

MONTROSE COMMUNITY SCHOOLS



Administration Office Hours 7:00 am – 3:30 pm

<i>Staff Member</i>	<i>Ext#</i>	<i>Duties</i>	<i>Staff Member</i>	<i>Ext#</i>	<i>Duties</i>
Clark, Melissa	8800	Central Office Secretary	Kilbourn, Mary Anne*	8816	Payroll/Staff Absences/HR
Moore, Linden A.	8811	Superintendent	Smith, Amy	8817	Director of Finance
Sutton, Jennifer	8812	Exec. Secretary/Internal & GF/Food Service	Florian, Angie*	8854	Transportation/Food Service
Jackson, Cassandra	8813	Assistant Superintendent	Wright, Cassy	8886	Director of Student Services

*Mary Anne is here from 6:00 am – 2:30 pm. Angie is here from 7:30 am – 4:00 pm.

For Absences-

Prior to 6:30 am: Everyone (except food service/bus drivers) reports their absences in RedRover. They should all be entering their own absence. No phone call needed unless it is during the school day. Food Service and Bus Drivers go through Angie Florian.

After 6:30 am: Call Mary Anne Kilbourn at extension #8816. Please leave full name, building name and start/end time of your position.

MEA Master Agreement, Article 16, Paragraph A

- A. *Teachers shall be informed of a telephone number or website address that they can access to report unavailability for work. The Board shall provide an answering machine or other similar device so that calls may be received at any time. Teachers must call at least one (1) hour before their scheduled starting time, but in no case later than 6:30 a.m., except in case of emergency. If a teacher fails to report unavailability for work by the stated time, he/she shall forfeit the cost of substitute pay for that day.*

Please consult your Master Agreement or call the Payroll office if you have any questions regarding your personal time/illness days, etc.

Conference Forms: The conference request form must be completed and signed by building administrator then sent to the Administration Building, attn.: Mary Anne Kilbourn prior to the conference. **You will need to enter your absence into RedRover using “Conference” as your reason for absence.** In the “Notes to administrator” section enter the name of the conference. On the day of the conference you must call the Payroll office @ 8816 to confirm a substitute is available. If a substitute is not available, the conference will be cancelled and you will report to your position as usual. If you have any questions regarding this conference procedure, contact your building administrator.

For Internal Accounts, i.e. Class/Group & Athletic Fundraising Accounts - Call Jennifer Sutton @ extension #8812

For Transportation/Food Service - call Angela Florian @ extension #8854

For Facility Rentals call:

Melissa Clark @ extension #8800 for auditorium use/room use

Kim DiMeglio @ extension #8824 for gym and fields use