

Warren County School District Department Chart

Business Services Department		
Name	Title	Work Group
Turnquist, Petter	Business Administrator	Act 93
Nyquist, Cindy	Administrative Assistant	Administrative Support
Seekings, Chris	Secretary	WCESPA
Kramer, Karen	Secretary	WCESPA
Whitmire, Judy	Information Specialist	Administrative Support
Gustafson, Theresa	Secretary	WCESPA
Brown, Susan	Secretary, Receptionist	WCESPA
	Payroll	
Miller, Randy	Supervisor Business Information Technology	Act 93
Teonchuk, Peggy	Administrative Assistant	Administrative Support
Moldovan, Lisa	Information Specialist	Administrative Support
	Purchasing and Student Transportation	
Rondinelli, Mark	Supervisor Purchasing & Student Transportation	Act 93
Couse, Sonja	Secretary	WCESPA
Bedhez, Kristi	Secretary	WCESPA
Passinger, Bob	Information Specialist	Administrative Support
Pearson, Jeff	Truck Driver	
	Purchasing, Risk Management & Earned Income Tax	
Rogerson, Bill	Supervisor Purchasing, Risk Management & EIT	Act 93
Zega, Donna	Secretary	WCESPA
Woods, Barb	Secretary	WCESPA
Dunn, Lisa	Substitute Secretary	

	Buildings and Grounds Department		
Kennerknecht, Norbert	Director of Buildings and Grounds		Act 93
Open position	Secretary to a Director		Administrative Support
Rieder, Candy	Secretary		WCESPA
Arthur, Jodi	Secretary		WCESPA
Freeborough, Boyd	Quality Assurance Supervisor		Act 93
Spicer, Virgil	Maintenance Manager		Administrative Support
Clark, Rick	Grounds Manager		Administrative Support
Arford, Jeff	Maintenance		WCESPA
Johnson, Scott	Maintenance		WCESPA
O'Toole, Dennis	Maintenance		WCESPA
Parker, Jerry	Maintenance		WCESPA
Riggie, Jim	Maintenance		WCESPA
Steuart, Fran	Maintenance		WCESPA
Turner, Jeff	Maintenance		WCESPA
Turner, Ron	Maintenance		WCESPA
Buerkle, Ed	Maintenance		WCESPA
Cochran, Terry	Maintenance		WCESPA
	Technology Department		
Stewart, Amy	Director of Technology/Information Management		Act 93
Galeazzo, Frank	Coordinator of Technology/Information Management		Act 93
Collopy, Brian	Technology/Information Systems Specialist		Act 93
Campbell, Lori	Secretary		WCESPA
Emmerick, Ken	Technology Technician		WCESPA
Leach, Paul	Technology Technician		WCESPA
Lorenzo, Bill	Technology Technician		WCESPA
Tubbs, Roger	Technology Technician		WCESPA

Young, Eric	Technology Technician	WCESPA
Human Resource Office		
Eberl, Mark	Executive Director of Support Services	Act 93
Turner, Sue	Administrative Assistant	Administrative Support
English, Louann	Information Specialist	Administrative Support
Darts, Shelly	Secretary/Designated Called	WCESPA
Group Totals		
Group		Total Number of Employees in Group
Teachers		453
Cafeteria Employees		57
Custodial Employees		58
Administrators		41
Teacher Aide Employees		104
Nurses		6
Counselors		15
Students		5501

Gray Areas:

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Warren County School District

Building and Grounds

- Building Safety
- Building Utilization
- Capital Projects
- Construction
- Grounds
- Inspections/Certifications
- Liability Insurance
- Maintenance
- Quality Assurance
 - Warehouse Maintenance
 - Safety
- Pest Control
- Playground Inspections
- Utilities
- Vendor Contracts

J. L. Nick & Associates, Inc.

Warren County School District

Human Resources

Gray Areas:

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- Affirmative Action
- Arbitration Administration
- Assignment Letters
- Board Orientation/Workshops
- Company Functions
- Compensation Systems
- Employee Benefits (excluding Health Care)
- Employee Communications
- Employee EAP Program
- Employee Relations
- Employment Law
- Employment Records
- Employee Scheduling
- Grievance Processing
- Handbook
- HR Policies & Procedures
- Inservice program
- Internal Communications
- Job Descriptions

- Job Postings
- Labor Relations/Contract Administration
- Mentor Program
- Monitor and Approve Leaves
- New Employee Orientation
- Payroll Entry
- Performance Management
- Personnel Committee Administration
- Personnel File Maintenance
- Policies & Procedures
- Record Retention
- Recruitment/Staffing Support
- Sick Days Administration
- Training & Development
- Tuition Reimbursement
- Union Contract Administration
- Workers Compensation

J. L. Nick & Associates, Inc.

Warren County School District

Business Services

Gray Areas:

- Student Enrollment
- Health & Safety
- Workers Compensation
- Employee Benefits

Fiscal	Business Information Management (Payroll)	Purchasing	Tax Collection	Food Services	Pupil Transportation Services
• Accounts Payable • Accounts Receivable • Bank Liaison • Budgets • Capital Equip. Finance • Cash Management • Cost Accounting • Employee Benefits • Financial Auditing • Financial Reporting & Trend Analysis • Insurances • Legal Interface - Financial • Payroll • Pension Plans • Policies & Procedures • Records Retention (Fin. Only)		• Shipping • Receiving • Warehousing • Price Quotes • Bidding • Finalizing P.O.'s • Scheduling Equipment Repairs			• Buses (Fleet) • Driver Schedules • Bus Schedules • Student Safety

Warren County School District

Technology and Information Management

- Application – Diplomas
- Computer Data/sort
- Computer Management
- Data Conversion
- Data Entry
- Design & Testing
- Fix/Repair
- Hardware
- Helpdesk Support
- Information Processing
- Information Technology Management
- Network Security
- Networking Capabilities
- Policies & Procedures
- Purchasing Recommendations

- Servers' Maintenance
- Software Licensing
- Software
 - Support
 - Maintenance
 - Contracts
 - Installation
- System Architecture
- System Improvement
- Telephone System
- Trouble-Shooting
- Training
- User Account Maintenance
- User Support
- Website Maintenance

Gray Areas:

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Categories of WCSD Employees

June 2006

Students	Educational Employees ⁽¹⁾	Support Staff	Outsourced
5,500	619	45 (4)	117

⁽¹⁾ Breakout:

Educational Employees	619
Administrators	41
Teachers	453
Teacher Aides	104
Counselors	15
Nurses	6

