

**FARMINGTON PUBLIC SCHOOLS**  
**“WHO DOES WHAT” DIRECTORY**  
**2011-2012**

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**Susan H. Zurvalec, Superintendent ..... 248.489.3339**

The Superintendent's Office is responsible for working with the Board of Education and staff to establish the overall direction for the District, facilitating the activities of the Board of Education, maintaining relationships with national, state and local organizations and serves as the school district's political/governmental liaison.

Acts as Liaison to:

- Seven-member Board of Education
- Local and state government officials
- Staff and community relations
- Local service clubs and other community organizations

Responsible for:

- Decision making recommendations to Board of Education
- Board Policies and Procedures
- Establishing overall direction for District administration
- Administrative rules and procedures
- Administrative candidates for hiring
- Overseeing preparation of the annual budget
- Ensuring compliance with appropriate state and federal rules and regulations
- Implementation process for Farmington Forward Dynamic Plan

**Debra McCracken, Executive Assistant to Superintendent ..... 248.489.3338**

- Coordinate superintendent's schedule
- Assist superintendent with communications, phone contacts, reports, speeches, and committee meetings
- Contacts with local and state governmental offices and organizations
- Interface with District parents, community, community organizations, and administration regarding District issues
- Schedule/coordinate CO Team meetings
- Staff condolence notifications
- Coordinate Student Round Table meetings and activities
- Coordinate Turn Around Achievement Awards Program
- Pledge for Success Committee assistant/meeting recorder
- Administrative Organizational Charts
- Emergency Fan-Out
- "Who Does What?" Directory

**Deborah Higgins, Executive Assistant to Board of Education ..... 248.489.3331**

- Schedule/coordinate all regular Board of Education meetings

- Schedule/coordinate Board workshops, special meetings, subcommittee meetings, and joint meetings with the cities
- Prepare all agendas, minutes, and weekly Communiqué to the Board
- Coordinate administrative development/review of Board policies/procedures
- School Board election
- Contact person for local, state, and national organizations
- Interface with parents, community members, community and legislative leaders, staff, and administration on Board related matters
- Coordinate Board member schedules and requests to attend/speak at various events/functions throughout the District
- Maintain Board of Education budget, website, and on-line calendar
- Oversee Board of Education District email
- Board Report/Committee Schedule
- Gifts to Schools

**ADMINISTRATIVE SUPPORT SERVICES** [^ Back to Top](#)

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**David Ruhland – Assistant Superintendent ..... 248.489.3356**

- Overall supervision of Human Resources, Facilities Management, Information Technology and Transportation
- Collective Bargaining Agreements (CBA), contract administration & negotiations
- Employee Relations
- Performance Evaluations
- Legal Services Coordination
- FOIA Coordinator
- Federal/State Compliance
- FERPA
- Science Kit Program Coordination

**Barb Norsigian – Human Resources Specialist ..... 248.489.3356**

- Coordinates recruiting, screening, interview and hire process for FEA, ESP, CMC, FTA, Non-Unit, FASA, and FCHS
- Position Tracking Administration
- Prepares FASA and Non-Unit compensation contracts
- Assists in administration of FASA contract and evaluation process
- Assists in administration of the Non-Unit contracts and evaluation process
- Coordinates the administration of the teacher evaluation process – STAGES and support staff evaluations
- Collective bargaining agreements process oversight
- Criminal and FBI records checks
- Prepares human resources information for Board of Education meetings
- Prepares contractual and Non-Unit incentive plans
- Prepares all survey requests
- Coordinates Teachers and Support Person of the Year Program
- Backup for Human Resource Specialist
- Backup for Benefits Manager

**Human Resources** [^ Back to Top](#)

**Barbara Fries – Director of Human Resources ..... 248.489.3357**

- Staffing Assignments
- Recruitment/Screening/Hiring Process
- Employee Benefits Administration
- Workers Compensation
- Employee Certification/Licensing Compliance
- Personnel Records Management
- Corrective/Progressive Discipline
- B-1 Schedule Processing
- Employee Handbooks/Orientations
- Employee Attendance & Leaves of Absence
- Coordinates District Safety and Risk Management Committee
- MPSERS Retirement Assistance

**Mary Anthouard – Benefits Manager.....248.489.3354**

- Employee Benefits administration
- Liaison with insurance carriers
- COBRA compliance and administration
- HIPAA Privacy Officer
- Open Enrollment process administration
- Employee Benefits web page oversight
- Unemployment Compensation processing & hearings
- Oversight of District EAP services
- Section 125 program administration
- Coordinates employee leaves

**Marsha Hight – Human Resources Specialist .....248.489.3556**

- Employee assignment tracking system implementation and oversight
- Coordinates FEA staffing
- FEA Seniority Database tracking and administration
- Processes class size overages/compensation changes for FEA
- Processing new hires: FEA, FCHS, FTA, and CMC
- Monitors FEA Extended Illness Protection, sick leaves and FMLA
- Prepares and files annual State and Federal EEOC reports
- Backup for Human Resource Specialist
- Backup for Benefits Manager

**Mary Barnes – Secretary/Bookkeeper, Human Resources .....248.489.3355**

- ESP, CMC and FTA Seniority database tracking and administration
- Leave administration and tracking for ESP, CMC, FTA, FASA and Non-unit
- Processing of new hires: ESP
- Bloodborne pathogens training & database management
- Coordinates pay incentive reports for FTA, ESP, CMC
- Workers Compensation & OSHA administration
- Administers employment-related testing/training
- Backup for Certification and Substitute Specialist

**Shelley Reynolds – Certification and Substitute Specialist.....248.489.3560**

- Coordinates the attendance and substitute calling computer system (SubFinder/WebConnect)
- Coordinates PESG hiring and placement; liaison between Farmington Public Schools and PESG, our third party employer
- Maintains online application system
- Tracks NCLB compliance
- Prepares and files bi-annual REP reports including professional development and evaluation process tracking
- Work with business office for PESG payroll processing
- Coordinates teacher/administrator certification compliance
- Tracks school business
- Provides payroll interface for attendance download to Bitech/Payroll
- Support in the administration and processing of employment-related testing/training
- Backup to HR Secretary/Bookkeeper

**Facilities Management** [^ Back to Top](#)

**Jon Riebe, Director .....248.489.3435**

- Overall supervision of custodial, maintenance, and energy management departments
- Administrative liaison to the Board building and site committee
- Facility and site evaluations
- Plans for new construction, remodeling and maintenance of buildings
- Bond issue projects
- Project management
- District property management
- Oversees District sustainability related to facilities
- Traffic Studies
- District health and safety requirements
- Phase II storm water requirements
- AHERA designated person
- MIOSHA inspections and compliance

**Cathy Mayes, Secretary to Jon Riebe .....248.489.3436**

- Purchasing/accounts payable/budgets
- Permit billings
- Health and safety
- Fuel, keys, pagers
- MSDS file maintenance
- Key agreement maintenance

**Jim Pearse, Energy Manager/Educator.....248-426-2865**

- Track, monitor and maintain energy records for all district buildings
- Regular energy audits of facilities
- Liaison between district and Energy Education, Inc.
- Provide relative information and audit checks to appropriate personnel
- Source of information for energy usage and cost to District
- Chair, District Green Team
- Liaison to school student led green teams
- Liaison to City of Farmington Hills Green Efforts Committee
- District sustainability
- Purchases energy for District
- Coordinates District-level moves
- Coordinates garage sales due to buildings closures

**Diane M. Neal, Supervisor of Custodial Services .....248.489.3442**

Supervises and provides direction for all activities of the Operations Department.

- Cleaning procedures/schedules
- Overtime requirements
- In-service and training requirements
- Custodial personnel performance and evaluations
- Approval of custodial vacation/leave requests
- Process and approve operation personnel leaves of absence
- Develop and administer annual operations budget/with maintenance dept.

- Assists in hiring of operations personnel
- Custodial supplies/equipment selection and repairs
- Association hours log
- Coordinate blood borne pathogens training with human resources dept.
- Investigation of custodial concerns/complaints
- Cleaning personnel safety requirements and personal protective equipment
- Waste disposal
- Matting requirements
- Moving/packing requirements for District construction projects
- Gym floors – supplies, training and procedures

**Lisa Boyce, Secretary to Diane Neal .....248.426.1053**

- In-service and training requirements
- Schedules
- Custodial postings
- Substitute custodians

**John Shinske, Supervisor of Maintenance Services .....248.489.3481**

Supervises and provides direction for all activities of the maintenance department.

- Interior/exterior maintenance
- Swimming pools
- Boilers/HVAC, electrical, plumbing systems, hardware and painting
- Work order system
- Assists in hiring of maintenance personnel
- Pest control services
- Assist energy manager with energy management
- Assist with capital projects
- Preventative maintenance
- Athletic Field Maintenance
- Playground, recreation services, sledding hill
- Insurance safety inspections
- Building/Property Damage/Loss reporting
- Grounds equipment
- Snow removal

**Kathy Ostrander, Secretary to Diane Neal and John Shinske .....248.426.4729**

- Substitute custodians
- Custodial/maintenance attendance, payroll and banks
- Work order assignments, process and status
- District services (pest control, trash disposal, elevators, etc.)
- Employee injuries

**Annette Gasparotto, Facilities Management Coordinator.....248.489.3382**

- Coordinate the use of facilities
- Assist with Energy Management /Education
- Manage school and building energy management schedule
- Coordinate district security (fobs)
- Procure services and inspections (fire extinguishers, fire alarms, bleachers, forklifts, geni/sissors-generators, gym floor schedule and filter orders)
- Coordinate city elections

**Information Technology** [^ Back to Top](#)

**Michael Johnston, Director of Information Technology.....248. 489.3335**

- Computer hardware/software support and purchase
- Telephone support and installation
- Network infrastructure support
- Internet, local and wide area access
- Data/voice/video cabling
- Software licensing/purchasing
- Web page support, development for internet/intranet
- Database development, maintenance
- Network security
- Software/hardware evaluation, specifications and standardization
- Disaster recovery
- Assists in hiring of IT personnel

**Kathy Ciolfi, Inventory Control Coordinator.....248.489.3326**

- Maintains inventory of all district wide computers, printers, district wide software, networking switches, routers, phones, UPS (Uninterruptible Power Supply) and video infrastructure equipment
- Responsible for purchase orders for all information technology district wide use of hardware and software licensing
- Monitor/Track IT database and initiate quotes/orders for necessary repairs and replacement parts. Monitor and maintain in stock inventory parts.
- Manage maintenance contracts and renewals
- Budget Information – track funds for technology & Building Site (ITS) and Information Technology Dept (ITS)-work with IT director for proper budget allocations and expenditures.
- Tech support as needed for password and login help.
- Clerical/Receptionist for IT Department
- Research various hardware/parts and request quotes regarding upgrades, replacements, and trade-ins of defective equipment and parts.
- Calculate and maintain building computer allocation figures based on student enrollment

**Tiffany Gentile – Technology and Project Coordinator.....248-324-5535**

- Reports directly to the Director of Information Technology and is the primary departmental technical contact
- Works with the Director of IT to prioritize tasks and both long and short term projects
- Assists the Director of IT in identifying technological opportunities to improve district productivity and conducts R & D on these proposed technology initiatives
- Actively participates in the development and/or refinement of departmental policies, procedures, and standards and insures all users have reliable, effective technical tools to perform their jobs
- Coordinates tasks, projects and technical development of team members
- Responsible for providing prompt, effective technical support as well as configuration and administration of data, voice communications, network infrastructure, servers, departmental systems, layered applications, computers, and help desk

**Frank Gariepy - Systems Engineer.....248-324-5535**

- Provide second level support to Technical Support Specialist
- Provide maintenance, design, configuration support and backup for all Novell, Microsoft and Suse Linux servers
- Provide design installation and configuration support for all Cisco infrastructure devices including switches, routers and call managers
- Provide third level support to the computer support technicians
- Network security configuration, support and review
- Student information system maintenance and support

**Larry Massolia, Tony Cvitkovic – Technical Support Specialist.....248-324-5535**

- Second level support for Computer Support Technicians
- To reduce reliance on outside vendor support, perform 2<sup>nd</sup> level diagnosis and hardware repair on all computers and peripherals
- Troubleshoot and maintain all TV10 equipment
- Troubleshoot and maintain building sound systems (auditoriums, music, gyms, cafeterias, LGIs) and public address systems
- Repair classroom AV equipment including overhead projectors, tape recorders, VCRs, CDs, DVDs, and televisions
- Support district wide fiber video distribution systems as well as the integration of the in-house channels with Brighthouse cable channels. Maintain the head end cable in each building feeding cable television to the classrooms
- Assist the Director of Information Technology in evaluating and selecting new audio, video, and technology solutions that are being phased in with out of date equipment

**Renee Comstock, Debbie Cox, Cathy McClelland, Julie Sacha, Julie Zatsick - Computer Support Technician.....248.324.5535**

- Staffs a centralized help desk to facilitate exchange of information and advice; implements solutions or notifies outsource providers as required
- Provide hardware, software, installation and configuration support for desktop computers, laptops, interactive whiteboards, printers, telephones and peripheral equipment
- Provide moves adds and changes for network users accounts computer equipment and phones
- Provide technical support to all end users
- Creation and deployment of base desktop image for office, elementary, middle and high school levels
- Network security support and review
- Monitor district's WAN/LAN infrastructure
- Testing and installing of district and user software on all platform levels.

**Transportation [^ Back to Top](#)**

**William Tousley, Transportation Supervisor .....248.489.3700**

- Supervision of transportation services
- Supervision of fleet maintenance
- Implement district policies concerning transportation and staff
- Reviews stop changes
- Resolve parent concerns
- Advise district on transportation issues
- Oversees vehicle purchases
- Review drivers work performance
- Oversees the hiring and training of transportation personnel

- Advisor to the Transportation Advisory Committee

**April Varcoe, Secretary.....248.489.3700**

- Payroll
- Field trip scheduling and billing
- Transportation and fleet maintenance billings
- Employee records
- Responds to school and parent concerns

**Michael Rodzewicz, Afternoon Dispatcher .....248.489.3700**

- Dispatching drivers and vehicles
- Regular education routes maintenance
- Work shuttles
- Regular education kindergarten routes
- Skyward downloads
- Poly plot routing maintenance
- Special need route maintenance assistance
- Headstart transportation – Alameda and Farmington Community School
- Public and non-public enrollment and data entry

**Tami Neimeister, Morning Dispatcher .....248.489.3700**

- Dispatching drivers and vehicles
- Special needs route maintenance for district and out district
- Special needs and early childhood center routes
- Regular education route maintenance assistance
- Poly plot routing maintenance
- Headstart transportation – Wood Creek
- Public and non-public enrollment and data entry

**Mary A. Reynolds, Executive Director of Business Services ..... 248.489.3341**

**Cynda Nelson, Secretary**

- Budget development & management
- Insurance (Property/Liability/Injury/Incident)
- Investments
- Invoicing
- Bond financing issues
- District Budget Committee
- Financial Strategies Committee
- Bond continuing disclosure
- Board of Trustees – Michigan Liquid Asset Fund
- Board of Trustees – Middle Cities Risk Mgmt Trust
- Board of Trustees – Michigan School Business Officials
- Tax Exempt Certificate processing
- Staff Procedural Handbook
- Out of District mail

**Julie Yelick, Supervisor of Purchasing and Business Support Services .... 248.489.3332**

- Cell phone program
- E-rate
- B-1 Schedule
- Insurance Renewal
- Budget preparation
- Financial reports to State (i.e. 4096, 4094)
- Position tracking/control
- Purchasing and acquisitions
- District bids
- Disposal of school property
- Fixed assets
- Maintenance contracts
- Coordinate district-wide mail delivery/courier mail service
- Capital orders

**Jackie Tomoff, Bookkeeper..... 248.489.3344**

- Purchase order/Invoice reconciliation
- Stock request inquiries
- BiTech information

**Jennifer F. Kaminski, Director of Business..... 248.489.3322**

- 6 Funds:
  - General
  - Nutrition
  - Capital Projects Technology
  - Debt
  - Athletic
  - Capital Projects Maintenance/Bus Purchases
- Audit
- Internal control
- Student activity books
- BiTech support
- FID Reporting
- ORS Web Reporting
- Financial reports to State (i.e., Food Service, FID)

**Accounts Payable**

Vendors A-C, and P-Z – **Pam Waack** (Petty Cash)..... **248.489.3313**

Vendors D-O – **Pat Diaz** (Cash receipts)..... **248.489.3321**

**Payroll**

FEA and ESP and TSAs, 457, Special Pay Plan – **Jennifer Moe** ..... **248.489.3324**

Employee reimbursements, health benefit deductions and

Direct Deposit – **Sue Kubiak**..... **248.489.3312**

All other employees and Retirement Purchase Program – **Pam Tungl**..... **248.489.3325**

Grant reporting, benefit payments – **George Jackson**..... **248.489.3310**

General Accounting – **Deb Hainer** ..... **248.489.3307**

- Monthly reporting
- Bank reconciliations
- Wire transfers
- Journal entries
- Medicaid reporting
- Cash flow
- Board report on expenditures
- Accounts receivable
- Bank account signatories
- PaySchools

**Nutrition Services** [^ Back to Top](#)

**Mary Rodriguez-Keuhn, Nutrition Services Supervisor** ..... **248.489.3717**

- Budget responsibility
- School Lunch Advisory Committee chair
- Employee issues/hiring/supervision
- Menu writing
- Staffing levels
- Departmental bids
- Product purchasing & evaluations

**Janet Smith, Assistant Supervisor ..... 248.489.3717**

- Product ordering/pricing
- Vendor contacts
- Equipment concerns
- Customer concerns
- Supervision of department drivers
- Nutritional health & safety issues
- Time studies
- Employee scheduling
- Revenue versus expenditure analysis

**Cheryl Conn-Oeller, Bookkeeper ..... 248.489.3319**

- Skyward debit system specialist
- Bank deposits
- State reporting & claims
- Free & Reduced Lunch reports
- Maintain lunch database, corrections setup
- Train District employees on Skyward Lunch System operation
- Department billing/collections
- Bi-Tech posting – accounts receivables
- Refund requests & processing payments

**Mary Sobczak, Secretary ..... 248.489.3717**

- Employee scheduling/absences
- Accounts payable
- Daily lunch counts
- Free & Reduced applications
- Invoices
- Skyward corrections

**Catherine Cost, Assistant Superintendent ..... 248.489.3328**

Responsible for:

- K-12 curriculum studies including special programs, funding and staffing requirements
- K-12 instructional materials
- K-12 instructional programs
- District professional development programs
- Advise the District on best instructional practices
- District School Improvement and North Central Accreditation process
- Provide leadership in the planning and presentation of instructional reports to the Superintendent and Board of Education
- Planning for Design Team and Leadership Team meetings
- Field Trips
- Galileo Teacher Leadership Consortium
- Grade Review/Appeal
- National Board of Professional Teacher Certification
- Student Teachers
- Planning for Board workshops
- International Baccalaureate
- Professional Learning Communities (PLCs)
- Student Information System (Zangle) implementation
- Hearing Officer
- Student Code of Conduct
- Truancy
- Dual Enrollment
- Administrative Evaluations
- District/University Partnerships
- Summer Workshops
- Oakland Schools Teaching & Learning Liaison
- Crisis Management
- School Resource Officer
- Police Liaisons
- Instructional Policy Review
- Oversee pupil accounting

**Lynn Green, Executive Assistant, Instructional Services .....248.489.3327**

- Coordinate assistant superintendent's schedule
- Assist assistant superintendent with communications, phone contacts and reports
- Assist executive directors and instructional staff with Board reports
- Schedule/coordinate meetings for instructional leaders, Leadership Team, Design Team, Galileo, International Baccalaureate Committee, and teacher leadership committee
- Oversee Dual Enrollment
- Coordinate District SB-CEUs
- Assist in ordering of IB program materials and maintenance of budgets
- Assist in reports related to Hearing Officers and School Resource Officers
- Member of Central Office Crises Management Team
- Zangle coordination contact

- Coordinate student teacher placement and records
- Textbook material adoptions
- Update Instructional Administrative/Department Advisors List
- Annual CEPI State reporting
- Interact with parents, staff, students, community members regarding instructional issues
- Prepare check request, student teacher stipend payments, instructional itinerant staff mileage requests
- Coordinate payments for Summer Workshops
- Central Office SYSOP

**Donna Reuter, Student Information Technician..... 248.489.3342**

- Pupil accounting
- Fall/Spring/year-end student count reports
- Michigan Student Data System (MSDS) submissions
- UIC (Unique Identification Code) Resolver
- State reports – Planned Hours report, Actual Hours report
- Educational Entity Master (EEM) verification
- Zangle database support
- Year end rollover for every building on Zangle
- December 1<sup>st</sup> Federal Special Education report
- Weekly Pearson extracts
- Graduation and Dropout (GAD) Application authorized user
- Pupil Headcount report
- Office of Civil Rights Compliance report
- Input student data for shared time program with Our Lady of Sorrows
- Homeless Liaison

***K-12 Instruction*** [^ Back to Top](#)

**Jon Manier, Executive Director ..... 248.489.3409**

**Terry Wyderko, Secretary**

- Frameworks Curriculum Development Committee
  - Curriculum Mapping
  - Review and Approval of Instructional Resources
- Personal Curriculum Coordination
- Curriculum Coordinators Oversight
  - Instructional technology
  - Math
- Curriculum Coordination for:
  - Social Studies k-12
  - Science k-12
  - Physical Education k-12
  - Art k-12
  - Music k-12
- Instructional Technology, including
  - Technology Advisory Group
  - Educational Technology Committee
- District-Wide Athletics Oversight
- Coordinate elementary and secondary principal groups
- Administrator evaluations
- Assessment Department Oversight
- Online learning programs

- Hearing Officer
- Administrative transfers
- Course Description Books
- Curriculum materials and Instructional Resources
- Fine Arts Coordination
- Elementary scheduling
- Elementary specialist scheduling
- New administrator mentoring
- Crisis management for schools
- PD for staff
- Shared Time Coordinator
  - Our Lady of Sorrows
- Instructional Contact Person/Liaison For:
  - Harrison High School
  - North Farmington High School
  - East Middle School
  - Dunckel Middle School
  - Highmeadow Common Campus
  - Kenbrook Elementary School
  - Lanigan Elementary School

**Mark Wilson, Executive Director ..... 248.489.3406**

**Sharon Elvy, Secretary**

- New Teacher induction
- Assistant principal development
- Instructional Coaching
- Curriculum coordinators
  - \* English/LA
  - \* Media
  - \* Secondary social studies
- Elementary Cohorts
- Administrator evaluations
- Oakland Schools Alternative Ed
- Transition Programs (LINK, WEB, TIES)
- Administrative transfers
- Hearing officer
- New Teacher Mentoring and Induction
- Asst. Principal Development
- Counselors
- Coaching
- School Principals (meetings, evaluations, support)
- Crisis Management
- PD for staff
- HS Master Schedule
- Literacy Intervention
- Health
- Course Planners
- Instructional Contact Person/Liaison for:
  - Farmington High School
  - Farmington Central High School
  - Power Upper Elementary School

- Warner Upper Elementary School
- Beechview Elementary School
- Forest Elementary School
- Gill Elementary School
- Hillside Elementary School
- Longacre Elementary School
- Wood Creek Elementary School

**Assessment and School Improvement** [^ Back to Top](#)

**Kristin Gekiere, Director**..... 248.489.3402

Terry Wyderko, **Secretary**

- Survey development & study design
- District-wide Assessment
- State Accreditation – AYP/Education YES
- State and Federal testing program
- Data collection, desegregation and reporting
- Program evaluation and special projects
- Student assessment – report cards
- NCA accreditation/school improvement
- High school college profiles

**Athletics** [^ Back to Top](#)

**Linda Fox, Director** ..... 248.489.3352

**Jody Militello, Secretary**

- Athletic scheduling and transportation (high school/middle school)
- Coaches hiring/assignments/evaluations/supervision
- Development of rules/regulations for athletic activities
- Equipment ordering
- Hiring of officials for all athletic contests
- Oakland County Athletic Association representative
- Michigan High School Athletic Association representative

**Adult /Alternative Education** [^ Back to Top](#)

**Pat Karas, Director**..... 248.489.3333

- Adult literacy
- Adult Education
- Farmington Central High School/ Alternative Education
- Council of Community Resources
- District Budget Committee
- District Safety Committee
- English as a Second Language (ESL)
- GED
- Interagency Council
- Manages EL Civics and Adult Basic Education Grants
- Summer School (Pre-K to 12)

**Sandy Welling, Secretary for Adult/Alternative  
and Summer School Programs..... 248.489.3333**

- Maintains inventory of all computers, printers, phones at Community Schools
- Types up adult education teacher contracts
- Maintain records for adult ESL
- Completion of reports for MAERS – Michigan Adult Education Reporting System
- Handles payroll/purchase orders for adult ed, alternative ed, adult basic ed Assists with budgets
- Summer school secretary

**Early Childhood ^ [Back to Top](#)**

**Nancy Ely, Director, Early Childhood Education..... 248.489.3808**

- Early Childhood Department
- Center and Satellite preschool programs
- Early Childhood Special Education Programs & Services age 0-5
- Grants: Michigan School Readiness Program, Achieving Preschool Excellence, Head Start

**Alameda Early Childhood Center**

**Nancy Ely, Director**

**Carma Kay, Secretary ..... 248.489.3808**

**Cynthia Trevisan, Clerk**

**Pamela Prior, Teacher Consultant**

- Teacher consultation services – special education preprimary age students
- Maintains compliance with policies and laws, grant requirements, state licensing and accreditation requirements
- Assist in implementing early childhood studies
- Assist with planning of staff meetings, trainings and inservices

**Farmington Community School**

**Kirsten Jules, Center Coordinator**

**Dorothy Laird, Secretary ..... 248.489.3373**

**Pamela Prior, Teacher Consultant**

- Oversee Farmington Community School Early Childhood Center
- Manages grants (GSRP, APEX, Head Start)
- Maintains compliance with policies and laws, grant requirements, state licensing and accreditation requirements
- Assist in implementing early childhood studies, data collection, curriculum support
- Plans staff meetings, trainings and inservices
- Teacher consultation services – special education preprimary age students

## **School and Community Relations Services** [^ Back to Top](#)

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<b>Diane Bauman, Director .....</b>	<b>248.489.3349</b>
<b>Dina Ascenzo, Secretary .....</b>	<b>248.489.3349</b>
<b>Gail Green, Lynne Meyer, Communications Specialists .....</b>	<b>248.489.3350</b>
<b>Scott Huff, Web Master .....</b>	<b>248.489.3423</b>

- Media contact person (District spokesperson, school closings and news releases)
- School Annual Reports (PA 335)
- District Annual Report
- Residency/Enrollment Issues
- High School Commencement Ceremonies
- District and school web sites
- District list serves
- District and School on-line calendars
- Social media accounts (FaceBook and Twitter)
- Board of Education meeting cablecasts/TV-10 school community relations
- District Events (Back to School Employee Picnic, Senior Adult Forum breakfast, Superintendent's Awards of Excellence Breakfast, Turn Around Awards Program, Retirement Dinner/Reception, Parisian Shopping Day, Partnership Wall of Fame)
- District Recognitions (Senior Adult Extraordinaire Award, Judy White-Ora "Teaching with Heart and Soul" Award, Peggy McKinley Leadership Award)
- Marketing and Publications (UpDate District newsletter, @Farmington staff online newsletter, staff directory, alumni directory, boundary maps, District logo merchandise, early childhood marketing projects, high school graduation programs, summer program fliers, Senior Adult Card Program, business cards, FPS letterhead, misc. brochures/publications and approval for fliers distributed within District)
  
- Committees and Community Outreach:
  - Community Partnership Advisory Council
  - District Administrative Crisis Team
  - HOPE (Hold On to Public Education)
  - PTA Council
  - Heritage Week Committee (MCMR)
  - Michigan School Public Relations Association (Board member)
  - Oakland County School Public Relations Association
  - District contact for Advocates for Excellence in Education (AEE)
  - Pledge for Success
  - Goodfellows Canned Food Drive (November)
  - District representative (Farmington/Farmington Hills Optimist Club, Farmington Area Interagency Council, Farmington Neighborhood House (Board member), Farmington Youth Assistance (Board member), SAGE (Senior Adults Giving to Education) Program, Farmington Historical Society, Contact for the Y Child Care Before and After School Care, Contact for Foundation Designated Fund accounts,

***Student Support Services & Organizational Leadership*** [^ Back to Top](#)

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**Michele A. Harmala, Ph.D, Assistant Superintendent for Student Support Services and Organizational Leadership..... 248.489.3390**  
**Kim Buckley, Executive Assistant ..... 248.426.4692**

- Strategic planning and transformational change
- Organizational development
- Leadership capacity
- Leadership Team
- Pre K – 12 program development and evaluation
- Personnel staffing, supervision and evaluation
- Performance evaluations
- Response to Instruction/Intervention (RTI)
- Positive Behavior Intervention Support (PBIS)
- Instructional Consultation Teams (ICT)
- Schools of Choice
- Crisis Management
- Hearing Officer
- Student Records including transcript requests and verification
- Student work permits

**Todd Symington, PBIS Coordinator .....248.785-2068**

- Development, implementation, and evaluation of Positive Behavior Intervention Support

**Instructional Equity** [^ Back to Top](#)

**Naomi Khalil, Director of Instructional Equity ..... 248.489.3595**

**Sharon Elvy, Secretary**

- Literacy initiatives
- District equity leader
- New Employee Orientation and mentoring
- Leads District Equity Council & implements initiatives
- Supports recruitment & retention of diverse work force and diversity staff development
- Supports Human Resources diversity staff forum and networking
- International Academy Liaison
- Multicultural/Multiracial Community Council – District community outreach
- Coordinates MSAN initiatives
- Student & staff Civil Rights Compliance (Title VII, Title IX, etc.)
- Newcomer Centers
- State and Federal programs
- Student Assistance Program coordination
- Delta/Gifted program
- Grants
- Section 504
- Title Reporting
- Curriculum Coordinators
  - \* Career/Technical Education
  - \* World language
- LACO Survey

**Bridget Dean, SIOP Trainer ..... 248.489.3609**

**Bilingual and World Languages**

- Scheduling of bilingual staff and students
- Coordination of bilingual testing
- Diversity and language acquisition staff development
- Liaison between school and bilingual community
- Consultation with teachers
- ISD connections
- Represent District in county and state bilingual meetings
- French Back-to-Back/cultural exchange programs
- Bilingual summer school (C.L.A.S.S.) program coordinator
- World languages coordinator
- Student Diversity Committee coordination

**Career & Technology Education [^ Back to Top](#)**

**Kathy Williams, CTE Compliance Officer ..... 248.489.3360**

- Career Technology Education
- MDE/OCTE/Oakland Schools Added Cost funding/Compliance
- CTEIS Portal Reporting
- Perkind and Career Development Grants
- Career Focused Education
- Co-op
- Tech Prep

**Special Education Services [^ Back to Top](#)**

**Valerie Mierzwa, Director of Support Services ..... 248.489.3393**

- Psychological and social work services
- Speech and language services
- Teacher consultants
- Development and evaluation of programs and services pre-K-12
- Programs and services for students with Autism Spectrum Disorder
- K-12 special education supervision (Lanigan Elementary, North Farmington High School)
- Private and parochial services
- Organization and management of professional development, including identification and preparation of required staff training
- Internal operations including Records/Compliance/Monitoring/Quality assurance/Capacity building
- Procedural due process/school related legal issues
- Consumer relationships
- Personnel staffing, supervision, & evaluation
- Federal projects and budget development and reporting
- Parent Advisory Committee

- Sandra Sandrock, Secretary .....248.489.3388**
  - Medicaid-School based services/administrative outreach program
  - Purchasing for Special Education – General and Federal accounts
  - Check requests
  - Conference requests/reimbursements
  - Attendance
  - Section 53
  - Ancillary/itinerant staff schedules
  - Special projects for department
  - Support to Supervisors of Special Education
  
- Patricia Vincent, Secretary, Federal Grants.....248.489.3391**
  - Support to executive director of support services
  - Coordinates hiring process for ancillary & selected Special Education staff
  - Monitors highly Qualified Status documentation for teachers
  - Monitors certification documentation for teachers and ancillary staff
  - Books on Tape orders
  - Department mileage requests
  - Help coordinate ESY and maintenance of proper account numbers
  - Keep track of federal, local and center funded staff
  - Work with SEA to maintain proper records for ESP and FEA staffing
  - Special projects for department
  - Support to supervisors of Special Education
  - Support to federal projects
  
- LaDonna Hartman, Student Information Technician.....248.489.3394**
  - Data Recording of Student Individualized Education Programs (IEP), Multidisciplinary Evaluation Team (MET) summaries and manifestations
  - Maintain Skyward database
  - Special education student count and verification of information
  - Special education new referrals and transfer enrollments
  - Records Requests for Special Education students
  - Maintain Special education student records
  - Student Referral Services for Oakland County
  - Special projects for department
  - Support to Supervisors of Special Education
  
- Barbara Schroeder, Records Secretary.....248-426-2652**
  - Special Education archived records
  - Special Education electronic record scanning
  
- Mary Loewe-Glovak, Special Education Supervisor.....248-426-2732**
  - Transition coordinators
  - K-12 special education supervision (Beechview, Gill, Hillside, Longacre, Wood Creek elementary schools; Power Upper Elementary School; East Middle School; Farmington and Harrison high schools)

**Nancy Ely, Director, Early Childhood Special Education.....248.489.3804**

**Carma Kay, Secretary.....248.489.3808**

- Child Find
- Early Intervention
- Pre-K Early Childhood Special Education Programs and Services
- Alameda and Community School Early Childhood Centers
- K-4 special education supervision (Kenbrook Elementary School)

**Bobbie Hayes Goodrum, Special Education Supervisor.....248.489.3821**

**Patricia Zimmerman, Secretary.....248.489.3819**

- Principal, Cloverdale School
- SXI Satellite Programs
- Physical impairment categorical programs/services
- Services for students having vision and hearing impairments
- Occupational and physical therapy services
- Adaptive physical education services

**Bonnie James, Principal.....248.489.3828**

**Karla Fischer, Secretary.....248.489.3833**

- Principal, Visions Unlimited
- K-12 special education supervision (Forest Elementary and Highmeadow Common Campus; Warner Upper Elementary School; OE Dunckel Middle School)

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