

**Lakeview Public Schools
Procedural Areas of Responsibility
2009/2010**

REVISED 1/4/10

<u>Area of Responsibility</u>	<u>Administered By:</u>	<u>Contact Person</u>	<u>445-4000</u>
Accounts Payable	Director of Business Services	Laura Azzopardi	Ext. 2511
Administrators (Evaluations, Leaves, Contracts, etc.)	Superintendent	Debbie DePape	Ext. 2501
Appeals – Students (after building level hearings)	Superintendent	Debbie DePape	Ext. 2501
Applications - New employment (all employee groups except substitute teachers)	Executive Director of Human Resources	Lori Cherry	Ext. 2503
Athletics - High School	Athletic Director	Lora Goodwin	Ext. 2714
Athletics/ Activities - Middle School	Middle School Assistant Principal	Sherry Michalowicz	Ext. 2609
Attendance - Employee	Executive Director of Human Resources	Shelly McLaughlin	Ext. 2508
Attorney (New Issues, Open Issues/Existing Cases)	Superintendent	Karl Paulson	Ext. 2501
Audit	Director of Business Services	Tasha McIntyre	Ext. 2510
Auditorium	Manager	Warren Wilson	Ext. 2755
Bid Development and/or Processing	Superintendent / Director of Operations / Athletics	K. Paulson Ext. 2501 / S. Zaborowski Ext. 2526	
Bilingual	Director of Student Services	Kathy Mason	Ext. 2513
Budget Balances	Building Principals	Building Secretary	
Budget Development	Director of Business Services	Tasha McIntyre	Ext. 2510
Buildings/Grounds/Maintenance	Director of Operations / Athletics	Lora Goodwin	Ext. 2714
Buildings - Community Use	Director of Operations / Athletics	Building Secretary	
Cell Phones	Assistant Superintendent of Curriculum and Technology	Rose Acou	Ext. 2520
COBRA (Insurance Continuation)	Director of Business Services	Shelly McLaughlin	Ext. 2508
Commercial Credit Applications	Director of Business Services	Laura Azzopardi	Ext. 2511
Complaints	Immediate Supervisor		
Consortium Issues - General/Voc. Ed.	Assistant Superintendent of Curriculum and Technology	Chris Templeton	Ext. 2504
County “Co-Op” Bid	Director of Business Services	Laura Azzopardi	Ext. 2511
Curriculum	Assistant Superintendent of Curriculum and Technology	Chris Templeton	Ext. 2504
Custodial Responsibilities	Director of Operations / Athletics	Lora Goodwin	Ext. 2714
District Newsletters (External/Internal)	Superintendent	Debbie DePape	Ext. 2501
Elections, School	City of St. Clair Shores – City Clerk	Mary Kotowski	447-3306
Emergency Information Cards	Building Principals	Building Secretary	
Employee Benefits and Insurance	Executive Director of Human Resources	Lori Cherry (New) Shelly McLaughlin (Changes)	Ext. 2503 Ext. 2508
Enrollment - Determining residency challenges	Assistant Superintendent of Curriculum and Technology	Chris Templeton	Ext. 2504
Enrollment	Assistant Superintendent of Curriculum and Technology	Chris Templeton	Ext. 2504
Evaluations	Executive Director of Human Resources	Lori Cherry	Ext. 2503
Field Trips	Assistant Superintendent of Curriculum and Technology	Chris Templeton	Ext. 2504
Food Service	Director of Business Services	Cindi Stackpoole	Ext. 2305
Fraud, Waste & Abuse Reporting	Superintendent	Karl Paulson	Ext. 2501
Free & Reduced Lunch Applications and Verification	Assistant Superintendent of Curriculum and Technology	Jan Elliott	Ext. 2507
Grants	Assistant Superintendent of Curriculum and Technology	Chris Templeton	Ext. 2504

Harassment	Executive Director of Human Resources	William Putney	Ext. 2503
Health Records	Building Principals	Building Secretary	
Homebound Students – Special Education	Director of Student Services	Kathy Mason	Ext. 2513
Homebound Students - General Education	Building Principals	Counselor	
Homeless	Director of Student Services	Kathy Mason	Ext. 2513
Professional Development	Assistant Superintendent of Curriculum and Technology	Chris Templeton	Ext. 2504
Insurance – Property & Liability	Director of Business Services	Tasha McIntyre	Ext. 2510
Insurance - Student	Director of Operations / Athletics	Sean Zaborowski	Ext. 2526
Kindergarten (see also Enrollment)	Building Principals	Building Secretary	
Leave Day Recording	Executive Director of Human Resources	Shelly McLaughlin	Ext. 2508
Latchkey	Building Principals	Building Secretary	
Negotiations	Executive Director of Human Resources	Lori Cherry	Ext. 2503
PA 25 Annual Reports			
Building	Building Principals	Building Secretary	
District	Superintendent	Debbie DePape	Ext. 2501
Payroll	Director of Business Services	Shelly McLaughlin	Ext. 2508
Personnel Contracts	Executive Director of Human Resources	Lori Cherry	Ext. 2503
Personal Curriculum (Regular Ed)	Assistant Superintendent of Curriculum and Technology	Chris Templeton	Ext. 2504
Personal Curriculum (SpEd)	Director of Student Services	Kathy Mason	Ext. 2513
Pool	Director of Operations / Athletics	Lora Goodwin	Ext. 2714
Public Relations	Superintendent	Debbie DePape	Ext. 2501
Pupil Accounting	Assistant Superintendent of Curriculum and Technology	Jan Elliott	Ext. 2507
Pupil Records	Building Principals	Building Secretary	
Purchase Orders	Director of Business Services	Business Office	Ext. 2511
Referral Forms (Special Services)	Director of Student Services	Kathy Mason	Ext. 2513
Release of Students (to other districts)	Superintendent	Debbie DePape	Ext. 2501
Safety & Environmental Regulations	Director of Operations / Athletics	Lora Goodwin	Ext. 2714
Schools of Choice			
• Internal & External	Assistant Superintendent of Curriculum and Technology	Chris Templeton	Ext. 2504
Sexual Harassment	Executive Director of Human Resources	Lori Cherry	Ext. 2503
Special Education / MI Access	Director of Student Services	Kathy Mason	Ext. 2513
Student Code of Conduct	Building Principals	Principals/Assistant Principals	
Student Teachers	Assistant Superintendent of Curriculum and Technology	Chris Templeton	Ext. 2504
Substitutes	Executive Director of Human Resources	Lori Cherry	Ext. 2503
Tax Deferred Purchases of Retirement Service Credit	Director of Business Services	Shelly McLaughlin	Ext. 2508
Tax Exemption Forms	Director of Business Services	Laura Azzopardi	Ext. 2511
Technology	Assistant Superintendent of Curriculum and Technology		
• Curriculum		• Chris Templeton	Ext. 2504
○ Other		○ Rose Acou	Ext. 2520
Testing – Standardized (MEAP, MAT, MME)	Assistant Superintendent of Curriculum and Technology	Chris Templeton	Ext. 2504
Transportation	Director of Operations / Athletics	Lora Goodwin	Ext. 2714
Travel - Student	Assistant Superintendent of Curriculum and Technology	Chris Templeton	Ext. 2504

Work Orders - Maintenance

Director of Operations / Athletics

Lora Goodwin

Ext. 2714

504 Coordinator

Director of Student Services

Kathy Mason

Ext. 2513

Chain of Command

In the event that the Superintendent is not available via the phone and a critical decision must be made immediately, the responsibility will rest with the following administrators in the order that follows:

Karl Paulson	Superintendent
Tracy VanPeeren	Assistant Superintendent of Curriculum and Technology
Sean Zaborowski	Director of Operations / Athletics
Christine Brown	Director of Student Services
Tasha McIntyre	Director of Business Services