District Office Support Staff Duties

Kimberly Silbernagel - Board Secretary/Assistant to the Superintendent ext. 188
Regular Schedule Mon-Fri 7:30-2:00, except board meeting days and July
Board Secretary
Superintendent's Assistant
Criminal History Processing for volunteers
Facility Rentals and Athletic Facility Use
Inter-District Transfers, Charter School reports
Preschool sign up and payments
District Website Maintenance
Reader Board Notices
Newsletters
TSPC Licensure Renewal (PEER Form, etc.)
Maintenance Lead Assistant
District Door Lock Systems/Keys for Rentals
Transcripts

Hayley Dellinger – Payroll Specialist ext. 194
Regular Schedule Mon-Fri 7:30-4:00
Payroll
Insurance and Other Employee Benefits
Process Leave Requests & Report of Absences (ROA) Forms
Volunteer Coaches
Sign up substitutes
Maintain Frontline/Aesop Absence Management
Vector Solutions (SafeSchool) assignments
District Website Maintenance (assist)
Powerschool Applicant Tracking and New Hire Processing
Employee/Coach Keys

Becky Johnson –Accounts Payable Specialist ext. 199
Regular Schedule Mon-Fri 8:00-3:30
Accounts Payable
Purchasing
In-Service Applications
Tuition Reimbursement Requests
Transportation: Field Trip Requests, Minibus Certifications, Activity Use Reports
Civil Rights Compliance
National School Lunch Program/Mealtime
Synergy Admin

Sheri Longobardo – Business Manager ext. 197
Regular Schedule Mon-Fri 8:00-4:30
Business Manager
Budgets
Personnel
Family Medical Leave/Worker's Comp
Accident Reports
InTouch Receipting
Food Service
District Website Maintenance (assist)
Reader Board Notices (assist)
Preschool (assist)
Inter-District transfers (assist)
Transcripts (assist)