](mailto:hr@mgschools.net) | Ext. 1951



**Lisa Heipp | Director**

- Districtwide Curriculum and Instruction, including 4K-12 Curriculum Review and Renewal / instructional materials for all content areas and grade levels, and professional development
- New Teacher Mentor Program, Advanced Learning Programming, Literacy Learning,
- Educator Effectiveness process, including certification and recalibration and Frontline forms
- Summer School program
- School Calendar and Instructional Minutes
- ESSA Grant / Title I, II, III, IV
- [lisa.heipp@mgschools.net](mailto:lisa.heipp@mgschools.net) | Ext. 1921



**Maureen Lehmann | Admin. Assistant**

- Curriculum / Tech Purchasing
- Summer School
- [maureen.lehmann@mgschools.net](mailto:maureen.lehmann@mgschools.net) | Ext. 1914



**Tiffany Haas | Teacher Mentor**

- New Hire Induction (Orientation)
- Beginning Teacher Support (Year 1 and 2)
- Educator Effectiveness Assistance
- [tiffany.haas@mgschools.net](mailto:tiffany.haas@mgschools.net) | Ext. 7233



**Mike Huebner | Teacher Mentor**

- New Hire Induction (Orientation)
- Beginning Teacher Support (Year 1 and 2)
- Educator Effectiveness Assistance
- [michael.huebner@mgschools.net](mailto:michael.huebner@mgschools.net) | Ext. 1107





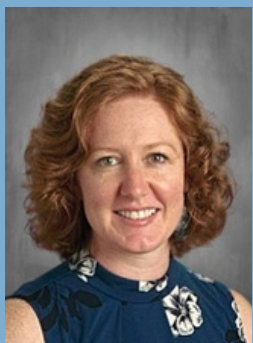
**Alana Wagner | Teacher Mentor**

- New Hire Induction (Orientation)
- Beginning Teacher Support (Year 1 and 2)
- Educator Effectiveness Assistance
- [alana.wagner@mgschools.net](mailto:alana.wagner@mgschools.net) | Ext. 1108



**Greg Benz | Career & Technology Education (CTE) Coordinator**

- Career & Technical Education programming
- Youth Apprenticeship Placements
- Early College Credit / Start College Now programs
- [greg.benz@mgschools.net](mailto:greg.benz@mgschools.net) | Ext. 1398



**Kristen Calvin | District Math Coach**

- Supports teams of classroom teachers and specialists to plan instruction to meet the needs of a wide range of learners through co-planning
- Supports individual teachers and specialists through coaching cycles to improve their understanding of math and math instructional practices so they can increase their capacity to plan and implement instruction that meets the needs of a wide range of learners
- Collaborates with district leadership to continually work to improve systems within the district to support a wide range of learners
- [kristen.calvin@mgschools.net](mailto:kristen.calvin@mgschools.net) | Ext. 1355



**Mark Esch | District Math Coach**

- Supports teams of classroom teachers and specialists to plan instruction to meet the needs of a wide range of learners through co-planning
- Supports individual teachers and specialists through coaching cycles to improve their understanding of math and math instructional practices so they can increase their capacity to plan and implement instruction that meets the needs of a wide range of learners
- Collaborates with district leadership to continually work to improve systems within the district to support a wide range of learners
- [mark.esch@mgschools.net](mailto:mark.esch@mgschools.net) | Ext. 1361



Natasha O'Malley | Curriculum Coordinator

- Support development and delivery of professional learning
- Support curriculum review and renewal processes
- Support work to develop standards based report cards at elementary
- [natasha.omalley@mgschools.net](mailto:natasha.omalley@mgschools.net) | Ext. 1931



Kate Brown | Curriculum Coordinator

- Support development and delivery of professional learning
- Support curriculum review and renewal processes
- Support work to develop standards based report cards at elementary
- [katherine.brown@mgschools.net](mailto:katherine.brown@mgschools.net) | Ext. 1935



Amy Kersten | Data & Assessment Specialist

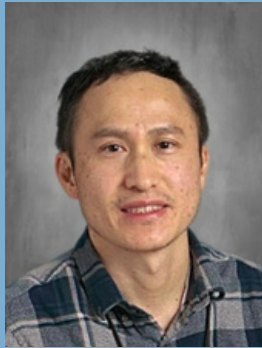
- Coordinates & Assists State & Local Assessments & their testing platforms
- Data Requests & CTE / Roster State reporting
- Support WISEdash Local Internal data dashboard
- Back up SIS for Infinite Campus Support & Primary Summer School Infinite Campus Support
- [amy.kersten@mgschools.net](mailto:amy.kersten@mgschools.net) | Ext. 1906

# Technology Department



**Chad Kliefoth | Technology Coordinator**

- Manage Tech Department
- Oversee budget, purchasing, and implementation of district wide tech
- Coordinate and support tech PD
- [helpdesk@mgschools.net](mailto:helpdesk@mgschools.net) | Ext. 1925



**Heur Vue | Technology Specialist**

- Reset computer login passwords, including Gmail passwords, for staff and students
- Setup new staff members, EAs and LTS with devices (CG schools)
- Support and troubleshoot staff issues on their devices (CG schools)
- Setup and support students with Chromebooks and iPads (CG schools)
- [helpdesk@mgschools.net](mailto:helpdesk@mgschools.net) | Ext. 1903

# Student Services Office



**Christa Foster | Director of Student Services**

- Oversee and provide direction, consultation and guidance to the Student Services team
- Provide leadership, professional development & support to staff in order to ensure maximize opportunities for all students, including students with disabilities within inclusive classroom settings
- Collaborate with district staff and the community to develop and implement equitable policies and practices
- [christa.foster@mgschools.net](mailto:christa.foster@mgschools.net) | Ext. 1908



**Toni Rieder | Admin. Assistant**

- Records management for Special Education & Section 504
- Assist Student Services / Spec Ed teams (e.g. student transportation, staff processes)
- Purchasing for Student Services and Special Education teams
- PPE Coordination
- [toni.rieder@mgschools.net](mailto:toni.rieder@mgschools.net) | Ext. 1905





**Gina Molstad | Admin. Assistant**

- Ordering & purchasing for special education, student services staff and conference registrations
- Assists with billing, payments and transportation
- [gina.molstad@mgschools.net](mailto:gina.molstad@mgschools.net) | Ext. 5031



**Katy O'Shea | District Registrar**

- New student enrollment
- Infinite Campus system administration (main support for parents, students, and admin / office staff)
- State reporting
- [kathleen.oshea@mgschools.net](mailto:kathleen.oshea@mgschools.net) | Ext. 1920



**Kendra Atkinson | Special Education Coordinator**

- Support building teams on special education evaluations and IEP development
- Coordinate special education bussing with Nelson's
- Support student services team (school psychologists, counselors, social workers, nurses)
- [kendra.atkinson@mgschools.net](mailto:kendra.atkinson@mgschools.net) | Ext. 1907



**Emily Boyd | Special Education Coordinator**

- Provides support for special education evaluations and/or IEP development
- Special education bussing
- General support for Student Services Team
- [emily.boyd@mgschools.net](mailto:emily.boyd@mgschools.net) | Ext. 1930



**George Randolph | Restorative Practices Specialist**

- District wide restorative practices training, facilitating and procedures
- Staff and student engagement practices
- Conflict resolution
- [george.randolph@mgschools.net](mailto:george.randolph@mgschools.net) | (608) 345-4338

## Student Services Office



**Shelby Steel | Student Services & Equity Coordinator**

- 504 Coordinator
- Coordinator of bilingual resources and programming
- Coordination of district-wide identity-relevant, culturally responsive equitable systems and supports
- MG21 Middle Campus Administrator
- [shelby.steel@mgschools.net](mailto:shelby.steel@mgschools.net) | Ext. 1926



**Jade Sachs | Bilingual Resource Specialist**

- Bilingual Resource Specialist (BRS) for Spanish-speaking families only
- Provide staff and families with language and cultural support
- Support schools and families with interpretation and translation needs.
- [mgsd.translator@mgschools.net](mailto:mgsd.translator@mgschools.net) | Ext. 1356

## Facilities & Safety Office



**Gary True | District Building & Grounds Director**

- Maintenance of Facilities and Grounds
- Purchasing / Contracts for Buildings & Grounds
- Supervision of District Maintenance and Custodians
- [gary.true@mgschools.net](mailto:gary.true@mgschools.net) | Ext. 1910



**Asher Torbeck | Safety & Security Coordinator**

- Provides direction & support for safety plans & procedures, training, & drills
- Assists admin, tech & facilities in improving safety posture & communication
- Responsible for compliance with state statutes
- [asher.torbeck@mgschools.net](mailto:asher.torbeck@mgschools.net) | Ext. 1934



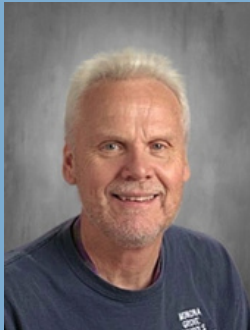
**Scott Murray | District Maintenance**

- Maintenance for DO
- Maintenance for MG21
- Maintenance for Winnequah
- [scott.murray@mgschools.net](mailto:scott.murray@mgschools.net) | (608) 209-5999



**Terry Calkins | Custodian**

- District delivery / mail
- Support
- Daily custodial of DO
- [terry.calkins@mgschools.net](mailto:terry.calkins@mgschools.net) | (608) 669-5806



**Gary Johnson | District Support**

- Door access
- Alarm issues
- Filling in for Head Custodians in the district when out
- [gary.johnson@mgschools.net](mailto:gary.johnson@mgschools.net) | (608) 209-4991



**Dain Paetzke | Night Custodian**

- Custodial for MG21 and DO
- [dain.paetzke@mgschools.net](mailto:dain.paetzke@mgschools.net) | (608) 209-4991



**Megan Zacharias | District Grounds**

- Grounds work at DO
- [megan.zacharias@mgschools.net](mailto:megan.zacharias@mgschools.net)