

**“Who do I contact?” – A resource for APPS staff**

<b>“Who do I contact... for”</b>	<b>Contact Person (In sequential order)</b>
5 <sup>th</sup> Grade Outdoor Camp	5 <sup>th</sup> Grade Teachers
Absence reporting assistance (Teachers)	1. AESOP Website 2. Laura Jones (313) 559-2494 3. Judith Frahm
Absence reporting (Teachers) SCHOOL BUSINESS (Field Trips, Work Sessions, Conferences)	1. Building Secretary 2. Building Principal
Accident/Injury - Employees	1. Building Principal/Director 2. Mike Dawson 3. Judith Frahm
Accident/Injury – Students	1. Building Principal/Director 2. Judith Frahm 3. Director of Finance
AED (Automated External Defibrillators)	1. Building Principal/Director 2. Building Maintenance
Alarm System	1. Pam Miller 2. Marleen Nowland
Benefits - Employees (Health, Vision, Dental)	1. Joannie Payne 2. Director of Finance
Boundary Transfers	1. Judith Frahm 2. Mike Dawson
Building Clocks & Bells	Building Maintenance
Calendar – District Events Schedule	Barb Zdrodowski
Center for the Arts (H.S. Auditorium)	Ron Davis
Change of Address or Name (Staff)	Joannie Payne
Change of Phone Contact Information (Staff)	Joannie Payne
Civil Rights Coordinator	HS Principal
COBRA Administration	1. Joannie Payne 2. Director of Finance
Community School	1. Kristy Caleca 2. Rebecca Westrate
Community Services (Latchkey, Summer Camp, Swim Programs)	1. Elizabeth Lee 2. Rebecca Westrate
Criminal History Verification	1. Judith Frahm 2. Mike Dawson
Degree Adjustment	1. Judith Frahm 2. Director of Finance
Discovery Education/Videostreaming	John Tafelski
District Communications	Barb Zdrodowski

DnA	Kathy Andrews
Doctor and Medical Notes (Staff Leaves/Absences)	1. Joannie Payne 2. Mike Dawson
Drivers' Education	Karen Moran
Elevator Phones	Tiffany Keith
Employee Assistance Program	Mike Dawson
Employment Verification	Judith Frahm
Energy Essentials Task Force	Robin Partrich
English Learners (EL)	John Tafelski
Enrollment – New Students	1. Judith Frahm 2. Mike Dawson
Events/District Calendar	Barb Zdrodowski
Facility Use – Rentals	Elizabeth Lee
Field Trips – District Bus Reservation	Marleen Nowland
Fingerprinting	1. Judith Frahm 2. Mike Dawson
Fire Alarm	Maintenance Staff
Flyer Distribution Approval	Barb Zdrodowski
FOIA Requests	Superintendent's Office
Food Services – Free/Reduced Lunch	1. Karen Rodgers 2. Karen Guobis
Health Insurance Enrollment	1. Joannie Payne 2. Director of Finance
Heating & Cooling Issues	1. Building Head Custodian (During Day) 2. Pam Miller (Evening Hours) 3. Marleen Nowland
Homeless Liaison	1. Judith Frahm 2. Mike Dawson
I-Chat (Volunteer Background Check)	Marleen Nowland
Instructional Curriculum Council	1. Building Principal 2. John Tafelski 3. Jeanette MacDonald (Co-Chair)
Latchkey	Elizabeth Lee
Maintenance Issues	1. Building Maintenance Staff 2. Building Principal 3. Pam Miller 4. Marleen Nowland
MiStar Assistance	Kathy Andrews (Please do not call RESA directly)
Moodle	John Tafelski
OK-2-SAY (Anonymous Tip Program)	Mike Darga
ParentConnection	Building Secretary
Payroll Questions	1. Building Secretary (Attendance Issues) 2. Joannie Payne
Preschool Program	1. Kristy Caleca 2. Rebecca Westrate
Professional Development/Conferences	1. Building Principal 2. John Tafelski

Psychologist	Debra Green
Public Relations – Comcast, Press Release, District Newsletter, District Communications	Barb Zdrodowski
Pupil Accounting/Membership	1. Judith Frahm 2. Mike Dawson
Register of Employee Personnel (REP)	Judith Frahm
Safe Schools	1. Building Principal 2. Mike Dawson
Safety Committee (District-wide)	1. Building Principal 2. Tanya Duffy, Mike Darga
School Improvement	John Tafelski
School Resource Officer	Officer Marcos Madrigal <i>mmadrigal@allenparkpolice.org</i>
Schools of Choice Program	1. Judith Frahm 2. Mike Dawson
Section 504 Compliance	Mark Lowe
Special Education	1. Building Principal 2. Dr. Matthew Sokol 3. Marianne Dobek
Special Education – Teacher Consultants	Cindy Marcero, Lisa Wojtowicz
Stormwater Management/Education	Pam Miller
Summer Camp/Community Services	Elizabeth Lee
Summer School (Elementary)	Sara Metzger
Summer School (H.S. & M.S.)	Karen Moran
Swim Programs/Community Services	1. Elizabeth Lee 2. Rebecca Westrate
Teacher Re-Certification	Mike Dawson
Technology Service Requests  Note: <i>Using the “help me out” icon allows service requests to be prioritized, assigned and a follow-up email to requestor generated.</i>	<b>If computer is functioning:</b> Help me out (icon on desktop)  <b>If computer is not functioning:</b> Dial “HELP” on district phone and call will be answered by a technician  <b>Emergency Contacts:</b> John Brataniec (313) 405-3461 Adam Michalak (313) 848-2365
Testing (Student): a) MME/SAT b) M-STEP c) MI-Access d) WIDA	HS Principal or Rebecca Westrate John Tafelski John Tafelski, Dr. Matthew Sokol John Tafelski
Transcripts (High School)	1. Laurie LeBlanc 2. Colleen Nightingale (Summer Requests)
Transportation – Bus Routes	Marleen Nowland
Tuition Reimbursement	Mike Dawson
Volunteers – VOICE Program	Stephen Zielinski

<i>(I-Chat Background Checks-Marleen Nowland)</i>	
Website – apps.k12.mi.us	Adam Michalak
Workers Compensation Claims	<ol style="list-style-type: none"> <li>1. Judith Frahm</li> <li>2. Director of Finance</li> </ol>

Updated 8/29/2017