

**ADMINISTRATIVE CONTACT LIST FOR PROGRAMS AND SCHOOLS  
2017-2018**

<b>Program/School</b>	<b>Contact</b>	<b>Contact</b>	<b>Contact</b>	<b>Contact</b>	<b>Contact</b>
25-Year Club & Annual Retirement Banquet	Amy Arlen				
4-Year-Old Kindergarten (PK)	Kara Rakowski	Andrea Sheridan			
504 Coordinator	Andy Grimm				
ACCESS Testing	Andrea Sheridan	Shannon Charbarneau			
Achievement Gap Reduction Program (AGR)	Andrea Sheridan				
ACT	Thom Hahn				
Activity Directors	Thom Hahn	Patrick Galligan (West)	Michael Pernsteiner (East)	Randy Erdman (Muir)	Lisa Peck (Mann)
Administrative Evaluations (Elementary)	Andrea Sheridan	Jeff Gress			
Administrative Evaluations (Secondary)	Thom Hahn	Jeff Gress			
Administrative Procedures/Guidelines/Rules	Mike Schwei				
Advanced Placement (AP)	Thom Hahn				
Aesop	Jeff Gress				
AmeriCorps	Shannon Charbarneau				
Annual Report	Amy Arlen				
Art - Fine Arts	Marie Northup				
Assessments (Elementary)	Andrea Sheridan				
Assessments (Secondary)	Julie Sprague				
Athletic Directors	Thom Hahn	Patrick Galligan (West)	Michael Pernsteiner (East)	Randy Erdman (Muir)	Lisa Peck (Mann)
Athletics (including Athletic Code, Budget, etc.)	Thom Hahn				
ATODA (Alcohol, Tobacco & Other Drug Abuse)	Sharon Young	Jeff Lindell			
Attach/Detach District Property	Mike Schwei	Bob Tess			
Attendance Boundaries	Jeff Lindell				
Barton	Judy Lodahl				
Bilingual Para-educators (hiring, placement, PD)	Shannon Charbarneau				
Board of Education Policy Handbook	Mike Schwei				
Budget Preparation Process	Bob Tess				
Building Rentals	Larry Cihlar				
Calendar, School	Amy Arlen				
Career and Technical Education	Jon Winter	Thom Hahn			
Central Wisconsin Educational Theater Alliance	Thom Hahn				
Charter Schools - EGL & EEA	Julie Sprague	Thom Hahn			
Charter Schools - Montessori	Andrea Sheridan	Julie Sprague			
Chief Finance & Business Services Officer	Bob Tess				
Coaching (including Handbook, etc.)	Thom Hahn				
Communications Coordinator	Amy Arlen				
Community/Professional Organization Memberships	Mike Schwei				
Complaints (formal)	Julie Sprague				
Contracts (Employee)	Jeff Gress				
Coordinator of School Counseling	Andy Grimm				
Copyright	Jon Euting				
Core Content Team	Thom Hahn	Julie Sprague	Andrea Sheridan		
Course Options	Thom Hahn				
Crisis Planning	Jeff Lindell	Mike Schwei			
Crisis Prevention Intervention (CPI)	Judy Lodahl				
Cumulative Files	Jeff Lindell				
Curriculum Development: Regular Education	Julie Sprague	Andrea Sheridan	Thom Hahn		
Curriculum Development: Students with Disabilities	Judy Lodahl				
Data Retreats	Building Principals				
Debt Payments (District)	Bob Tess				
Demographic Data	Jon Euting				
DHH (Deaf, Hard of Hearing) Programs - Tuition, Interpreter Scheduling, etc.)	Judy Lodahl				
Direct Instruction	Andrea Sheridan	Julie Sprague			

Director of Buildings & Grounds	Larry Cihlar			
Director of Curriculum & Instruction, PK - 12	Julie Sprague			
Director of Human Resources & Employee Relations	Jeff Gress			
Director of Pupil Services	Jeff Lindell			
Director of School Nutrition Services	Lee Nielsen			
Director of Secondary Education	Thom Hahn			
Director of Special Education	Judy Lodahl			
Director of Teaching, Learning & Leadership Integration	Andrea Sheridan			
Director of Technology & Media Services	Jon Euting			
Discipline Issues-Regular Education Students	Jeff Lindell			
Discipline Issues-Students with Disabilities (including Manifestation Determinations)	Judy Lodahl			
District Communications	Amy Arlen			
DPI Hours and Minutes	Amy Arlen			
Dues Reimbursement for Administrators	Mike Schwei			
Early Childhood Special Education	Kara Rakowski	Judy Lodahl		
Education Budget	Andrea Sheridan	Thom Hahn	Julie Sprague	
Elections, School Board	Mike Schwei			
Eduphoria	Julie Sprague			
Elementary Enrollment	Jeff Lindell			
Elementary Principals' Meetings	Andrea Sheridan	Julie Sprague		
ELL (state and federal reporting, PD, budgeting, etc.)	Shannon Charbarneau			
Employee Access	Jeff Gress			
Employee Handbook	Jeff Gress			
Employment (postings, applications, interview, background checks)	Jeff Gress			
Engineering and Global Leadership Academy Charter	Shannon Young	Julie Sprague	Thom Hahn	
English Language Learners	Shannon Charbarneau			
English/Language Arts PK-12 Leadership	Julie Sprague	Andrea Sheridan		
Enrich, Excel, Achieve (EEA) Learning Academy	Shannon Young	Julie Sprague	Thom Hahn	
Enrollment (Open Enrollment, In-District Transfer)	Jeff Lindell			
Environmental Education	Jerry Maney	Thom Hahn		
Equipment Disposal	Bob Tess			
Equity Committee	Shannon Charbarneau			
E-Rate	Jon Euting			
ESEA Contact	Thom Hahn	Julie Sprague		
Extended School Year Services	Judy Lodahl			
Fees (activities, athletics, labs, courses, workbooks, etc.)	Thom Hahn			
Fine Arts Coordinator (Art & Music)	Marie Northup			
Fire Prevention/Safety Patrol	Jeff Lindell			
Fiscal Operational Practices	Bob Tess			
Fobs	Jeff Gress			
Foreign Exchange Student Program Oversight	Julie Sprague	Thom Hahn		
Foreign Language PK-12 Leadership	Thom Hahn			
Foreign/Extended Travel Oversight	Thom Hahn			
Franklin Elementary School	Elizabeth White			
Friends of Education	Roxane Hagedorn			
G.D. Jones Elementary School	Robin Franks			
Gifted and Talented	Tammy Steckbauer			
Gold Cards	Mike Schwei			
Graduation, ACT/SAT Data	Thom Hahn			
Grant Elementary School	Chris Nyman			
Grants/Grant Writing	Thom Hahn	Andrea Sheridan	Julie Sprague	
Grievances	Jeff Gress			
Guidance and Counseling	Andy Grimm	Jeff Lindell		
Hall of Fame	Amy Arlen			
Harassment and Discrimination Complaints	Jeff Gress			
Hawthorn Hills Elementary School	Angie Lloyd			

Herb Kohl Scholarship Applications/Nomination Process	Thom Hahn			
Hewitt-Texas Elementary School	Philip Beck			
HIPAA Compliance	Jeff Gress			
Hiring Procedures and Protocols	Jeff Gress			
Home-Based Education Student Tracking	Jeff Lindell			
Homebound Services	Judy Lodahl	Jeff Lindell		
Homeless Liaison/Coordinator	Jeff Lindell			
Horace Mann Middle School	Rob Phelps	Tami Cummings (Interim)	Angela Rodgers	
Human Resources	Jeff Gress			
IDEA (State Performance Plan, Complaints, Mediation, Conflict Resolution, Flow-through and Preschool Budget)	Judy Lodahl			
Indian Education	Shannon Charbarneau			
Initial Educator Induction/Mentoring	Thom Hahn			
Insurance (District)	Bob Tess			
Insurance (Employee)	Jeff Gress			
Interim Alternative Placements for Students with Disabilities	Judy Lodahl			
International Baccalaureate (IB)	Thom Hahn			
Intervention: Literacy	Julie Sprague	Andrea Sheridan	Amy McGovern	
Intervention: Math	Julie Sprague	Andrea Sheridan		
Jail	Jeff Lindell			
Job Accommodations Requests (ADA)	Jeff Gress			
Job Postings and Vacancies	Jeff Gress			
John Marshall Elementary School	Amanda Patterson			
John Muir Middle School	Larry Mancini	Amber Haluska	Matt Raduechel (Interim)	
Juvenile Detention Center (Shelter/Secure)	Jeff Lindell			
Kids Voting	Thom Hahn			
Language Arts/English PK-12 Leadership	Julie Sprague	Thom Hahn		
LEA, District (6223 - also on Web Site)	Julie Sprague			
Leaves and Time Off	Jeff Gress			
Liaisons, School Board	Julie Sprague			
Library & Media Services	Jon Euting			
Lincoln Elementary School	Colleen Whooley Jepson			
Literacy Initiatives and Training	Julie Sprague	Andrea Sheridan		
Maine Elementary School	Marie Northup			
Maintenance	Larry Cihlar			
MAP (Measures of Academic Progress) Testing	Andrea Sheridan			
Materials Distribution to Schools	Amy Arlen			
Math PK-12 Leadership	Julie Sprague	Andrea Sheridan		
Media Contact	Amy Arlen			
Medicaid and SBS Services	Judy Lodahl			
Mentoring	Thom Hahn			
Montessori Charter School	Elizabeth Channel	Andrea Sheridan	Julie Sprague	
Music - Fine Arts	Marie Northup			
Negotiations	Jeff Gress			
Newcomer Centers	Shannon Charbarneau			
NTC Alternative High School	Jeff Lindell			
Nursing Services	Jeff Lindell			
O.N.E. (Our Network for Education) (WSD Volunteer Program)	Roxane Hagedorn	Nancy Cedar		
OASYS	Judy Lodahl			
Office of Civil Rights	Julie Sprague			
Open Enrollment	Jeff Lindell			
Open Enrollment for Special Education	Judy Lodahl			
Orientation of New Staff	Jeff Gress	Thom Hahn		
Out-of-School Learning Coordinator	Nancy Cedar	Julie Sprague		
Parent Survey	Amy Arlen			
Parent/Student Handbook	Julie Sprague			
Payroll Change Notices	Jeff Gress			

Pearson Inform Software	Jon Euting	Andrea Sheridan		
PEER Program	Jeff Lindell			
Performing Arts Foundation/Kennedy Center	Marie Northup	Thom Hahn		
PI 34 License Process	Jeff Gress			
Policy, Resolution & Legislation Committee of the Board	Mike Schwei			
Positive Behavioral Interventions and Supports (PBIS)	Judy Lodahl	Kathy Guthman	Jennifer Graf	
Principal Travel	Andrea Sheridan	Julie Sprague		
Private/Parochial School Contact	Mike Schwei			
Professional Learning: Administration	LAT			
Professional Learning: Teachers	Julie Sprague			
Project Lead the Way	Thom Hahn	Jon Winter		
Property Inquiries (Acquisition/Disposal)	Bob Tess			
Public Relations	Amy Arlen	Mike Schwei		
Pupil Non-Discrimination Reporting	Julie Sprague			
Pupil Services	Jeff Lindell			
Reading Specialist	Andrea Sheridan	Amy McGovern		
Report Cards-Elementary	Andrea Sheridan	Julie Sprague		
Resolution of Commendation	Amy Arlen			
Response to Intervention (Rtl) Coordinator	Sara Boettcher			
Retirement Banquet	Amy Arlen			
Rib Mountain Elementary School	Tammy Steckbauer			
Riverview Elementary School	Andrew Place			
Safe Schools (Training)	Jeff Gress			
Safety & Security	Jeff Lindell	Julie Sprague	Larry Cihlar	
Salaries and Benefits	Jeff Gress			
School Board Meetings	Mike Schwei			
School Forest	Jerry Maney	Thom Hahn		
School Improvement Planning	Andrea Sheridan	Julie Sprague	Thom Hahn	
School Nutrition after-school snacks, breakfast programs, school lunch programs	Lee Nielsen			
School Performance Report	Jon Euting			
School Safety	Jeff Lindell	Mike Schwei	Larry Cihlar	
School Tools 4 Kids - Wausau School Foundation (John Waldron Fund)	Tara Wojnowiak			
Science PK-12 Leadership	Thom Hahn	Julie Sprague		
Science Specialists-Elementary	Nate Thome	Thom Hahn		
Secondary Principals' Meeting	Thom Hahn	Julie Sprague		
Social Studies PK-12 Leadership	Thom Hahn	Julie Sprague		
South Mountain Elementary School	Deb Heilmann			
Special Education (building budgets, legal and procedural compliance, licensing, open enrollment, staff development, PK-12 staffing, student teaching placement, summer school staffing/programming, transportation, supervision of staff, etc.)	Judy Lodahl			
Staff Wellness Plan	Jeff Gress			
Staffing	Jeff Gress	Andrea Sheridan (Elementary)	Julie Sprague Thom Hahn (Secondary)	
State Student Assessments/Testing	Andrea Sheridan	Thom Hahn		
Stettin Elementary School	Kelly Halvorsen			
Strategic Planning	Mike Schwei			
Student Accounting System	Jon Euting			
Student Expulsions & Pre-Expulsions	Jeff Lindell			
Student Fees	Thom Hahn			
Student Information Systems	Jon Euting			
Student Teaching Placement	Jeff Gress			
Substitute Staff	Jeff Gress			
Summer Learning-Elementary	Deb Heilmann	Julie Sprague		
Summer Learning-Secondary	Cale Bushman	Julie Sprague		
Summer Learning-Special Education	Judy Lodahl			

Superintendent of Schools	Mike Schwei				
Support Staff Training and Development	Jeff Gress				
Survey Development/Processing	Jon Euting				
Technology	Jon Euting				
Textbooks/Resources: Literacy	Julie Sprague	Andrea Sheridan			
Textbooks/Resources: Math	Thom Hahn	Julie Sprague			
Textbooks/Resources: Science and Social Studies	Thom Hahn	Julie Sprague			
Textbooks-Foreign Language	Thom Hahn	Julie Sprague			
Thomas Jefferson Elementary School	Cathy Prozanski				
Title IA	Andrea Sheridan				
Title IIA	Thom Hahn	Julie Sprague	Andrea Sheridan		
Title IID and E-Rate	Jon Euting				
Title IIIA	Julie Sprague				
Title IV	Andy Grimm				
Title IX Complaint Officer	Julie Sprague				
Title V	Thom Hahn				
Transcripts	Requests should be made at each specific school				
Title VII	Jeff Gress				
Transfer of Service	Judy Lodahl				
Transition Planning: 5th-6th & 8th-9th	Julie Sprague	Thom Hahn	Andrea Sheridan		
Transition Planning: PK-K	Andrea Sheridan				
Translation of District Documents	Shannon Charbarneau				
Transportation	Bob Tess				
Travel Request Authorization	Jeff Gress				
True Time	Jeff Gress				
United Way	Mike Schwei				
Vendor/Third Party Contracts	Bob Tess				
WAA for Students with Disabilities	Judy Lodahl	Andrea Sheridan			
WALLI (Wausau Area Leveled Literacy Intervention)	Jon Euting	Andrea Sheridan			
Wausau East High School	Brad Peck	Jason Sinz	Joe Svitak		
Wausau International Student Program (WISP)	Thom Hahn				
Wausau School Foundation	Tara Wojnowiak				
Wausau West High School	Jeb Steckbauer	Cale Bushman	Cathy Wahl	Arrin Woller	
Website	Amy Arlen	Jon Euting			
WISP (Wausau International Student Program)	Thom Hahn				
Writing Assessment	Andrea Sheridan				
Youth Options	Thom Hahn				
<b>Revised 2-27-2018</b>					