



District Administration Roles and Responsibilities

Personal Excellence™

Office of the Superintendent

“Inspiring

Aron Borowiak Superintendent

- Board of Education Liaison
- District Communications/Public Relations
- Supervision and Evaluation of Cabinet Members
- Supervision and Evaluation of Principals
- Employee Evaluation and PERA Joint Committee
- Strategic Plan
- Administrative Professional Development
- Equity Committee
- Labor Relations and Collective Bargaining (AEEA and ASP Unions)
- Representative to Local Educational Networks
- Emergency/Crisis
 - Incident Command
 - Snow/Emergency Days
- Public Relations and Community Engagement
- Community Organization Liaison
- Community Involvement

Kathy Hogan

Administrative Assistant to the Superintendent

- Board Recording Secretary
- Freedom of Information Act (FOIA) Officer
- Board Policy and Admin Procedure Manuals
- Public Relations and Community Engagement
 - Virtual Backpack
 - FOIA
 - Registration
 - D34 Info
 - Connections
 - Swift K12 Support
- PowerSchool Support (Parents/Admin Assistants)
- End-of-Month Reporting Support (Admin Assistants)
- Registration (INFOSNAP)
- State Reporting Support
- Student Attendance Center Request
- District Website Calendar
- Administrator Dues Renewals
- Mentoring support for building office staff
- Family/Student Handbook
- Weekly Board Updates
- Staff Recognition Spring Ceremony



District Administration Roles and Responsibilities

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Department of Student Services

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Vasiliki Frake

Director of Student Services

- Special Education (Individualized Education Program) Services and Programs
- Section 504 Services
- Student Evaluation and Placements
- Health Services
- Social Work, Speech Therapy, Vision and Hearing Services
- Homeless and Foster Youth Services
- Individuals w/Disabilities Education Act (IDEA Grants)
- Title III Grant
- Supervision and Evaluation of Student Services Coordinator and Early Learning Coordinator
- Proportionate Share—Private Schools
- Department Professional Development
- English Learners (EL) Services
- Recruitment/Staffing Support for Early Learning Program and Special Education Staff
- Student Services Policy Maintenance, Updates, Revisions
- Complaint Manager: Harassment of Students Prohibited
- PBIS & Multi-Tiered Systems of Support
- PBIS & Multi-Tiered Systems of Support: Behavioral
- Emergency Operations Plans (Navigate Prepared) and ALICE

Susan Harkins

Coordinator of Student Services

- Coordinates SEDOL and private placements and serves as LEA
- Coordinates Psychology, and Motor Team (OT/PT) services within the district
- Serves as District LEA for Lake County Special Education Coordinator Meetings
- Individualized Education Program (IEP) Paperwork Compliance
- Extended School Year
- Provides Professional Development to Building Administrators to support LEA Duties
- Provides Support and Guidance to Special Education Teams
- Recruitment/Staffing Support for Early Learning Program and Special Education Staff
- Co-Crisis Prevention Institute (CPI) Oversight

Michele Barkley

Coordinator of Early Learning

- District Local Education Agency (LEA) for Early Childhood Assessment and Placement Meetings (ECAT)
- Birth to Three and Preschool for All Grants
- Coordinate all Programming for Birth to Three, Preschool for All, and Early Childhood Programs
- Pre-Kindergarten Screenings and Programs
- PreSchool for All Leadership Team Coordinator
- Individualized Education Program (IEP) Paperwork Compliance
- Early Learning Staff Evaluations
- Coordinate Professional Development for Birth to Three, Preschool for All, and Early Childhood Parents and Staff
- Extended School Year for Early Learning
- Recruitment and Staffing for Early Learning Program

Lisa Serdar

Administrative Assistant to Student Services

- Maintains Attendance, Transportation and all Records for Students Placed in Special Education District of Lake County (SEDOL) & Private School Programs
- Maintains Attendance and Reporting for Itinerant Special Education Students
- Manages Systems and Records for IEPs, 504s, Medicaid, Restraint/Time Out, and EL
- Completes ISBE Special Education, EL, Homeless, and Hospital Reporting in IWAS
- Manages Tasks Related to Professional Development for Student Services Department
- Supports Purchasing for Student Services
- Maintains Inventory and Check Out Systems for District Audiological and Assistive Technology Equipment
- Manages Timesheets and Invoices of Contract Employees



District Administration Roles and Responsibilities

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Department of Human Resources

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Amy Mahr

Director of Human Resources

- Employee Relations
- Compliance Tutorials
- Nondiscrimination Coordinator:
 - Uniform Grievance
 - Equal Employment Opportunity and Minority Recruitment
 - Workplace Harassment
 - Harassment of Students
 - Prevention of and Response to Bullying, Intimidation, and Harassment
- Complaint Manager:
 - Uniform Grievance
 - Equal Employment Opportunity and Minority Recruitment
 - Workplace Harassment
 - Harassment of Students
 - Prevention of and Response to Bullying, Intimidation, and Harassment
- Title IX Coordinator
- Compensation and Benefits
- Employee Evaluation: PERA Joint Committee
- Wellness
- Labor Relations and Collective Bargaining (AEEA and ASP Unions)
- New Staff Orientation & Mentoring
- Personnel Policy Maintenance, Updates, Revisions
- Staff (Certified and Non-Certified) and Substitute Handbooks
- District/Building Staffing Plans
- Recruiting/Hiring/Retention
- Maintenance of District Job Descriptions
- Student Teaching/Observation Hours
- Establish and Provide RIF and Seniority Lists for Staff
- Counsel administrators with employee discipline issues
- Employee Assistance Program (EAP)

Lisa Leigh

Administrative Assistant to Human Resources

- Family Medical Leave Act (FMLA) Advisor
- Frontline Database Manager
- Employment Verification
- Unemployment claims
- Licensure/Endorsement/Certification/Renewal
- Coursework approvals, reimbursement and lane advancement
- Assist building administrative assistants with staff attendance records
- Assist with Student Teacher/Clinical Placement
- Fingerprinting / Background Checks
- State Reports
- IMRF Authorized Agent (Additional IMRF deductions and NCPERS)
- Personnel Records
- Staff absence / Leave Requests
- Staff Recognition Spring Ceremony
- Workman’s Compensation/Safety/Risk



District Administration Roles and Responsibilities

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Department of Business & Operations

“Inspiring

Maria Treto-French

Chief Financial Officer/Chief School Business Official

- Recruitment and Hiring of Finance & Operations
- District Contracts
- Food Services
- Transportation
- Finance and Accounting
- Budget/Levy
- Buildings and Grounds
- Payroll
- Purchasing
- Collection of unpaid debt
- Administrators Earnings Report to the ROE
- Annual Statement of Affairs Report
- Collective Bargaining (AEEA and ASP Unions)
- Stipends
- Evidence-Based Funding Spending Plan
- Supervision and Evaluation of Finance & Accounting Manager, Payroll Specialist, Business Office Admin. Assistant, Operations & Maintenance Manager, Director of Transportation, and Food Service Manager.
- Complaint Manager:
 - Uniform Grievance Nondiscrimination
 - Equal Employment Opportunity Nondiscrimination
 - Staff Harassment Nondiscrimination
- Benefit Solver (ACA)
- Finance Policy Maintenance, Updates, Revisions
- Emergency Operations Plans (Navigate Prepared) and ALICE

Betty-Rae Ratzke

Finance and Accounting Manager

- District Financial Accounting
- Maintains General Ledger
- Reconciliation of District's Bank Accounts
- Budgeting
- Quarterly 941 Reports
- 1099s
- Transportation Annual Claim
- Site-Based Budgeting Annual Report
- Monitors Collection of Revenues/Payment of Expenditures
- Investments
- Grant Reporting
- Collection of unpaid debt
- Benefit Solver (Employee Terminations and Benefit Premiums)
- 403b/457-Omni
- TRS - Retirement track chute/Creditable Earnings
- Benefitsolver Enrollment
 - Medical/Dental/Vision/Life/Flex/ADD coverage
 - Life Changing Events
 - ACA



District Administration Roles and Responsibilities

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Department of Business & Operations

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Sharon Colon

Payroll Specialist

- District Payroll
- W2 preparation and distribution
- Payroll deduction items such as taxes, 403b, voluntary life insurance, AFLAC, wage garnishments, Teacher Retirement System (TRS), Illinois Municipal Retirement Fund (IMRF), union dues, etc.
- Direct Deposit
- Time & Attendance
- Insurance Premiums and Reconciliation
- Quarterly IDES Reporting
- TRS & IMRF Reporting
- Quarterly IDOL Reporting
- Monthly Bureau of Labor Statistics Report

Cheryl Masnova

Business Office Assistant

- Inventory and Asset Management for District
- Accounts Payable
- Facilitates District Purchase Orders
- Student Activity Accounts
- District Bid Process
- Collection of unpaid debt
- Rycor (Student Fees)
- Backup to Payroll



District Administration Roles and Responsibilities

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Department of Business & Operations

Frank Giannosa

Operations and Maintenance Manager

- Buildings and Grounds
- Custodial Services
- Outside Contractor Oversight
- Life Safety Inspections
- Recruitment and Hiring for Operations and Maintenance
- Supervision and Evaluation of district-wide custodial and maintenance staff

Julie Byzcek

Food Service Coordinator

- National School Lunch Program
- Fee Waivers
- Free/Reduced Lunch Eligibility
- NutriKids
- Wellness
- Recruitment and Hiring for Food Service
- Supervision and Evaluation of district food service staff

Mary Holsinger

Director of Transportation

- Student Transportation
- Bus Purchasing and Maintenance
- Routing and Driver Scheduling
- Compliance with Local, State and Federal Laws
- Versatrans (Student Routing)
- Recruitment and Hiring for Transportation
- Supervision and Evaluation of district transportation staff



District Administration Roles and Responsibilities

Personal Excellence”

Department of Teaching and Learning

Kristina Guntharp

Director of Teaching and Learning

- Science Programming
- Math Programming
- Music Programming
- Library Media Centers
- Multi-Tiered Systems of Support: Academic Intervention
- Multi-Tiered Systems of Support: Framework and Structure
- Title I, II, IV and ESSER Grant Writing and Implementation
- Department Professional Development
- External Professional Development Requests for Certified Staff
- Supervision and Evaluation of Coordinator of Teaching and Learning
- Kindergarten Screening
- Teaching and Learning Policy Maintenance, Updates and Revisions
- Hearing Officer
- Registration
- District Records
- Summer School
- Complaint Manager: Bullying, Harassment and Intimidation
- Committees (Calendar, Professional Development, Advisory, All Curricular-Related, DELT, MTSS Leadership)
- Data Warehouse Management
- 5Essentials
- Student Assessments (NWEA, FastBridge, ISA, IAR, DLM, KIDS, FitnessGram)
- Project Lead the Way Programming & Ordering
- Curriculum Review Cycle
- Curriculum Adoption, Piloting, and Purchasing

Sara Elfering

Coordinator of Teaching and Learning

- English Language Arts Programming
- Accelerated/Enriched Math Programming
- Social Science Programming
- Health Programming
- Physical Education Programming
- Middle School Encore Programming

- Art Programming
- Multi-Tiered Systems of Support: Academic Enrichment/Gifted
- Report Cards
- Department Professional Development
- Illinois Mandated Units of Study Implementation
- Teaching and Learning Policy Maintenance, Updates, and Revisions
- Curriculum Review Cycle
- Curriculum Design, Writing, and Implementation
- Curriculum Adoption and Piloting
- Student Assessments (NWEA, FastBridge, ISA, IAR, DLM, KIDS, FitnessGram, CogAT)
- Data Analysis and Warehouse
- 5Essentials
- Committees: Professional Development, Curriculum Oversight Committee, DELT, MTSS Leadership, Gifted/Enrichment, Curriculum Committees



District Administration Roles and Responsibilities

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Department of Technology

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Josh Coon

Coordinator of Innovation and Instructional Technology

- Technology Department
- Instructional Technology
- Data Analysis & Enrollment Projections
- Department Professional Development
- Student Assessments (NWEA, FastBridge, ISA and IAR, DLM, KIDS, FitnessGram, CogAT)
- Student Information System Management
- Matrix Database - Data Warehouse Management
- Website Management & Support
- Technology Policy Maintenance, Updates, Revisions
- Supervision and Evaluation of Network Administrator and Database Support Manager
- Recruitment & Hiring for Technology Department
- Supervision and Evaluation of District Hardware Specialists
- Technology Budget Management



District Administration Roles and Responsibilities

Excellence”

Department of Technology

“Inspiring Personal

Dan Ocenas

Network Administrator

- Network Management
- Shared Drives
- Logins, Servers Permissions, Internet Access
- Backups
- Printer setup/Management
- Scripts (Automation of Systems)
- KASE Manager - Imaging
- Mobile Device Management & Support (JAMF)
- Webmaster
- Technology Support for Security Camera System
- Technology Budget Management
- e-Rate

Sean Backstrand

Computer Hardware Specialist

- Technology Support at AUGS and W.C. Petty
- Trouble Tickets Execution
- Apple School Manager (Apple ID)
- Board of Education Meeting Setup
- iPad Set-up and Troubleshooting (JAMF)

Chrystal Duffy

Database Support Manager

- District Technology Trouble Tickets
- Mobile Device Management & iPad Support (JAMF)
- Database Management (including but not limited to: ClassLink, ST Math, PowerSchool, NWEA, FitnessGram, Rycor, Versatrans, Destiny, Apple School Manager, Seesaw, etc.)
- Active Directory Management
- District Assessment/Rostering Setup
- Website Support
- State Reporting related to Student Demographics/Courses
- Onboarding/Offboarding Staff Technology Support
- Deliver Student Records from Registration System to PowerSchool
- Set-up Student Accounts (Including but not limited to: Email, Google, iPad)
- Google Account Administration

Robert Hansen

Computer Hardware Specialist

- Technology Support at Mary Kay McNeill Early Learning Center, Oakland, and Hillcrest
- Trouble Tickets Execution
- Apple School Manager (Apple ID)
- Board of Education Meeting Setup
- iPad Set-up and Troubleshooting (JAMF)



District Administration Roles and Responsibilities

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Department of Teaching, Learning, and Technology

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Susan Brito

Administrative Assistant to the Administrative Services Center: Teaching, Learning, Technology

- District Staff Phone, Voicemail, and E911 System
- Process Staff ID and Simplex Cards
- Technology Inventory Management and Asset Management
- Certified Professional Development (CPDU) for District Certified Staff
- External Professional Development Requests
- District Website
- Purchasing for Technology, Teaching and Learning, & Title Grants
- District Technology Trouble Tickets
- Onboarding/Offboarding Staff Technology Support
- Google Account Administration

Robin Nottingham

Administrative Assistant to the Administrative Services Center: Reception, Records

- Student Records Custodian
- District Office Receptionist
- Administrative Assistant to Teaching and Learning
- Mail Distribution
- Facility Usage
- Conference/Meeting Room Reservations for ASC
- District & Professional Development Calendar
- Registration Support
- Crisis Prevention Institute Logistics Support & Certification Records in PowerSchool
- Backup Fingerprinting/Background Checks
- Weekly ASC Newsletter
- Monthly District Celebration Newsletter