

Gibraltar School District
Who do I Contact at Central Office?

This page was developed to direct GSD Employees to the correct Central Office contact for the most common inquiries. It is not all-encompassing of each person's full scope and role. If you have a question related to something not listed, contact any person below to be directed to the appropriate person.

<p>Pam Kruso x6354</p> <ul style="list-style-type: none"> • Payroll • 403(b) and TSA • Jury Duty Verification • W-4 and W-2s • Direct Deposits • Employee Information Changes • Employment Verification • Edustaff Questions Pertaining to Payroll • Requisition & Purchase Order Questions • Postage, Sorting & Distributing Mail • Free & Reduced Lunch Applications • Tax Exempt Forms for purchasing • Student Injury Reports • Employee Injury Reports • Workers Comp • Building Usage Forms • Certification of Insurance requests • Notary 	<p>Joanne Grzywacz x6358</p> <p><i>Benefits</i></p> <ul style="list-style-type: none"> • Open Enrollment for Healthcare • Deduction setups for Healthcare and any other optional insurances • MESSA Policy Change Forms • Employee Contact Change Form • Wageworks Flexible Spending Account Health & Dependent Care • Health Equity Forms (HSA) • MESSA Disability Reports • Aflac Disability Reports • Sun Life Assurance (STD/LTD) • Death Claims • Legal Shield Enrollment • Forms 1095 (Affordable Care Act) • FMLA • UIA Unemployment Tracking and Fraudulent Claims <p><i>Finance</i></p> <ul style="list-style-type: none"> • District Credit Card Maintenance • Student Activity Bank Accounts • Journal Entries as they relate to Student Activity Accounts • Building Usage Billing 	<p>Chris Knapp x6357</p> <p><i>Accounts Payable</i></p> <ul style="list-style-type: none"> • Credit card reconciliation • Check Requests • W9s and Vendors • Receivers for POs • Mileage/Travel Reimbursements • McKinney-Vento Homeless coordination <p><i>Curriculum</i></p> <ul style="list-style-type: none"> • AESOP account reconciliation for instructional staff • User Accounts for Students/Staff (Compass, Think Central, etc) • PD/Workshop registration for instructional staff <hr/> <p>Diane Szabados x7115</p> <ul style="list-style-type: none"> • Student Enrollments • School of Choice • Pupil Accounting • MiStar (Troubleshooting, user accounts, reporting, etc.) • Notary
<p>Lenore Poddam x6351</p> <ul style="list-style-type: none"> • Onboarding/transfers of certified and non-certified staff • Teacher transcripts • Teaching certificate renewals • AESOP • Edustaff - application process • Flyer approvals • Fundraiser approvals • Board Meetings • Notary 	<p>Shawn Stirling x6355</p> <ul style="list-style-type: none"> • Budget • Budget Adjustments/Transfers • Payroll/ORS <hr/> <p>Scott Wagner x6356</p> <ul style="list-style-type: none"> • Report Cards • Course (MiStar) Maintenance • State Testing • PD Requests for instructional staff • ESL Program • State and Federal Grants 	<p>Pat Colucci x6365</p> <ul style="list-style-type: none"> • SafeSchools training • CPR • First Aid • Medication training • Student specific medical training for staff • MCIR (student immunizations)