



Who to Call?

Superintendent/ School Board

Becky Garcia-Carrasco - Ext: 7010

- Superintendent and/or School Board Questions
- District Items for Sale
- Snow day shout point message to parents
- Outbound calling system

Finance & Operations

Jen Seubert - Ext: 7005

- Transportation/Bus Routes/ Stops Appeals
- Copy Center Issues
- After-hours switchboard

Cindy Westlund - Ext: 7023

- Finance Trainings
- SMART Finance questions

Kim Nelson - Ext: 7022

- SMART Finance questions

Casey Likes - Ext: 7042

- Accounts Payable/Receivable
- Purchase Orders
- New Vendors

Sue Becker - Ext: 7015

- Student Activities
- P-Cards

District Copy Center - Ext: 7003

- Copy Request Questions

Payroll & Benefits

Jenny Burg - Ext: 7006

- Employee Insurance Benefits
- Benefit ID Cards
- Retirement Questions

Diane Freiermuth - Ext: 7007

- Payroll Questions
- TimeClock+
- Benefit Deductions

Buildings & Grounds

**Cam Peterson -
(641) 590-6408**

- Emergencies
- Construction Projects

Andrea Seleski - Ext. 7050

- Access Cards/ID Badges
- Building Access and Security
- Safe Schools Training
- Van Scheduling/ Training
- Raptor Visitor Management
- Health and Safety

Custodians Cell Phones:

- JFK
(651)775-9797
- McAuliffe
(651)775-9726
- Pinecrest
(651)775-9785
- Middle School
(651)775-2026
- High School
(651)775-1919
- Tilden
(651)775-9847

Technology

Missy Williams - Ext: 7012

- Website Support
- Webmaster

TBD - Ext: 7134

- Network Problems
- District-Wide Computer Issues

Mary Rowan - Ext: 7139

- Assistive Technology
- Spec. Ed Computer Issues
- Site Specific Tech Issues

Sue Becker - Ext: 7015

- Phone System
- Phone Directory

Tech Help Desk

- 7101 - Elementary
- 7107 - HMS.
- 7646 - HHS

Students/Enrollment

Missy Williams - Ext: 7012

- State Testing Coordinator
- Infinite Campus

Cathy Blaha - Ext: 7013

- MAARS Reporting
- Student Enrollment
- Homeschool
- Out of Area Attendance Exceptions

Teaching & Learning

Becky Garcia-Carrasco - Ext: 7010

- PD Express
- NWEA, FastBridge, BAS & CoGAT
- Textbooks
- Digital Resources
- TransAct System

District Services

Kari Gorr - Ext: 7672

- District Wide Communications
- Raider Update
- District Social Media
- District Webpage (News)
- District Calendar
- Snow day communication on website, FB, and Infinite Campus

Human Resources

Cathy Moen - Ext: 7002

- Human Rights/Title IX Officer
- Employee Questions Complaints, Investigations
- Contract Interpretation
- Staffing & Recruitment
- Employee Assist. Program
- Employee Recognition
- Employee Wellness

Tonia Wood - Ext: 7021

- Employee Onboarding
- Tenure Status/Seniority
- Position Postings
- Lane Changes
- Medical Leaves
- Leave, Aesop System
- Student Teachers
- Work Calendars
- Background Checks
- First Report of Injury/ Work Comp
- Resignations

updated 11/3/21