

**LAC Support Staff Directory
2017-2018**

Job Areas	Employee	Internal	Phone	Department
1099's	Charles Kirsch	21543	715-261-0543	Business Office
25 Year Club Banquet	Sandy Warnecke	21555	715-261-0555	Communications
403B Tax Shelter	Nan Thao	21544	715-261-0544	Payroll
504 Plan Tracking	Ruth Seubert	21535	715-261-0535	Pupil Services & Special Ed
ACCESS Testing	Shannon Charbarneau	21567	715-261-0567	Education / EL
	Ruth Seubert	21535	715-261-0535	Pupil Services & Special Ed
Accident Reports - Employees	Pam Helke	21545	715-261-0545	Payroll
Accident Reports - Students & Visitors	Lynelle LeDuc	21542	715-261-0542	Business Office
Accounts Payable A-C Vendors	Lynelle LeDuc	21542	715-261-0542	Business Office
Accounts Payable D-L Vendors	Michaela Vandervest	21540	715-261-0540	Business Office
Accounts Payable M-Q Vendors	Nan Thao	21538	715-261-0538	Business Office
Accounts Payable R-Z Vendors	Lara Millis	21539	715-261-0539	Business Office
Address Verification/School Attending	Kim Christensen	21512	715-261-0512	Technology
Administrative Contracts	Sharon Kaziak	21522	715-261-0522	Human Resources
Administrative Evaluation (Elem)	Jodi Gargulak	21525	715-261-0525	Education
Administrative Evaluation (Sec)	Ruth Seubert	21550	715-261-0550	Education
Administrative Rules, Forms & Guidelines	Cassie Peck	21505	715-261-0505	Superintendent's Office
Administrative Salary Survey	Karla Michanowicz	21518	715-261-0518	Human Resources
Administrative Team Meeting	Jodi Gargulak	21525	715-261-0525	Education
AED Monitor	Candice Nitzsche	21590	715-261-0590	Custodian
Aesop System Administrator	Karla Michanowicz	21518	715-261-0518	Human Resources
After-school Programming	Sandy Wawrzaszek	21580	715-261-0580	Education
AGR	Jodi Gargulak	21525	715-261-0525	Education
AIMSWeb	Dawn Teske	21530	715-261-0530	Education Department
American Education Week	Cassie Peck	21555	715-261-0555	Superintendent's Office
Americorp Members	Shannon Charbarneau	21567	715-261-0567	Education / EL
Amy Arlen Contact	Sandy Warnecke	21555	715-261-0555	Communications
Amy McGovern (Literacy Specialist)	Dawn Teske	51530	715-261-0530	Education
Andrea Sheridan Contact	Jodi Gargulak	21525	715-261-0525	Education
Andy Grimm Contact	Jenny Niemeyer	21532	715-261-0532	Pupil Services & Special Ed
Annual Report	Sandy Warnecke	21521	715-261-0521	Communications
Applicants	Sarah Lynch	21520	715-261-0520	Human Resources
Assessments (Elem)	Jodi Gargulak	21525	715-261-0525	Education
Assessments (Sec)	Cathy Hirn	21527	715-261-0527	Education
Athletics (Coaches)	Marilyn Londerville	21565	715-261-0565	Education
ATODA (Alcohol, Tobacco & Other Drug Abuse)	Sherry Matsche	21535	715-261-0535	Pupil Services & Special Ed
Attach/Detach District Property	Cassie Peck	21505	715-261-0505	Superintendent's Office
Attendance Boundaries	Kim Christensen	21512	715-261-0512	Technology
Background Checks	Sarah Lynch	21520	715-261-0520	Secretary Human Resources
Benefits for Employees	Connie Perger	21546	715-261-0546	Payroll

Benefits for Employees	Pam Helke	21545	715-261-0545	Payroll	
Benefits Shown on Paychecks	Pam Helke	21545	715-261-0545	Payroll	
Board Book	Cassie Peck	Jodi	21505	715-261-0505	Superintendent's Office
	Gargulak		21525	715-261-0525	Education
Board of Education	Cassie Peck		21505	715-261-0505	Superintendent's Office
Board of Education Policy Manual	Cassie Peck		21505	715-261-0505	Superintendent's Office
Bob Tess Contact	Ros Sjoberg		21515	715-261-0515	Business
Boundaries - WSD	Ros Sjoberg		21515	715-261-0515	Business
Budget Transfers	Janet Tews		21537	715-261-0537	Business Office
Budgets	Janet Tews		21537	715-261-0537	Business Office
Building & Grounds Director	Larry Cihlar		31801	715-261-0801	MOB
Building & Grounds Secretary	Shelly Grant		31827	715-261-0827	MOB
Bus (First Student/Metro Ride)	Michaela Vandervest		21515	715-261-0515	Business
Business Cards	Sandy Warnecke		21555	715-261-0555	Communications
C-66 / C-67 A-C Vendors	Michaela Vandervest		21540	715-261-0540	Business Office
C-66 / C-67 D-L Vendors	Michaela Vandervest		21540	715-261-0540	Business Office
C-66 / C-67 M-Q Vendors	Michaela Vandervest		21540	715-261-0540	Business Office
C-66 / C-67 R-Z Vendors	Michaela Vandervest		21540	715-261-0540	Business Office
Caught in the Act	Tara Wojnowiak		21509	715-261-0509	School Foundation
Certificates of Insurance	Janet Tews		21537	715-261-0537	Business Office
Charter Schools - EGL & EEA	Ruth Seubert		21550	715-261-0550	Education
Charter Schools - Montessori	Jodi Gargulak		21525	715-261-0525	Education
Check Filing	Nan Thao		21538	715-261-0538	Business Office
Coaching Pay Calculation	Randy Lewandowski		21519	715-261-0519	Human Resources
Committee of the Whole Meetings (Board)	Cassie Peck		21505	715-261-0505	Superintendent's Office
Community Connection Summer Program	Sandy Wawrzaszek		21580	715-261-0580	Education/G2M
Community Partner Meetings	Sandy Wawrzaszek		21580	715-261-0580	Education/G2M
Community/Professional Organization Memberships-Admin	Cassie Peck		21505	715-261-0505	Superintendent's Office
Contracts (Employee)	Sharon Kaziak		21522	715-261-0522	Human Resources
Copy Machines-Questions	Charles Kirsch		21543	715-261-0543	Business Office
Course Options	Marilyn Londerville		21565	715-261-0565	Educator
Court/Legal Summons/Documents	Cassie Peck		21505	715-261-0505	Superintendent's Office
CPI - Crisis Prevention Intervention	Jenny Niemeyer		21532	715-261-0532	Special Ed
CPR	Sheryl Kazda		21570	715-261-0570	Pupil Services
Credit Card Payments	Lynelle LeDuc		21542	715-261-0542	Business Office
Credit Cards	Charles Kirsch		21543	715-261-0543	Business Office
Credit Card - Pupil Services	Sherry Matsche		21535	715-261-0535	Pupil Services & Special Ed
Credit Card - Special Ed	Jenny Niemeyer		21532	715-261-0532	Special Ed
Criminal Background Checks	Sarah Lynch		21520	715-261-0520	Human Resources
Crossing Guards	Ros Sjoberg		21515	715-261-0515	Business
DARE (see HOPE)					
Deductions from Paychecks	Pam Helke		21545	715-261-0545	Payroll
Delinquency notice processing w/ principals	Sherry Matsche		21535	715-261-0535	Pupil Services & Special Ed
Demographic Student Data	Kim Christensen		21521	715-261-0521	Technology
Detention Center Attendance	Michaela Vandervest		21540	715-261-0540	Business Office

DHH Educational Interpreters for After-School Events	Karla Michanowicz	21518	715-261-0518	Human Resources
DHH Substitutes for Interpreter Staff	Karla Michanowicz	21513	715-261-0513	Human Resources
Domestic Violence Report Processing with Pupil Services	Sherry Matsche	21535	715-261-0535	Pupil Services & Special Ed
Dues Reimbursement for Administrators	Cassie Peck	21505	715-261-0505	Superintendent's Office
Education Department Budget (536)	Cathy Hirn	21527	715-261-0527	Education
EduClimber	Jodi Gargulak	21525 21530	715-261-0525	Education
Eduphoria	Ruth Seubert	21550	715-261-0550	Education
Elementary Activity Athletic Reports	Jodi Gargulak	21525	715-261-0525	Education
Elementary Principals' Meetings	Jodi Gargulak	21525	715-261-0525	Education
Elementary Science Contact	Cathy Hirn	21527	715-261-0527	Education
EL Issues Contact (busing, food service, etc.)	Ruth Seubert	21550	715-261-0550	Education / EL
EL Para-Professionals	Shannon Charbarneau	21567	715-261-0567	Education / EL
EL Students, Families	Ruth Seubert	21550	715-261-0550	Education / EL
Emergency Licenses for Sp Ed staff	Sherry Matsche	21535	715-261-0535	Pupil Services & Special Ed
Emergency School Closings	Ros Sjoberg	21515	715-261-0515	Business
Employee Access Software Support	Randy Lewandowski	21519	715-261-0519	Human Resources
Employee Accommodation Requests-ADA	Karla Michanowicz	21518	715-261-0518	Human Resources
Employee Assistance Program (EAP)	Tammy Bents	21523	715-261-0523	Human Resources
Employee Handbook	Karla Michanowicz	21518	715-261-0518	Human Resources
Employee Management System	Sharon Kaziak	21522	715-261-0522	Human Resources
Employee Physicals	Sarah Lynch	21520	715-261-0520	Human Resources
English Language Arts Leadership (PK-12)	Dawn Teske	21530	715-261-0530	Education
Enrichment Coordinators	Sandy Wawrzaszek	21580	715-261-0580	Education/G2M
Enrollment (4-K)	Sarah Fisher	33265	715-261-0265	Education
Enrollment (K-12)	Kim Christensen	21512	715-261-0512	Technology
Enrollment (Open, InDistrict, Transfer)	Sheryl Kazda	21570	715-261-0570	Pupil Services
Equity	Ruth Seubert	21550	715-261-0550	Education / EL
E-Rate Program	Linda Christiansen	21560	715-261-0560	Technology
ESEA Support	Ruth Seubert	21550	715-261-0550	Education
ESEA Title I	Dawn Teske	21530	715-261-0530	Education
ESL Budget and POs	Ruth Seubert	21550	715-261-0550	Education / EL
ESL Teachers	Ruth Seubert	21550	715-261-0550	Education / EL
Family Medical Leave	Tammy Bents	21523	715-261-0523	Human Resources
Field Trips and Invoices	Michaela Vandervest	21540	715-261-0540	Business Office
Fill A Backpack - Fill A Need (FABFAN)	Nancy Cedar	21581	715-261-0581	Education/G2M
Financial Reports	Janet Tews	21537	715-261-0537	Business Office
Fine Arts (Art & Music) Support	Marilyn Londerville	21565	715-261-0565	Education
First Student Transportation	Ros Sjoberg	21515	715-261-0515	Business
Flyer/Poster/Information Distribution	Sandy Warnecke	21555	715-261-0555	Communications
Foreign Language	Cathy Hirn	21527	715-261-0527	Education
Fourth & Eighth Grade Promotion Forms	Sheryl Kazda	21570	715-261-0570	Pupil Services & Special Ed
Four-Year-Old Kindergarten	Sarah Fisher	33265	715-261-0265	Education
Free and Reduced Meal forms/prices	April Susa	21515	715-261-0515	School Nutrition - MOB
Friends of Education Breakfast	Roxane Hagedorn	21555	715-261-0555	O.N.E.
Fun'd Run	Tara Wojnowiak	21509	715-261-0509	School Foundation

G2M Out-of-School Learning	Sandy Wawrzaszek	21580	715-261-0580	Education/G2M
Gifted and Talented Program	Tammy Steckbauer	38221	715-261-0221	Rib Mountain Elementary
Gold Card Requests	Cassie Peck	21505	715-261-0505	Superintendent's Office
Grants-Fiscal Claim Reporting	Janet Tews	21537	715-261-0537	Business Office
Green Cards for Extra Duty	Pam Helke	21545	715-261-0545	Payroll
Guidance & Counseling	Sherry Matsche	21535	715-261-0535	Pupil Services & Special Ed
Hall of Fame - Alumni	Sandy Warnecke	21555	715-261-0555	Communications
Harassment and Discrimination Concerns	Karla Michanowicz	21518	715-261-0518	Human Resources
Health and Dental Online Information	Pam Helke	21545	715-261-0545	Payroll
Health Insurance Spreadsheet for Retirees	Pam Helke	21545	715-261-0545	Payroll
Herb Kohl Scholarship	Cathy Hirn	21527	715-261-0527	Education
Hires and Separation Tracking (support staff)	Tammy Bents	21523	715-261-0523	Human Resources
Hmong History	Shannon Charbarneau	21567	715-261-0567	Education / EL
Hmong Language Screen Referral	Ruth Seubert	21550	715-261-0550	Education / EL
Hmong Verbal Interpretation/ Written Translation	Ruth Seubert	21550	715-261-0550	Education / EL
Home-Based Education Contact	Kim Christensen	21512	715-261-0512	Technology
Homebound Education	Sherry Matsche	21535	715-261-0535	Pupil Services & Special Ed
Homeless Contact	Sherry Matsche	21535	715-261-0535	Pupil Services & Special Ed
HOPE Helping Others Prepare for their choices Everyday	Sherry Matsche	21535	715-261-0535	Pupil Services & Special Ed
HR Web Site Management	Randy Lewandowski	21519	715-261-0519	Human Resources
Human Resources Budget	Tammy Bents	21523	715-261-0523	Human Resources
Identification Badges	Randy Lewandowski	21519	715-261-0519	Human Resources
Incoming Money to District	Michaela Vandervest	21540	715-261-0540	Business Office
Indian Education	Ruth Seubert	21550	715-261-0550	Education / EL
InDistrict Transfer Form	Sheryl Kazda	21570	715-261-0570	Pupil Services
Individual Education Program - IEP	Jenny Niemeyer	21532	715-2610532	Special Education
Infinite Campus Parent Portal	Kim Christensen	21512	715-261-0512	Technology
Information for Employers & Families	Sandy Warnecke	21555	715-261-0555	Communications
Initial Educator-Mentor Program	Cathy Hirn	21527	715-261-0527	Education
Instructional Technology Integration Specialist	Rebekah Cveykus Reggie Smith Laura Morris Melissa Piette	21599 21589 21569 21579	715-261-0599 715-261-0589 715-261-1569 715-261-1579	Technology
Insurance (District Contact)	Noel Tordsen	21538	715-261-1538	Business Office
Insurance (Employee)	Connie Perger	21546	715-261-0546	Payroll
Jeff Gress Contact	Sarah Lynch	21520	715-261-0520	Human Resources
Jeff Lindell Contact	Sherry Matsche	21535	715-261-0535	Pupil Services & Special Ed
Jerry Maney Contact (School Forest/ Environmental Ed)	Marilyn Londerville	21565	715-261-0565	Education
Job Descriptions	Tammy Bents	21523	715-261-0523	Human Resources
John Waldron Fund	Tara Wojnowiak	21509	715-261-0509	School Foundation
Jon Euting Contact	Linda Christiansen	21560	715-261-0560	Technology
Journal Entries	Nan Thao	21538	715-261-0538	Business Office
Judy Lodahl Contact	Jenny Niemeyer	21532	715-261-0532	Special Education
Julie Sprague Contact	Ruth Seubert	21550	715-261-0550	Education / EL
Juvenile Detention Center (JDC)	Sherry Matsche	21535	715-261-0535	Pupil Services & Special Ed

Kids Voting	Kim Christensen	21512	715-261-0512	Technology
Kindergarten Early Entrance Screening	Sheryl Kazda	21570	715-261-0570	Pupil Services
LAC Phone Directory	Sandy Warnecke	21555	715-261-0555	Communications
Language Interpretation of WSD Documents	Ruth Seubert	21550	715-261-0550	Education / EL
Language Interpreter Requests	Ruth Seubert	21550	715-261-0550	Education / EL
Layoffs/Recalls for Support Staff	Tammy Bents	21523	715-261-0523	Human Resources
Leaves of Absence (Certified Staff)	Shanon Kaziak	21522	715-261-0522	Human Resources
Leaves of Absence (Support Staff)	Tammy Bents	21523	715-261-0523	Human Resources
Letterhead District & Schools	Sandy Warnecke	21555	715-261-0555	Communications
Licensing-Administrators	Sharon Kaziak	21522	715-261-0522	Human Resources
Licensing-Teachers	Sharon Kaziak	21522	715-261-0522	Human Resources
Literacy	Dawn Teske	21530	715-261-0530	Education
Literacy Intervention (Direct Instruction)	Dawn Teske	21530	715-261-0530	Education
Longevity of Staff (Certified Staff)	Sharon Kaziak	21522	715-261-0522	Human Resources
Longevity of Staff (Support Staff)	Tammy Bents	21523	715-261-0523	Human Resources
MAP (Measures of Academic Progress)	Kim Christensen	21512	715-261-0512	Technology
Marie Northup (Fine Arts) Contact	Marilyn Londerville	21565	715-261-0565	Education
Materials Distribution to Schools	Sandy Warnecke	21555	715-261-0555	Communications
Math Leadership Team	Ruth Seubert	21550	715-261-0550	Education/EL
Media (TV, Newspaper, Radio)	Sandy Warnecke	21555	715-261-0555	Communications
Medicaid	Jenny Niemeyer	21532	715-261-0532	Special Ed
Metro Ride Transportation Eligibility	Michaela Vandervest	21540	715-261-0540	Business Office
Metro Ride Transportation Schedules	Ros Sjoberg	21515	715-261-0515	Business
Moodle (I'Learn) accounts	Linda Christiansen	21560	715-261-0560	Technology
myOn	Dawn Teske	21530	715-261-0530	Education
Nancy Cedar Contact	Sandy Wawrzaszek	21580	715-261-0580	Education/G2M
NASCO	Nan Thao	21544	715-261-1544	Business Office
Nearpod	Dawn Teske	21530	715-261-0530	Education
Negotiations-Custodial	Tammy Bents	21523	715-261-0523	Human Resources
Network & Gmail accounts	Linda Christiansen	21560	715-261-0560	Technology
New Employee Paperwork	Sarah Lynch	21520	715-261-0520	Human Resources
New Employee Paperwork	Pam Helke	21545	715-261-0545	Payroll
New Employee Paperwork Assistance	Randy Lewandowski	21519	715-261-0519	Human Resources
New Support Staff Orientation	Tammy Bents	21523	715-261-0523	Human Resources
New Teacher Orientation	Karla Michanowicz	21518	715-261-0518	Human Resources
News Releases	Sandy Warnecke	21555	715-261-0555	Communications
Noel Tordsen Contact	Michaela Vandervest	21540	715-261-0540	Business Office
Notary	Amy Arlen	21556	715-261-0556	Communications
Notary	Cassie Peck	21505	715-261-0505	Superintendent's Office
NTC Alternative High School Diplomas	Sherry Matsche	21535	715-261-0535	Pupil Services & Special Ed
Nurses	Sheryl Kazda	21570	715-261-0570	Pupil Services
Oasys IEP Program (Special Education database)	Jenny Niemeyer	21532	715-261-0532	Special Education
O.N.E. (WSD Volunteer Program)	Roxane Hagedorn	21584	715-261-0584	Education
Open Enrollment / Tuition Waiver	Sheryl Kazda	21570	715-261-0570	Pupil Services
Open Records Requests	Cassie Peck	21505	715-261-0505	Superintendent's Office

Out of School Learning Program Coordinator	Nancy Cedar	21580	715-261-0580	Education/G2M
Para-Professional Licensure (tracking/processing)	Tammy Bents	21523	715-261-0523	Human Resources
Parent Portal for Campus	Kim Christensen	21512	715-261-0512	Technology
Parent Surveys	Sandy Warnecke	21555	715-261-0555	Communications
Parent/Student Handbook	Cassie Peck	21505	715-261-0505	Superintendent's Office
Payroll	Connie Perger	21546	715-261-0546	Payroll
Payroll - Other (bi-weekly, coaching, extra duty, etc.)	Connie Perger	21546	715-261-0546	Payroll
PBIS (Positive Behavior Interventions & Supports)	Marilyn Londerville	21565	715-261-0565	Education
PEER Program	Sherry Matsche	21535	715-261-0535	Pupil Services & Special Ed
Phy Ed Support / Health	Marilyn Londerville	21565	715-261-0565	Education
Policy, Resolution & Legislation Committee	Cassie Peck	21505	715-261-0505	Superintendent's Office
Private School Principals' Meetings	Cassie Peck	21505	715-261-0505	Superintendent's Office
Professional Learning PK-12 Certified Staff	Ruth Seubert	21550	715-261-0550	Education / EL
Publicity Requests for Events	Sandy Warnecke	21555	715-261-0555	Communications
Pupil Nondiscrimination	Ruth Seubert	21550	715-261-0550	Education / EL
Pupil Services Vouchers / Purchase Orders	Sheryl Kazda Matsche	Sherry 21570 21535	715-261-0570 715-261-0535	Pupil Services
Purchase Orders-Vendor Contact	Charles Kirsch	21543	715-261-0543	Business Office
Quarterly Township Transportation Billings	Michaela Vandervest	21540	715-261-0540	Business Office
Reach for the Stars Grants	Tara Wojnowiak	21509	715-261-0509	School Foundation
READ 180 / System44	Dawn Teske	21530	715-261-0530	Education
Reception AM	Candace Hanz	21500	715-261-0500	Communications
Reception PM	Chris West	21500	715-261-0500	Communications
Report Card-Elementary	Ruth Seubert	21550	715-261-0550	Education
Resolution of Commendation	Sandy Warnecke	21555	715-261-0555	Communications
Retiree Insurance Payments	Pam Helke	21545	715-261-0545	Payroll
Rtl (Response to Intervention) Support	Dawn Teske	21530	715-261-0530	Education
SafeSchool Website Administrator	Karla Michanowicz	21518	715-261-0518	Human Resources
Safety and Security	Jeff Lindell	21571	715-261-0571	Pupil Services & Special Ed
Sales Tax Exemption Certificates	Charles Kirsch	21543	715-261-0543	Business Office
Scholarships	Charles Kirsch	21543	715-261-0543	Business Office
School Board Elections	Cassie Peck	21505	715-261-0505	Superintendent's Office
School Board Liaisons	Cassie Peck	21505	715-261-0505	Superintendent's Office
School Board Meetings	Cassie Peck	21505	715-261-0505	Superintendent's Office
School Calendar	Sandy Warnecke	21555	715-261-0555	Communications
School Closing Notifications	Sandy Warnecke	21555	715-261-0555	Communications
School Closings-Inclement Weather	Ros Sjoberg	21515	715-261-0515	Business
School Messenger	Kim Christensen	21512	715-261-0512	Technology
School Performance Report	Kim Christensen	21512	715-261-0512	Technology
School Safety & Security	Sherry Matsche	21535	715-261-0535	Pupil Services & Special Ed
School Tobacco Programs	Sherry Matsche	21535	715-261-0535	Pupil Services & Special Ed
School Tools 4 Kids - Wausau School Foundation (John Waldron Fund)	TBD Nancy Cedar	21554 21581	715-261-0554 715-261-0581	Wausau School Foundation Education/G2M
Science Leadership Team	Cathy Hirn	21527	715-261-0527	Education
Secondary Principals' Meetings	Ruth Seubert	21550	715-261-0550	Education

Seniority of Staff - Support Staff	Tammy Bents		21523	715-261-0523	Human Resources
Seniority of Staff - Teachers	Sharon Kaziak		21522	715-261-0522	Human Resources
Shannon Charbarneau Contact	Ruth Seubert		21550	715-261-0550	Education / EL
Shipping and Handling Questions	Charles Kirsch		21543	715-261-0543	Business Office
Skyward HR/Finance Software Support	Randy Lewandowski		21519	715-261-0519	Human Resources
Skyward Time Off Allocation	Randy Lewandowski		21519	715-261-0519	Human Resources
Social Studies Leadership Team	Cathy Hirn		21527	715-261-0527	Education
Software Issues	Kim Christensen		21512	715-261-0512	Technology
Software Licensing	Linda Christiansen		21560	715-261-0560	Technology
Special Ed Staff C-66s	Jenny Niemeyer		21532	715-261-0532	Special Ed
Special Ed Staff POs/Vouchers	Jenny Niemeyer		21532	715-261-0532	Special Ed
Special Ed Transportation	Sherry Matsche		21535	715-261-0535	Pupil Services & Special Ed
Special Ed Transportation	Jenny Niemeyer		21532	715-261-0532	Special Ed
Speech and Language	Jenny Niemeyer		21532	715-261-0532	Special Ed
Staff Reporting - PI-1202	Sharon Kaziak		21522	715-261-0522	Human Resources
Staffing and Costings-Teachers	Sharon Kaziak		21522	715-261-0522	Human Resources
State (CWCS, ISES, WSN, Reports)	Kim Christensen		21512	715-261-0512	Technology
State/Federal Reporting on Payroll	Connie Perger		21546	715-261-0546	Payroll
SSTEP - Stepping Stones Transitional Programs	Jenny Niemeyer		21532	715-261-0532	Special Ed
Student Address Changes	Kim Christensen		21546	715-261-0546	Technology
Student Enrollment Registration	Kim Christensen		21512	715-261-0512	Technology
Student Lists (District)	Kim Christensen		21512	715-261-0512	Technology
Student/Parent Transportation Contracts	Ros Sjoberg		21515	715-261-0515	Business
Student Teachers	Sarah Lynch		21520	715-261-0520	Human Resources
Substitute Teachers	Karla Michanowicz		21518	715-261-0518	Human Resources
Summer Curriculum Projects	Cathy Hirn		21527 21527	715-261-0527	Education
Summer Learning - Elementary	Dawn Teske	Karla	21530	715-261-0530	Education
	Michanowicz		21518	715-261-0518	Human Resources
Summer Learning - Secondary	Dawn Teske	Karla	21530	715-261-0527	Education
	Michanowicz		21518	715-261-0518	Human Resources
Summer Learning Transportation	Ros Sjoberg		21515	715-261-0515	Business
Supplies and Loose Equipment Purchasing	Randy Lewandowski		21519	715-261-0519	Human Resources
Support Staff Evaluations	Tammy Bents		21523	715-261-0523	Human Resources
Support Staff Job Postings	Tammy Bents		21523	715-261-0523	Human Resources
Support Staff Substitutes	Karla Michanowicz		21518	715-261-0518	Human Resources
Surveys-Design and Tally	Kim Christensen		21512	715-261-0512	Technology
Tax Shelter 403B	Nan Thao		21544	715-261-0544	Payroll
Teacher Contracts	Sharon Kaziak		21522	715-261-0522	Human Resources
Teacher Credentialing	Ruth Seubert	Karla	21550	715-261-0550	Education
	Michanowicz			715-261-0518	Human Resources
Teacher Mentor Program	Cathy Hirn		21527	715-261-0527	Education
Teacher Negotiations	Sharon Kaziak		21522	715-261-0522	Human Resources
Technology Issues Point of First Contact	Linda Christiansen		21560	715-261-0560	Technology
Technology POs	Linda Christiansen		21560	715-261-0560	Technology
Telephone Issues (LAC)	Kim Christensen		21512	715-261-0512	Technology

Textbook Inventory (Social Studies)	Dawn Teske		21530	715-261-0530	Education
Therapy Animals (in schools)	Sherry Matsche Niemeyer	Jenny	21535 21532	715-261-0535 715-261-0532	Pupil Services Special Ed
Thom Hahn Contact	Cathy Hirn		21527	715-261-0527	Education
Time Cards	Connie Perger		21546	715-261-0546	Payroll
Time Cards	Pam Helke		21545	715-261-0545	Payroll
Time Cards - Clerical	Nan Thao		21544	715-261-0544	Payroll
Time Off	Connie Perger		21546	715-261-0546	Payroll
Title 1A - Andrea Sheridan	Dawn Teske		21530	715-261-0530	Education
Title IIA - Thom Hahn	Cathy Hirn		21550	715-261-0550	Education
Title IID - Andrea Sheridan	Dawn Teske		21530	715-261-0530	Education
Title IV - Andy Grimm	Sherry Matsche		21535	715-261-0535	Pupil Services & Special Ed
Title V - Thom Hahn	Cathy Hirn		21527	715-261-0527	Education
Title VII - Jeff Gress	Karla Michanowicz		21518	715-261-0518	Human Resources
Title IIIA - Mike Schwei	Ruth Seubert		21550	715-261-0550	Education / EL
Title IX - Mike Schwei	Ruth Seubert		21550	715-261-0550	Education / EL
Traffic and Safety Issues	Ros Sjoberg		21515	715-261-0515	Business
Transcripts (including Storefront School)	Transer to each school				
True Time	Connie Perger		21546	715-261-0546	Payroll
True Time Software Support	Randy Lewandowski		21519	715-261-0519	Human Resources
TSA-403B	Pam Helke		21545	715-261-0545	Payroll
Tutoring Positions	Nancy Cedar		21581	715-261-0581	Education/G2M
Typing Club	Dawn Teske		21530	715-261-0530	Education
Unemployment Insurance Payments	Michaela Vandervest		21540	715-261-0540	Business Office
Verification of Employment	Sarah Lynch		21520	715-261-0520	Human Resources
Volunteer Background Checks	Sarah Lynch		21520	715-261-0520	Human Resources
W-2s	Connie Perger		21546	715-261-0546	Payroll
W-9s	Charles Kirsch		21543	715-261-0543	Business Office
Wausau Child Care Before/After School Programs	Ros Sjoberg		21515	715-261-0515	Business
WSD Boundaries	Ros Sjoberg		21515	715-261-0515	Business
Wausau School Foundation	Tara Wojnowiak		21509	715-261-0509	School Foundation
WAVE Program	Cathy Hirn		21527	715-261-0527	Education
Website (District)	Sandy Warnecke		21555	715-261-0555	Communications
WECAN Application Web Site Support	Randy Lewandowski		21519	715-261-0519	Human Resources
Wellness	Karla Michanowicz		21518	715-261-0518	Human Resources
WIR (Wisconsin Immunization Registry)	Sheryl Kazda		21570	715-261-0570	Pupil Services
WISE Data	Kim Christensen		21512	715-261-0512	Technology
WISP (Wausau International Student Program)	Cathy Hirn		21527	715-261-0527	Education
Workers Compensation	Pam Helke		21545	715-261-0545	Payroll
WUFAR Accounting Codes	Janet Tews		21537	715-261-0537	Business Office
Youth Options	Marilyn Londerville		21565	715-261-0565	Education

updated: 3-14-2018