

Business Services		
Barbara Kidder, Assistant Superintendent of Business Services and Operations 70401		
Division Time Keeping	Maria Cain	70411
Division Bookkeeping - Budget and Purchasing	April Conn	70411
NEOLA Policies	Maria Cain	70411
Skyward Support for Business Services	Maggie Martin	70471
Labor Relations and Professional Standards		
Matt Goldrick, Director 70451		
Absent without Authority Process	Matt Goldrick	70451
Absent without Leave Process	April Conn	70489
Background Checks	April Conn	70489
Disciplines/Investigations	Matt Goldrick	70451
	Alexa Neal	70418
EMART Committee	Matt Goldrick	70451
	Alexa Neal	70418
Employee Arrests	April Conn	70489
Employee Discipline & Professional Practices Referrals	Matt Goldrick	70451
FIT for Duty	Matt Goldrick	70451
Medical History Questionnaire Discrepancies	Matt Goldrick	70451
Professional Improvement Plans	Matt Goldrick	70451
School Based Administrative Evals	Matt Goldrick	70451
	Alexa Neal	70418
Sexual Harassment, Bullying/Harassment Complaints	Matt Goldrick	70451
Human Resources		
Alexis Brown, Director 70445		
ADA Tracking	Rachel Becker	70101
Allocations	Alexis Brown	70445
	Pam Cannon	70424
Applicants/New Hires Processing	Donna Schultz	70460
	Gwen Anderson	70440
Certification	Dawn Poppe	70419
	Ali Taylor	70367
Certification Head (Alt Cert Plans/ATS/Core OOF)	Dawn Leo	70467
Clearance to Work	Donna Schultz	70460
	Gwen Anderson	70440
Employment Contracts	Alexa Neal	70418

Employment Contracts	Brittany Beltran	70114
Employment Verification	Brittany Beltran	70114
Exit Interviews	Dawn Leo	70467
Evaluation Collection	Alexa Neal	70418
	Brittany Beltran	70114
Flex Work Requests	Rachel Becker	70101
FMLA and Extended Leaves	Rachel Becker	70101
Front Desk Receptionist HR	Brittany Beltran	70114
	Donna Schultz	70460
	Gwen Anderson	70440
Frontline Additions	Brittany Beltran	70114
Frontline Evaluation Process	Alexa Neal	70114
Hire Enterprise/Applicant Tracking	Donna Schultz	70460
	Gwen Anderson	70440
Instructional Evaluations	Alexa Neal	70418
	Brittany Beltran	70114
Instructional Processing	Dawn Poppe	70419
	Ali Taylor	70367
Interns Placement and Program Evaluation	Alexa Neal	70418
Job Descriptions	Alexis Brown	70445
Job Postings	Pam Cannon	70424
Name Changes	Brittany Beltran	70114
Non-Instructional Processing	Dawn Poppe	70419
	Ali Taylor	70367
Position Control	Pam Cannon	70424
PSLF	Brittany Beltran	70114
Records Requests	TBD	
	Brittany Beltran	70114
	Staff Attorney	70225
Reappointments	Alexis Brown	70445
	Dawn Leo	70467
Receiving and Distributing Mail	Breanna McIntyre	70427
Recruitment	Rachel Becker	70101
Flex Work Requests	Rachel Becker	70101
Scanning Documents	Breanna McIntyre	70427
Scheduling Board Room & Training Rooms	Heather TenEyck	70400
	Breanna McIntyre	70427
Social Media - HR	Dawn Leo	70467
Staff Handbook	Alexis Brown	70445
	Rachel Becker	70101
Statement of Interest	Rachel Becker	70101

Subpoenas	TBD (Sec III) Brittany Beltran Staff Attorney	TBD 70114 70225
HCSB Substitutes	Donna Schultz Gwen Anderson	70460 70440
Supplements	Pam Cannon Brittany Beltran	70424 70114
Switchboard	Heather TenEyck	70400
Unemployment Processing	Rachel Becker	70101
Webmaster - HR	Gwen Anderson	70440
Work Experience - Incoming	Dawn Poppe Ali Taylor	70419 70367
Work Experience - Outgoing	Brittany Beltran	70114
Payroll Maggie Martin, Coordinator 70471		
Annuities	Ann Morton Lisa Dunn Susan Richardson	70426 70421 70469
Auditor Requests	Ann Morton Lisa Dunn Susan Richardson	70426 70421 70469
Deduction Changes	Ann Morton Lisa Dunn Susan Richardson	70426 70421 70469
Direct Deposit Changes	Ann Morton Lisa Dunn Susan Richardson	70426 70421 70469
Donation of Sick Leave	Ann Morton Lisa Dunn Susan Richardson	70426 70421 70469
Employee Forms	Ann Morton Lisa Dunn Susan Richardson	70426 70421 70469
FC1 Forms	Susan Richardson	70469
FRS Monthly Reporting	Susan Richardson	70469
Garnishments	Ann Morton Lisa Dunn Susan Richardson	70426 70421 70469
Leave Allocations	Susan Richardson	70469

Payoffs	Ann Morton	70426
	Lisa Dunn	70421
	Susan Richardson	70469
Paystub Copies	Ann Morton	70426
	Lisa Dunn	70421
	Susan Richardson	70469
Personnel Action Forms Verified	Ann Morton	70426
	Lisa Dunn	70421
	Susan Richardson	70469
Quarterly Reports	Susan Richardson	70469
Salary Explanations	Ann Morton	70426
	Lisa Dunn	70421
	Susan Richardson	70469
Subpoenas	Ann Morton	70426
	Lisa Dunn	70421
	Susan Richardson	70469
TSA Inquiries	Susan Richardson	70469
Unemployment (Wages Only)	Ann Morton	70426
	Lisa Dunn	70421
	Susan Richardson	70469
Vendor Checks	Ann Morton	70426
	Lisa Dunn	70421
	Susan Richardson	70469
Verification of Employment Forms	Ann Morton	70426
	Lisa Dunn	70421
	Susan Richardson	70469
W-2 Duplicate Copies	Ann Morton	70426
	Lisa Dunn	70421
	Susan Richardson	70469
W-4 Changes	Ann Morton	70426
	Lisa Dunn	70421
	Susan Richardson	70469
Risk, Benefits, and Wellness Awilda Fonte, Supervisor 70430		
Benefit Payment Audit & Edit	Edward Bozman	70434
Back Up	Awilda Fonte	70430
Benefit Payment Receivables/Coding	TBD	70316
Back Up	Janea Brown	70434
Benefit Inquiries FL Blue – Health, Dental, Life	Cynthia Citron	70275

	Back Up	TBD	70316
Bentek Contact		Janea Brown	70447
		Awilda Fonte	70430
Calendar Committee		Awilda Fonte	70430
	Back Up	Janea Brown	70447
CDL Drug Testing and Randoms		Janea Brown	70447
	Back Up	Awilda Fonte	70430
Certificates of Insurance		Edward Bozman	70434
		TBD	70316
Disability Forms		TBD	70316
	Back Up	Edward Bozman	70434
Employee Assistance		TBD	70316
		Edward Bozman	70434
Employee Benefits		TBD	70316
		Edward Bozman	70434
Equal Employment Opportunities Commission (EEOC)		Awilda Fonte	70430
	Back Up	Matt Goldrick	70451
FRS Retirement		TBD	70316
		Edward Bozman	70434
Health Insurance Portability & Accountability Act HIPPA		Janea Brown	70447
	Back Up	Awilda Fonte	70430
Insurance Committee		Awilda Fonte	70430
	Back Up	Janea Brown	70447
Legal Claims/Risk		Awilda Fonte	70430
	Back Up	Janea Brown	70447
RB&W Event Planning		Awilda Fonte	70430
	Back Up	Janea Brown	70447
Renewals - Risk & Benefits		Awilda Fonte	70430
	Back Up	Janea Brown	70447
Risk Management		Edward Bozman	70434
	Back Up	TBD	70316
Safe Driver Appeals		Awilda Fonte	70430
Safe Driver Committee		Janea Brown	70447
	Back Up	TBD	70316
Student Accident Reports		Edward Bozman	70434
	Back Up	TBD	70316
Vendor Contact		Awilda Fonte	70430
	Back Up	Janea Brown	70447
Voluntary Student Accident Insurance		Edward Bozman	70434
	Back Up	TBD	70316

Webmaster	Edward Bozman	70434
Back Up	Janea Brown	70447
Wellness, Benefits Education & Fitness Center	Janea Brown	70447
Back Up	Awilda Fonte	70430
Workers Compensation	Edward Bozman	70434
Back Up	TBD	70316