

**MEMORANDUM**

**TO:** All School Board Employees  
**FROM:** H. Alan Seibert, Superintendent  
**DATE:** September 10, 2010  
**RE:** Central Office Services

In order to assist you in securing support and services from central office, the staff and I have prepared an updated list of topics and individuals who can handle your questions about them. Note that this list reflects changes in assignments and personnel scheduled through September 2010. If you have questions about areas not listed here, please call the central office so that one of the staff can direct your inquiry.

***As a rule, you should initiate questions with your principal or immediate supervisor.*** Often they will be able to answer them for you.

<b>If you have a question about...</b>	<b>Call or see...</b>
Adult Education and GED	Curtis Hicks, Director of Secondary Instruction
Alternative Education	Mike Bryant, Assistant Superintendent
At Risk Programs	Darryl Helems, Director of Student Services
Attendance and Health Services	Darryl Helems, Director of Student Services
Attendance (pupil accounting/reports)	Jim Rieflin, Technology Manager
Attendance Regulation	Darryl Helems, Director of Student Services
Board Room Reservations	Caren Saunders, Central Office Receptionist
Budget	Michael Crew, Director of Business Services
Buildings and Grounds	Mike Bryant, Assistant Superintendent
Business Partnerships	Curtis Hicks, Director of Secondary Instruction
Cafeterias	Mike Bryant, Assistant Superintendent
Calendar	Mike Bryant, Assistant Superintendent
Capital Improvement Plan	Mike Bryant, Assistant Superintendent
Career and Technical Education	Curtis Hicks, Director of Secondary Instruction
Consolidated Application	Diane Washenberger, Director of Elementary Instruction
Disciplinary Issues	Mike Bryant, Assistant Superintendent
Dropout Prevention	Curtis Hicks, Director of Secondary Instruction

Drug Abuse Prevention	Darryl Helems, Director of Student Services
Drug Pledge Program	Curtis Hicks, Director of Secondary Instruction
Elementary Education	Diane Washenberger, Director of Elementary Instruction
ELL	Darryl Helems, Director of Student Services
Employee Assistance Program (EAP)	Russell Holladay, Director of Personnel Services
Employee Benefits (health insurance, retirement, etc.)	Russell Holladay, Director of Personnel Services
Family & Medical Leave	Russell Holladay, Director of Personnel Services
Federal Programs (Title I and Consolidated Application, Title I ARRA)	Diane Washenberger, Director of Elementary Instruction
Federal Programs (Title II Part A)	Michael Crew, Director of Business Services
Federal Programs (Title II Part D)	Diane Washenberger, Director of Elementary Instruction
Federal Programs (Safe and Drug-free Schools)	Darryl Helems, Director of Student Services
General Education Curriculum and Instruction – Secondary	Curtis Hicks, Director of Secondary Instruction
General Education Curriculum and Instruction – Elementary	Diane Washenberger, Director of Elementary Instruction
Gifted Education	Amanda Gibson and/or Kevin Simms, Teachers of the Gifted or Diane Washenberger, Director of Elementary Instruction
Guidance	Follow the chain of command through your school principal to Darryl Helems, Director of Student Services.
Harassment/Sexual Harassment Officers	Russell Holladay, Director of Personnel Services Diane Washenberger, Director of Elementary Instruction
Homebound Services	Darryl Helems, Director of Student Services
Homeless Education	Darryl Helems, Director of Student Services
Home School Services	Darryl Helems, Director of Student Services
Insurance other than employee insurance (i.e. certificates of insurance student insurance, property insurance, liability insurance, workmen's compensation, vehicle insurance)	Michael Crew, Director of Business Services
Inventory (Items costing over \$2,000)	Michael Crew, Director of Business Services
Licensure (renewal of licenses, adding endorsements)	Russell Holladay, Director of Personnel Services

Maintenance and Custodial Services	Follow the chain of command through your school principal to Mike Bryant, Assistant Superintendent.
Mentor Teacher Program	Russell Holladay, Director of Personnel Services
National Board Certification	Russell Holladay, Director of Personnel Services
Nonresident Students	Mike Bryant, Assistant Superintendent
Parent Resource Center	Pat Macdonald, Parent Resource Center Coordinator
Payroll	Susan Hannah, Payroll Manager
Personnel (interviews, recruiting, employee records)	Russell Holladay, Director of Personnel Services
Planning – Division Goals and Objectives	H. Alan Seibert, Superintendent
Planning – Six Year Comprehensive Plan on a Page	Curtis Hicks, Director of Secondary Instruction
Planning - Strategic/Comprehensive Plan, Biennial Plans, District Accreditation	Curtis Hicks, Director of Secondary Instruction
Policy	H. Alan Seibert, Superintendent
Press Releases and Public Information	Mike Stevens, Salem Communications Director
Professional Conference/Leave Requests	Follow the chain of command through your school principal to the appropriate director to Diane Washenberger, Director of Elementary Instruction.
Purchase Orders	Follow the chain of command through your principal, the appropriate director, the Director of Business Services
Remedial Programs – Secondary	Curtis Hicks, Director of Secondary Instruction
Remedial Programs – Elementary	Diane Washenberger, Director of Elementary Instruction
Retirement (assistance with VRS matters)	Russell Holladay, Director of Personnel Services
Retirement Extended Work Incentive Program (REWIP)	Russell Holladay, Director of Personnel Services
School Accreditation – Secondary	Curtis Hicks, Director of Secondary Instruction
School Accreditation – Elementary	Diane Washenberger, Director of Elementary Instruction
Secondary Education	Curtis Hicks, Director of Secondary Instruction
School Board Meetings and Agendas	Kathy A. Jordan, Clerk of the Board
School Health Advisory Board	Darryl Helems, Director of Student Services

Sick leave, personal leave, sick leave bank or vacation policy questions or leave balances	Russell Holladay, Director of Personnel Services or Susan Hannah, Payroll Manager (leave balances)
Sick Leave Bank Application	Michael Crew, Director of Business Services
Special Education	Darryl Helems, Director of Student Services
Staff Development/Professional Development	Diane Washenberger, Director of Elementary Instruction
Student Information System	Jim Rieflin, Technology Manager
Student Teachers	Russell Holladay, Director of Personnel Services
Summer School - Secondary	Curtis Hicks, Director of Secondary Instruction
Summer School - Elementary	Diane Washenberger, Director of Elementary Instruction
Technology in Education	Jim Rieflin, Technology Manager, or Curtis Hicks, Director of Secondary Instruction
Testing	Joe Coleman, Director of Assessment
Tuition Assistance	License Renewal Advisor, then Diane Washenberger, Director of Elementary Instruction
Textbooks	Curtis Hicks, Director of Secondary Instruction
Transportation	Patsy Surratt, Transportation Supervisor, or Mike Bryant, Assistant Superintendent
Vision	Marian McHugh, Vision Teachers

*Please also note the staff's assignments. They are listed here for your reference.*

Kathy Jordan, Executive Secretary to the Superintendent and Clerk of the Board

Susan Hannah, Payroll Manager

Tracy Christian, Administrative Secretary to the Assistant Superintendent

Beth Pettrey, Administrative Secretary to the Director of Business Services

Dana Crouse, Administrative Secretary to the Director of Personnel Services

Michelle Lemon, Administrative Secretary to the Director of Elementary Instruction

Lisa Capito, Administrative Secretary to the Director of Secondary Instruction and Payroll Support

Ann Hinchee, Administrative Secretary to the Director of Student Services

Susan Young, Administrative Secretary to Student Services

Caren Saunders, Central Office Receptionist

Listed here are central office staff members in various departments.

Instructional Coaches

John Bolte (English Teacher-SHS)  
Sandy Hill Health and P. E. Teacher-East Salem)  
Terry LaRocco (Social Studies Teacher-SHS)  
Beth Swain (Math Teacher-ALMS)  
Margie Secor (Science Teacher-SHS)  
Maxine Casey (Special Education Teacher-SHS)

Coordination of Fine and Performing Arts

Curtis Hicks, Director of Secondary Education

Gifted Coordinators:

Amanda Gibson  
Kevin Simms

School Nurses:

Denise Dowell – G.W. Carver Elementary School  
Marie Koumaras – Salem High School  
Diane Burek – South Salem Elementary School  
Anna Haymaker – Andrew Lewis Middle School  
Mary Kayrouz – East Salem Elementary School  
Connie Ramsey – West Salem Elementary School

Student Services:

Deborah Coker School Psychologist  
Paige Callahan School Psychologist  
Nanci Pristou Visiting Teacher  
Elizabeth Arthur School Social Worker  
Marian McHugh Vision Teacher  
Becky Cairns Speech Pathologist  
Marty DeBord Speech Pathologist  
Robyn Zamorski Speech Pathologist

Technology Department:

James Rieflin Technology Manager  
Russell Muncy Network Administrator  
William Minter Programmer & Computer Support Specialist  
Ted Ouimette Computer System Technician II  
Michelle Sluder Computer System Technician I

Interdepartmental Mail (PONY) Courier: George Vineyard

Central Office Custodian: Connie Akers

This memorandum does not by any means list all the duties performed by central office staff. It does, however, provide you with some guidance in directing your calls and inquiries. I am confident that you will find the staff ready, willing, and able to assist you.

HAS:kaj