

Topic/Department/Identifier	Contact(s)	Extension(s)
Accounts Payable	Janet Dunmyer	11220
Advanced Placement (AP) testing	Greg McDaniel	12998
AESOP/Absence Management	Sydney Barger	11210
AIMSWEB (Data)	Rhonda Fox	11250
AIMSWEB (Instructional)	Bldg Lit Coaches	
ALICE	Becky Coffman	11940
Alumni association	Lynn Kissel	11230
Aquatics Center/Pool	Lisa Brown	12036
Assessments; Developmental Preschool	Christina Moore	11201
Assessments; ISTEP+, NWEA, IREAD, ECA	Lisa Kern	11800
Assessments; Special Education	Paula Williams	11950
Assistive Technology	Paula Williams	11950
Athletic Code of Conduct	Greg Schellhase	12989
Attendance Concerns (students)	Maggie Ioannacci	15998
Autism Support Team	Paula Williams	11950
Background Checks (Employees)	Sydney Barger/Robyn Nelson	11210/11290
Background Checks (Volunteers)	Ann Hall	17073
Before and After Care (BAC)/Bridge	Sue Gregerson	17106
Bidding (see Purchasing)	Kerry Dienhart	11240
Board Calendar	Jane Johnson	11910
Board Meetings/Agendas	Scott Robison	11999
Board Minutes and Meeting Calendar	Jane Johnson	11910
Board Policy	Scott Robison	11199
Boundaries (district boundary questions, GIS map of district)	Amy Eaton	11802
Boundaries (school attendance areas)	Scott Robison/Becky Coffman	11999/11940
BRAVO (Volunteer initiative)	Ann Hall	17073
Budget	Mike Shafer	11970
Buildings and Grounds	Jason Callis	11128
Bullying Training	Maggie Ioannacci	15998
Bus Routes	Amy Eaton	11802
Calendar (Corporation School Year Calendar)	Scott Robison	11999
Canvas (Learning Management System)	Kyle Beimfohr	11470
Case Conference Procedures, Documentation, Eligibility	Paula Williams	11950
Cell Phones (The district no longer provides cellular phones)	Dan Layton	11400
Certified Interview Coordination	Robyn Nelson	11290
Child Find	Paula Williams	11950
Child Study Team / RTI / Instructional Support Teams	Paula Williams	11950
Claims and Reimbursements	Bldg Treasurers	
Class size metrics and related staffing	Becky Coffman	11940
Coca Cola Orders	Kerry Dienhart	11240
Collective Bargaining	Becky Coffman	11940
College and Career Readiness Counselor	Dana Nelson	12982
Communications (District Nexus Newsletters, print and electronic)	Scott Robison	11999
Conference registration	Building Principals	
Contracts (for business, services, equipment, etc.)	Mike Shafer	11970
Copy Machines	Dan Layton	11400
CORE 40 Diploma (grades 9-12)	Greg McDaniel	12998
County Safety Commission ("The Monthly Meeting!")	Becky Coffman	11940
Credit cards	Janet Dunmyer/Michelle Granat	11220/11320
Curriculum	Kris Devereaux/Christine Squier	13008/10991
Custodial and Maintenance Matters	Jason Callis	11128
Data Interpretation and Analysis	Rhonda Fox/Kerri Rombach	11250/11350
Demographic Forecasting	Mike Shafer	11970
Developmental Preschool and USS Administrative Assistant	Joyce Johnson	11261
Developmental Preschool Director	Christina Moore	11201
District Discussion ZEA	Becky Coffman	11940
Dynacal	Carolyn Goetz/Secretaries	11420
Eagle Recreation Program	Sue Gregerson/Ann Hall	17106/17073
Early Literacy	Christine Squier/Connie Largent	10991/19999
Email (Outlook)	Pat Taylor	11430
Emergency closing/delay information	Scott Robison	11999
Emergency repairs of equipment/systems in buildings	Chris Kuonen	62321
Employee Health Insurance Committee	Robyn Nelson	11290
Employment Application Process	Sydney Barger	11210
Energy Education (Conservation program, utility cost savings)	Ron Wright	11127
ENL (English as a New Language), ELL (English Language Learners)	Paula Williams	11950
ENL Placement, Curriculum, Staffing	Paula Williams	11950
Enrollment (initial registration, residency check, etc.)	Lynn Kissel	11230

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Enrollment (non-resident students of employees)	Scott Robison	11999
ESC Room Scheduling	Judee Salamida	11200
Experience Credit (Initial Employment, Certified)	Becky Coffman	11940
Expulsions (Assignment of Examiner, legal matters, legal notices)	Joni Golde/Scott Robison	11260/11999
External relations and partnerships	Scott Robison	11999
Facilities Rental	Becca King	17105
FERPA/COPPA Compliance	Dan Layton	11400
Flyers/Brochures for school distribution (permission)	Jane Johnson	11910
FMLA (Family Medical Leave Act)	Kristin Ewing	11330
Food Service	Jan Swander	11600
Foster Students	Maggie Ioannacci	15998
Gifted and Talented Program (see High Ability)	Lori Willy	11126
Governmental and Legislative Relations	Scott Robison	11999
Grant Reimbursement/Administration	Regina May	11133
GROW (Before and After Care, Summer Camps, Bridge Program)	Sue Gregerson/Becca King	17106/17105
High Ability Elementary	Christine Squier	10991
High Ability General Questions	Lori Willy	11126
High Ability High School	Greg McDaniel	12998
High Ability Middle School	Kris Devereaux	13008
High School credit recovery	Tim East	12999
High school summer school (CIESC)	Greg McDaniel	12998
Homebound Services	Paula Williams	11950
Homeless Students	Maggie Ioannacci	15998
HR Files and Records	Robyn Nelson	11290
Human Resources	Robyn Nelson	11290
HumanEX	Becky Coffman	11940
ICIA Curriculum Meetings	Kris Devereaux/Christine Squier	13008/10991
IDEA/Article 7 Special Education Legal Compliance	Paula Williams	11950
IIEP Staff Training/Helpdesk	Joni Golde	11260
ISTEP+, IREAD (grade 3-12)	Lisa Kern	11800
Job Postings	Sydney Barger	11210
K-12 Guidance Coordination	Kris Devereaux/Christine Squier	13008/10991
LAS (mandated ENL testing)	Paula Williams	11950
Leadership Team Agenda	Scott Robison	11999
Leaves of Absence	Kristin Ewing	11330
Legal Matters	Scott Robison	11999
Library Coordination	Liz Overberg	12503
Licensing (Teacher and Administrators)	Sydney Barger	11210
Life Insurance	Robyn Nelson	11290
Maintenance questions	Chris Kuonen	62321
Master Contract with ZEA	Scott Robison	11999
Media Spokesperson	Scott Robison	11999
MiSi-Data Warehouse	Kerri Rombach	11350
My Reading Coach-Fluent Reading Trainer	Paula Williams	11950
New Employee Orientation	Sydney Barger	11210
New Teacher Academy	Kris Devereaux/Lori Willy	13008/11126
NEXUS Newsletter News gathering, production, editing	Rachel Vining	12345
Non-Certified Employee Evaluations	Robyn Nelson	11290
Nonviolent Crisis Intervention Training (NVCi)	Joni Golde	11260
Office of Special Projects (GROW, Eagle Recreation, Rentals, etc.)	Julie Oakley	17107
OSEP Compliance Indicators	Paula Williams	11950
Otis Lennon IQ Testing (grades K-4)	Lisa Kern	11800
PAC	Rachel Vining	12345
Paraprofessional Assessment	Joni Golde	11260
Paraprofessional Training	Christina Moore	11201
Part B Funds/Grants (Special Education)	Paula Williams	11950
Payroll	Julie Wiles	11360
PD Express	Building Principals	
Personnel	Robyn Nelson	11290
Podcast	Carolyn Goetz	11420
Police Partners	Becky Coffman	11940
Pool/Aquatics Center	Lisa Brown	12036
Pow-Wow scheduling (Intergovernment agency discussion group; monthly)	Jane Johnson	11910
Preschool, Universal Preschool	Shelley Lantz	17108
Professional Development (elementary & secondary)	Kris Devereaux/Christine Squier	13008/10991
Professional Development Budget	Kris Devereaux/Christine Squier	13008/10991
Professional Development Processing	Buildings	

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Professional Development Programming	Buildings	
Professional Development Requests	Building Principals	
Professional Growth Points (PGP)	Building Principals	
Professional Membership Renewals	Janet Dunmyer/Michelle Granat	11220/11320
PTO Council	Scott Robison	11999
Public records requests (Open Door Law administration)	Jane Johnson	11910
Purchase Orders	Bldg Treasurers	
Purchasing	Bldg Treasurers	
Remediation Programming	Paula Williams	11950
Rentals	Becca King	17105
Requests for Proposals (to purchase services or equipment)	Mike Shafer	11970
Residency (in-district transfer requests, etc...)	Lynn Kissel	11270
Response to Instruction (RTI)	Principals	
Riviera Daycare at ZMS	ZMS Rooms 512, 513, 514, 515	13+room #
Room rentals/scheduling	Building Secretaries	
School Board Meetings	Scott Robison	11999
School Board Minutes	Jane Johnson	11910
School Board Podcast	Carolyn Goetz	11420
School Board Policy	Scott Robison	11999
School Calendar	Scott Robison	11999
School delay and closure decision making	Scott Robison	11999
School Psychologists	Paula Williams	11950
School Safety/Crisis Planning	Becky Coffman	11940
SE Report Preparation (December 1 special education count)	Joni Golde	11260
Section 504 (Federal law pertaining to special student accommodations)	Paula Williams	11950
Sick Leave Bank	Robyn Nelson	11290
Special Education: Transportation	Christina Moore	11201
Special Education: Assistive Technology	Paula Williams	11950
Special Education: Digital Rights Manager	Tommie Roesch	15716
Special Education: Digital Rights Technology Support	Doru Stoian	11450
Special Education: Evaluation Team Coordination	Amanda Slonaker	17990
Special Education: Extended School Year	Christina Moore	62992
Special Education: FBA/BIP (Functional Behavior Analysis/Behavior Intervention Program)	Christina Moore	62992
Special Education: IDEA/Article 7	Paula Williams	11950
Special Education: ISTAR, ISTAR-KR (Alternative Assessment for ISTEP)	Christina Moore	11201
Special Education: Mandated Trainings	Paula Williams	11950
Special Education: Manifest Determination (Special Ed expulsion cases)	Paula Williams	11950
Special Education: NCSC (Special Education equivalent to ISTEP)	Christina Moore	11201
Special Education: NIMAS (digital rights requirements)	Paula Williams	11950
Special Education: Post School Follow Up	Joni Golde	11260
Special Education: Preschool Child Find	Christina Moore	11201
Special Education: Services Only School (walk-in services)	Joyce Johnson	11261
Special Education: Student Transition Plans	Paula Williams	11950
Special Education: Therapists/Related Services	Christina Moore	11201
Strong In Every Way (General contact for steering group)	Lynn Kissel	11270
Student Handbooks	Becky Coffman	11940
Student Incident Reports	Janet Dunmyer	11220
Student Registration	Lynn Kissel	11230
Student Registration (Summer)	Lynn Kissel	11405
Student Transfer/Move-in Questions	Lynn Kissel	11230
Substitute Coordination	Subcoordinator	11280
Suicide Prevention Training	Maggie Ioannacci	15998
Summer Camps	Julie Oakley	17107
Teacher Contracts	Robyn Nelson	11290
Teacher Evaluation (ZTEP PLUS/ZTEP)	Kris Devereaux/Christine Squier	13008/10991
Teacher of the Year Award	Lynn Kissel	11230
Tech Support (Or online @ http://helpentry.zcs.k12.in.us/hdaccess/)	Tech Department	11405
Technology Leadership	Dan Layton	11400
Technology Training Academy	Kyle Beimfohr	11470
Temperature (control/adjustment/inquiries)	Jeff Wade	12902
Textbook Adoption	Kris Devereaux/Lisa Kern	13008/11800
Textbook Fee Statements	Tania Hammerle	11270
Time Sheets	Julie Wiles	11360
Title I (Federal Grant)	Kris Devereaux	13008
Title II A,B, D (Federal Grant)	Kris Devereaux/Christine Squier	13008/10991
Title III	Paula Williams	11950
Title V (Federal Grant)	Becky Coffman	11940
Transportation: Bus Routes	Amy Eaton	11802
United Way Campaign	Lynn Kissel	11230

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Universal Preschool	Julie Oakley/Shelley Lantz	17107/17108
Volunteers	Ann Hall	17073
Website: District	Carolyn Goetz	11420
Wellness Committee/Questions	Robyn Nelson	11290