

ADMINISTRATION BUILDING SERVICE DIRECTORY

If you need help with:	Contact:	206-901-
504 accomodations, employee	Arlene Vollema-Rich, HR and Business Specialist	8031
504 accomodations, student	Joan Lawson, Director of Special Education	8035
Accidents, employees (L&I)	Arlene Vollema-Rich, HR and Business Specialist	8031
Accidents, students (Risk Management)	Dr. Richard Maloney, Executive Director of HR and Labor Relations	8005
Account codes	Veronica Birdsong, Operation Asst/Purchaser	8014
Accountability	Vivian Palmer, Exec. Dir. of Accountability, Assessment & Technology	8070
Accounts payable	Veronica Birdsong, Operation Asst/Purchaser	8014
Accounts receivable	Veronica Birdsong, Operations Asst/Purchaser	8014
ADA issues, employees	Arlene Vollema-Rich, HR and Business Specialist	8031
ADA issues, student	Joan Lawson, Director of Special Education	8035
Adequate Yearly Progress/Annual Measurable Objectives	Dr. JoAnne Fabian, Chief Academic Officer	8032
Adult Literacy Program	Clair Chean, Family Engagement and Refugee Services Manager	8021
Advanced Placement (AP)	Ronnie Belle, Director of Accountability and Assessment	8082
Affirmative Action	Dr. Richard Maloney, Executive Director of HR and Labor Relations	8005
Alarm codes and access cards	Liliana Cardenas, Maintenance and Operations Supervisor	8020
ASB guidance	Veronica Birdsong, Operation Asst/Purchaser	8014
Asbestos notification	Liliana Cardenas, Maintenance and Operations Supervisor	8020
Assessment	Ronnie Belle, Director of Accountability and Assessment	8082
Athletics and activities	Harvard Jones, Director of Athletics	7922
Autodial system	Sara Niegowski, Communications Director	8036
AVID	Liliya Stefoglo, Director of ELL and Student Services	8032
Background checks (certificated staff)	Charlene Edwards, Director of Employee Services	8011
Background checks (classified staff)	Sally Jerome, HR Coordinator	8007
Badges (employee)	Liliana Cardenas, Maintenance and Operations Supervisor	8020
BEA Compliance	Dr. Judith Berry, Deputy Superintendent	8037
BECCA/truancy	Katherine Turner, Stay in School Coordinator	7812
Benefits and insurance (certificated staff)	Arlene Vollema-Rich, HR and Business Specialist	8031
Benefits and insurance (classified staff)	Arlene Vollema-Rich, HR and Business Specialist	8031
Board of Directors	Deborah Kohr, Executive Assistant to the Superintendent	8006
Bond and levy (2016)	Carol Pizano, Project and Grants Manager	8008
Budget	Alphonso Melton, Controller	8010
Budget account codes	Veronica Birdsong, Operation Asst/Purchaser	8014
Budget transfers	Veronica Birdsong, Operations Asst/Purchaser	8014
Bullying/Harrasment compliance officer (staff)	Dr. Richard Maloney, Executive Director of HR and Labor Relations	8005

Bullying/Harrasment compliance officer (students)	Dr. Richard Maloney, Executive Director of HR and Labor Relations	8005
Business partnership opportunities	Sara Niegowski, Communications Director	8036
Calendar (school and work days for staff/students)	Dr. Richard Maloney, Executive Director of HR and Labor Relations	8005
Capital Facilities Plan	Dr. Judith Berry, Deputy Superintendent	8037
Capital Projects (construction)	Carol Pizano, Project and Grants Manager	8008
Career and Technical Education (CTE)	Vivian Palmer, Exec. Dir. of Accountability, Assessment & Technology	8070
Cash deposits	Veronica Birdsong, Operation Asst/Purchaser	8014
Catering	Craig Huckins, Director of Food Services	7823
Childfind	Joan Lawson, Director of Special Education	8035
Clock hours/in-service (certificated staff)	Charlene Edwards, Director of Employee Services	8011
Clock hours/in-service (classified staff)	Sally Jerome, HR Coordinator	8007
Comcast Internet Essentials, eligibilty brochures and info	Craig Huckins, Director of Food Services	7823
Comcast Internet Essentials, family enrollment	Comcast: 1-855-846-8376	
Communication	Sara Niegowski, Communications Director	8036
Community liaisons	Clair Chean, Family Engagement and Refugee Services Manager	8021
Computer problems	Technology Help Desk	8080
Construction (timelines, progress)	Carol Pizano, Project and Grants Manager	8008
Contracts	Dr. Richard Maloney, Executive Director of HR and Labor Relations	8005
Counselors/social workers	Joan Lawson, Director of Special Education	8035
Credit cards (district)	Veronica Birdsong, Operation Asst/Purchaser	8014
Curriculum and instruction	Dr. JoAnne Fabian, Chief Academic Officer	8032
Custodial service	Liliana Cardenas, Maintenance and Operations Supervisor	8020
Data analysis	Ronnie Belle, Director of Accountability and Assessment	8082
Distribution of public flyers	Sara Niegowski, Communications Director	8036
District Improvement Plan (DIP)	Dr. JoAnne Fabian, Chief Academic Officer	8032
Early Childhood Special Education (ECSE)	Joan Lawson, Director of Special Education	8035
Early Learning	Heather Newman, Director of Early Learning	8019
ECEAP (preschool)	Heather Newman, Director of Early Learning	8019
ELL (English Language Learners)	Liliya Stefoglo, Director of ELL and Student Services	8025
Emergency communications	Sara Niegowski, Communications Director	8036
Emergency preparedness	Dr. Judith Berry, Deputy Superintendent	8037
Employee Access to Skyward (certificated)	Charlene Edwards, Director of Employee Services	8011
Employee Access to Skyward (classified)	Sally Jerome, HR Coordinator	8007
Employee Assistance Program (EAP)	Arlene Vollema-Rich, HR and Business Specialist	8031
Employee name/address changes (certificated)	Charlene Edwards, Director of Employee Services	8011
Employee name/address changes (classified)	Sally Jerome, HR Coordinator	8007
Employment (certificated)	Charlene Edwards, Director of Employee Services	8011
Employment (classified)	Sally Jerome, HR Coordinator	8007

Enrollment/P223	Veronica Birdsong, Operation Asst/Purchaser	8014
Equal Employment Opporutinity	Dr. Richard Maloney, Executive Director of HR and Labor Relations	8005
Equity Team	Dr. Nancy Coogan, Superintendent	8006
ESEA teacher qualifications	Dr. Richard Maloney, Executive Director of HR and Labor Relations	8005
Evaluation (TPEP training)	Dr. JoAnne Fabian, Chief Academic Officer	8032
Expenditures/budget corrections	Althea Clark, Director Finance	8004
Facilities	Liliana Cardenas, Maintenance and Operations Supervisor	8020
Facility rental	Harvard Jones, Director of Athletics	7922
Family Access login	School's main office	
Family Access name/phone/address changes	School's main office	
FERPA (Family Educational Rights and Privacy Act) letters	Sara Niegowski, Communications Director	8036
FERPA (Family Educational Rights and Privacy Act) violations	Dr. Richard Maloney, Executive Director of HR and Labor Relations	8005
Finances	Alphonso Melton, Controller	8010
Fixed assests	Althea Clark, Director Finance	8004
Flyers (approval to post/distribute)	Sara Niegowski, Communications Director	8036
Food services	Craig Huckins, Director of Food Services	7823
Free and Reduced Lunch program	Craig Huckins, Director of Food Services	7823
Grant claims	Veronica Birdsong, Operations Asst/Purchaser	8014
Grants	Carol Pizano, Project and Grants Manager	8008
Grounds work	Liliana Cardenas, Maintenance and Operations Supervisor	8020
Headstart (preschool)	Heather Newman, Director of Early Learning	8019
Health and fitness	Jane de Mello-Long, Special Education Admin Assistant	8033
Health services	Joan Lawson, Director of Special Education	8035
Highly capable	Dr. JoAnne Fabian, Chief Academic Officer	8032
Home/hospital support	Joan Lawson, Director of Special Education	8035
Homeless students	Jonathan Houston, McKinney Vento Coordinator	7633
Homeroom	Ronnie Belle, Director of Accountability and Assessment	8082
Human services	Liliya Stefoglo, Director of ELL and Student Services	8025
IEPs (Individual Education Program)	Joan Lawson, Director of Special Education	8035
iGrants	Vivian Palmer, Exec. Dir. of Accountability, Assessment & Technology	8070
Immigrant services	Clair Chean, Family Engagement and Refugee Services Manager	8021
Incident reports (staff and students)	Arlene Vollema-Rich, HR and Business Specialist	8031
Instructional technology	Theren Hayes, Instructional Technology Specialist	8085
Interpretations, translations	Daniella Mark, Administrative Assistant ELL and Student Services	8028
Inventory of district equipment	Alphonso Melton, Controller	8010
Job openings	Website: www.tukwila.wednet.edu	
Kindergarten registration	Heather Newman, Director of Early Learning	8019
Language Line	Daniella Mark, Administrative Assistant ELL and Student Services	8028

Leave requests	Arlene Vollema-Rich, HR and Business Specialist	8031
McKinney Vento/homeless	Jonathan Houston, McKinney Vento Coordinator	7633
Media inquiries	Sara Niegowski, Communications Director	8036
Mentor teacher program	Andrea Dailey-Michaux, Mentor Teacher Consultant	8000
Navigation 101	Liliya Stefoglo, Director of ELL and Student Services	8025
NBTC (National Board)	Charlene Edwards, Director of Employee Services	8011
Network systems	Hsian-Yu Kuo, Director of Information Technology	8083
Nursing services	Mary Beth Paquette, District Nurse	7909
Nutrition in student meals	Craig Huckins, Director of Food Services	7823
Orientation (certificated staff)	Charlene Edwards, Director of Employee Services	8011
Orientation (classified staff)	Sally Jerome, HR Coordinator	8007
Out-of-district student placements	Joan Lawson, Director of Special Education	8035
Outdoor education program	Elementary principals	
Parent involvement programs	Clair Chean, Family Engagement and Refugee Services Manager	8021
Payroll	Michelle Hill, Payroll Officer	8015
Performing arts center	Harvard Jones, Director of Athletics	7922
Pesticide notification	Liliana Cardenas, Maintenance and Operations Supervisor	8020
Policies	Althea Clark, Director of Policy and Strategy	8004
Postage and mailing	Kimberly Gage, Receptionist/Substitute Coordinator, Receptionist	8000
Preschool	Heather Newman, Director of Early Learning	8019
Public affairs	Sara Niegowski, Communications Director	8036
Public records request	Dr. Richard Maloney, Executive Director of HR and Labor Relations	8005
Purchase orders	Veronica Birdsong, Operations Asst/Purchaser	8014
Race and Equity (team, policy, training)	Dr. Nancy Coogan, Superintendent	8006
Ready for K (kindergarten)	Heather Newman, Director of Early Learning	8019
Receipting/cash handling	Veronica Birdsong, Operation Asst/Purchaser	8014
Records (students)	Ellen Gengler, Teaching and Learning Admin Assistant	8029
Refugee services	Clair Chean, Family Engagement and Refugee Services Manager	8021
Reimbursements	Veronica Birdsong, Operation Asst/Purchaser	8014
Rentals, facility	Building principal or designee	
Retirement	Michelle Hill, Payroll Officer	8015
Risk management	Dr. Judith Berry, Deputy Superintendent	8037
Roadmap Network	Dr. Nancy Coogan, Superintendent	8006
Rosetta Stone	Daniella Mark, Administrative Assistant ELL and Student Services	8028
Safety concerns	Dr. Richard Maloney, Executive Director of HR and Labor Relations	8005
School Improvement Plans	JoAnne Fabian, Assessment Director, Assessment Director	8032
School Messenger	Sara Niegowski, Communications Director	8036
Service providers	Daniella Mark, Administrative Assistant ELL and Student Services	8028

Sexual harrasment complaints (staff)	Dr. Richard Maloney, Executive Director of HR and Labor Relations	8005
Sexual harrasment complaints (students)	Dr. Richard Maloney, Executive Director of HR and Labor Relations	8005
Skyward name/phone/address changes (certificated staff)	Charlene Edwards, Director of Employee Services	8011
Skyward name/phone/address changes (classified staff)	Sally Jerome, HR Coordinator	8007
Skyward name/phone/address changes (student)	School's main office	
Skyward student-management security	Ellen Gengler, Teaching and Learning Admin Assistant	8029
Social workers/counselors	Joan Lawson, Director of Special Education	8035
Special education	Joan Lawson, Director of Special Education	8035
Special education records	Jane de Mello-Long, Special Education Admin Assistant	8033
Stadium	Harvard Jones, Director of Athletics	7922
Staff development and training	Dr. JoAnne Fabian, Chief Academic Officer	8032
Staff directory	Kimberly Gage, Receptionist/Substitute Coordinator, Receptionist	8000
State assessments	Ronnie Belle, Director of Accountability and Assessment	8082
STEAM (Science, Technology, Engineering, Arts, Math)	Dr. JoAnne Fabian, Chief Academic Officer	8032
Strategic plan	Nancy Coogan, Superintendent	8006
Student discipline hearings	Dr. JoAnne Fabian, Chief Academic Officer	8032
Student records	School's main office	
Student-teacher placement	Dr. Richard Maloney, Executive Director of HR and Labor Relations	8005
Substitutes (certificated, custodians, para educators)	Kimberly Gage, Receptionist/Substitute Coordinator, Receptionist	8000
Substitutes (food services)	Craig Huckins, Director of Food Services	7823
Substitutes (transportation)	Kathy Breault, Transportation Supervisor	8051
Summer school	Dr. JoAnne Fabian, Chief Academic Officer	8032
Superintendent	Nancy Coogan, Superintendent	8006
Surplus	Veronica Birdsong, Operations Asst/Purchaser	8014
Technology (Educational Technology Plan)	Vivian Palmer, Exec. Dir. of Accountability, Assessment & Technology	8070
Technology (Information Technology)	Hsian-Yu Kuo, Director of Information Technology	8080
Telephones and voicemail	Technology Help Desk	8080
Testing	Ronnie Belle, Director of Accountability and Assessment	8082
Time off	Michelle Hill, Payroll Officer	8015
Timesheets	Michelle Hill, Payroll Officer	8015
Title I (low income) compliance	Dr. JoAnne Fabian, Chief Academic Officer	8032
Title II (high-quality teachers and principals) compliance	Dr. JoAnne Fabian, Chief Academic Officer	8032
Title III compliance (ELL)	Liliya Stefoglo, Director of ELL and Student Services	8025
Title IX (equal access to programs/athletics) compliance	Dr. Richard Maloney, Executive Director of HR and Labor Relations	8005
TransAct	Daniella Mark, Administrative Assistant ELL and Student Services	8028
Transfers (in district)	Jane de Mello-Long, Special Education Admin Assistant	8033
Transfers (out of district)	Jane de Mello-Long, Special Education Admin Assistant	8033
Translation, interpretation	Daniella Mark, Administrative Assistant ELL and Student Services	8028

Transportation	Kathy Breault, Transportation Supervisor	8051
Travel arrangements	Ellen Gengler, Teaching and Learning Admin Assistant	8029
Truancy	Katherine Turner, Stay in School Coordinator	7812
True Time / Electronic time sheets	Michelle Hill, Payroll Officer	8015
Union (coaches)	Brian Seigel, TEA President	8077
Union (SEIU)	Tom Layer, SEIU President	7914
Union (Tukwila Classified Employees Association)	Katrice Cyphers, TCEA President	7960
Union (Tukwila Education Association)	Brian Seigel, TEA President	8077
Vendors	Kim Gage, Receptionist/Substitute Coordinator, Receptionist	8000
Volunteers	Jane de Mello-Long, Special Education Admin Assistant	8033
W4 and W4 changes	Michelle Hill, Payroll Officer	8014
WaKids	Ronnie Belle, Director of Accountability and Assessment	8082
Website	Sara Niegowski, Communications Director	8036
Work orders	Liliana Cardenas, Maintenance and Operations Supervisor	8020

April 19, 2017