



District Roles and Responsibilities

Office of the Superintendent

Aron Borowiak Superintendent

- Board of Education Liaison
- Strategic Plan
- Supervision and Evaluation of Cabinet Members, Principals
- Administrator Professional Development
- Labor Relations and Collective Bargaining (AEEA and ASP Unions)
- Representative to Local Educational Networks
- Assigns Hearing Officers
- Equity Committee
- Community Organization Liaison
- District Calendar development
- Internal Professional Development Organization
- Family/Student Handbook (Collaboration with Director of Curriculum)
- Policies
- Form Approval: External Professional Development, Field Trips
- Safety/Emergency Operations Plans
 - Emergency/Crisis: Incident Command: Snow/Emergency Days

Suzie Kinzle Receptionist

- Backup to Student Records Custodian
- Mail Distribution
- Facility Usage
- Conference/Meeting Room Reservations for ASC
- District & Professional Development Calendar
- CPDU Organization for Departments and Buildings
- Registration Support
- Fingerprinting/Background Checks
- Weekly ASC Newsletter
- Monthly District Celebration Newsletter
- Send out NWEA reports to parents 3 times a year through PowerSchool
- Coordinate with building Administrative Assistants to distribute student test reports that need to be put in student temp. files

Kathy Hogan

Administrative Assistant to the Superintendent

- Board Recording Secretary
- Freedom of Information Act (FOIA) Officer
- Board Policy and Admin Procedure Manuals
- Virtual Backpack
- PowerSchool Support (Parents/Admin Assistants)
- End-of-Month Reporting Support (Admin Assistants)
- State Reporting Support
- Student Attendance Center Request
- Administrator Dues Renewals
- Mentoring support for building office staff
- Family/Student Handbook Support
- District Calendar Development support, website calendar update
- Staff Recognition Spring Ceremony
- Student Records Custodian



District Roles and Responsibilities

Department of Business & Operations

Maria Treto-French

Assistant Superintendent/Chief School Business Official

- Recruitment and Hiring of Finance & Operations (collaboration with Human Resources)
- District Contracts
- Food Services
- Transportation
- Finance and Accounting
- Budget/Levy
- Buildings and Grounds
- Investments
- 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 & Operations departments
- Benefit Solver (ACA)
- Policy Maintenance for Finance and Operations
- Safety/Emergency Operations Plans
- Oversee the registration process

Sonja Crutcher

Business Office Assistant

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

Cheryl Masnova

Bookkeeper

- District Financial Accounting
- School Fee Waiver Review
- Maintains General Ledger
- Reconciliation of District's Bank Accounts
- Quarterly 941 Reports
- 1099s
- Transportation Annual Claim
- Site-Based Budgeting Annual Report
- Monitors Collection of Revenues/Payment of Expenditures
- Grant Reporting (collaboration with Grant Managers)
- Collection of unpaid debt
- TRS - Retirement track chute/Creditable Earnings
- BenefitSolver Enrollment (Staff Insurance)
 - Medical/Dental/Vision/Life/Flex/ADD coverage
 - Life Changing Events
 - ACA
- Staff Wellness Fair

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



District Roles and Responsibilities

Department of Operations

Cuahtemoc Mendez

Operations and Maintenance Manager

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

Julie Byczek

Food Service Coordinator

- National School Lunch Program
- Special Milk Program for Early Learning Center
- Monthly State Claims
- Annual Verification of NSLP applications
- Free/Reduced Lunch Eligibility
- Student Food Service system of accounting
- Student Wellness Participation (Policy 6:50 School Wellness)
- Recruitment and Hiring for Food Service (collaboration with Human Resources)
- 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 (collaboration with Human Resources)
- Supervision and Evaluation of district transportation staff



District Roles and Responsibilities

Department of Human Resources

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/lane advancements, and Benefits (in collaboration with Business Department)
- Employee Evaluation: PERA Joint Committee
- 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/Retirement
- 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)

Robin Nottingham

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
- Fingerprinting / Background Checks
- State Reports
- IMRF Authorized Agent (Additional IMRF deductions and NCPERS)
- Personnel Records
- Staff absence / Leave Requests
- Workman's Compensation/Safety/Risk
- External Professional Development forms



District Roles and Responsibilities

Department of Student Services

Vasiliki Frake

Director of Student Services

- Special Education (Individualized Education Program) Services and Programs
- Section 504 Services
- Student Evaluation and Placements
- Health Services (Wellness)
- Coordinates related services team meetings and professional development
- Homeless Liaison and Foster Youth Services coordinator
- Grants:
 - Individuals w/Disabilities Education Act (IDEA Grants)
 - Title III Grants
- Supervision and Evaluation of Student Services Coordinator and Principal of Mary Kay McNeill Early Learning Center
- Proportionate Share—Private Schools/Homeschooled Students
- Professional Development for the Department of Student Services
- Recruitment/Staffing Support for Early Learning Program and Special Education Staff
- Student Services Policy
- Complaint Manager: Harassment of Students Prohibited
- MTSS - Social Emotional Learning and Behavior
- Safety/Emergency Operations Plans
- English Learner Compliance

Susan Harkins

Coordinator of Student Services

- Coordinates SEDOL and private placements and serves as LEA
- Coordinates related services team meetings and professional development
- 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
- Crisis Prevention Institute (CPI) Oversight

Gretchen Wagner

Administrative Assistant to Student Services/Registrar

- 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 Student Registration



District Roles and Responsibilities

Department of Curriculum and Instruction

Kristina Guntharp

Director of Curriculum and Instruction

- Elementary (K-5) Curriculum
 - Adoption
 - Curriculum programming, standards, scope, and sequence
 - Curriculum and Instruction Professional Development
 - Report Cards
 - English Learner Instruction
- Curriculum and Instruction Policies
- MTSS
 - Academic Elementary and Middle School Intervention
 - Academic Elementary Enrichment/Gifted
- Assessments
 - NWEA, FastBridge, ISA, IAR, KIDS, CogAT, FitnessGram, 5 Essentials
- Extended Learning
 - Summer School, After School
- Grants:
 - Title I, II, IV and ESSER Grant Writing and Implementation
- Specific Assignments:
 - Complaint Manager: Bullying, Harassment and Intimidation
- Kindergarten Screening
- Library Media Centers
- External Professional Development Form Approval
- Family/Student Handbook
- Supervision and Evaluation of Coordinator of Communication and Curriculum

Sara Elfering

Coordinator of Communication and Curriculum

- Middle School (6-8) Curriculum
 - Adoption
 - Curriculum programming, standards, scope, and sequence
 - Curriculum and Instruction Professional Development
 - English Learner Instruction
 - Gifted/Enrichment Programming
 - Assessment
 - Report Cards
 - D117 Alignment
- Illinois Mandated Units of Study Implementation
- D34 Curriculum Guides
- Early Entrance Screenings
- ISBE Gifted Reporting
- Communication, Public Relations, and Community Engagement
 - Communication Hub
 - Connections Newsletter
 - D34 Podcast
 - D34 Branding
 - D34 Website
 - D34 Documents
 - D34 Social Media
 - Internal and External Communications
 - Crisis Communication

Susan Brito

Administrative Assistant to the Administrative Services Center: Curriculum and Instruction

- Purchasing for Curriculum and Instruction
- Timesheets



District Roles and Responsibilities

Department of Technology

Josh Coon

Director of Technology

- Technology Department
- Instructional Technology
- Technology Professional Development
- Student Assessments (NWEA, FastBridge, ISA and IAR, DLM, KIDS, FitnessGram, CogAT, 5Essentials, WIDA)
- Student Information System Management
- Mobile Device Management
- Data Warehouse Management
- Website Management & Support
- Technology Policy Maintenance, Updates, Revisions
- Supervision and Evaluation Database Support Manager
- Recruitment & Hiring for Technology Department
- Supervision and Evaluation of District Hardware Specialists
- Technology Budget Management
- e-Rate
- Webmaster

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
- Technology Support for Security Camera System

Susan Brito

Administrative Assistant to the Administrative Services Center: Technology

- District Staff Phone, Voicemail, and E911 System
- Process Staff ID and Simplex Cards
- Technology Inventory Management and Asset Management
- District Website
- Purchasing for Technology & Federal Grants
- District Technology Trouble Tickets
- Onboarding/Offboarding Staff Technology Support
- Google Account Administration