

Business Services Contacts - Updated June 3, 2024				
<p>The Business Services Team works to support staff throughout the District. This document is intended to clarify the main contact for different areas to facilitate the resolution of questions and issues. Please contact Jonathan Mitchell, jonathan.mitchell@greendaleschools.org or x2705 if you need additional assistance with something that is not included.</p>				
Business Office	Contact	Role	Contact Email	Phone
Accident Reporting - Student	Jonathan	Dir Business Services	jonathan.mitchell@greendaleschools.org	x2705
Accident Reporting - Staff - Staff injuries should be reported immediately to Medcor 1-855-736-9482	Jonathan	Dir Business Services	jonathan.mitchell@greendaleschools.org	x2705
Account Code Questions	Marisa	Accountant	marisa.joehnk@greendaleschools.org	x2706
Accounts Payable - Checking on Vendor Payments	Jami	Accounts Payable	jami.uremovich@greendaleschools.org	x2708
Activity Accounts - Fund 21	Marisa	Accountant	marisa.joehnk@greendaleschools.org	x2706
Benefits Questions	Shana	Payroll/Benefits Coordinator	shana.karczewski@greendaleschools.org	x2704
	Julie	Human Resources Director	julie.grotophorst@greendaleschools.org	x2703
Budget	Marisa	Accountant	marisa.joehnk@greendaleschools.org	x2707
	Jonathan	Director Business Services	jonathan.mitchell@greendaleschools.org	x2705
Busing - New Student Add and Route Changes	Building Secretary			
Busing - Route Issues and Logistics	Jami	Accounts Payable	jami.uremovich@greendaleschools.org	x2708
Cash Receipts - Fee Payment/Activity Accounts/Field Trips	Jami	Accounts Payable	jami.uremovich@greendaleschools.org	x2708
Credit Card Program	Jami	Accounts Payable	jami.uremovich@greendaleschools.org	x2708
Donations and Fund 21 / 72	Marisa	Accountant	marisa.joehnk@greendaleschools.org	x2706
Enrollment (Open Enrollment, Chapter 220, Tuition Waiver	Liz Randleman	Pupil Services Assistant	elizabeth.randleman@greendaleschools.org	x2713
Enrollment (Special Residency, Homeless)	Rachel Ledezma	Director of Pupil Services	rachel.ledezma@greendaleschools.org	x2705
Journal Entries	Marisa	Accountant	marisa.joehnk@greendaleschools.org	x2706
New Vendor	Jami	Accounts Payable	jami.uremovich@greendaleschools.org	x2708
Payroll	Shana	Payroll/Benefits Coordinator	shana.karczewski@greendaleschools.org	x2704
Purchase Order - Access/Authorization/Technical Issues	Jami	Accounts Payable	jami.uremovich@greendaleschools.org	x2708
Purchase Order - Processing and Payment	Jami	Accounts Payable	jami.uremovich@greendaleschools.org	x2708
Student Fee Payment Questions / NSF Checks	Marisa	Accountant	marisa.joehnk@greendaleschools.org	x2706
Timesheets/True Time	Shana	Payroll/Benefits Coordinator	shana.karczewski@greendaleschools.org	x2704
Volunteer Request System - Complete at https://bib.com/SECUREVOLUNTEER/GREENDALE-SCHOOLS	Julie	Director of Human Resources	julie.grotophorst@greendaleschools.org	x2703
Facilities and Maintenance	Contact	Role	Contact Email	Phone
Department Head Contact	Steve Coombs	Director Buildings and Grounds	steve.coombs@greendaleschools.org	x4418
Maintenance Requests - Incident IQ	Steve Coombs	Director Buildings and Grounds	https://greendale.incidentiq.com/	x4418
Reserve District Vehicle - Van or Bus	Steve Coombs	Director Buildings and Grounds	District Vehicle-Van or Bus	x4418
Reserve Room	Brandy	Administrative Assistant	brandy.vang@greendaleschools.org	x2715
Food Service	Contact	Role	Contact Email	Phone
Food Service - Catering/Menus/Nutrition Info/Account Info/etc	Cindy Kacmarcik	Food Service Director	cindy.kacmarcik@greendaleschools.org	x4314
Technology	Contact	Role	Contact Email	Phone
Department Head Contact	Ryan Jonas	Director of Technology	ryan.jonas@greendaleschools.org	x4444
Technology Tickets (HelpDesk)			https://greendale.incidentiq.com/	
HelpDesk Hours (Located in High School Library)	Sandy Grams/Amy Miller		M-F, 7am - 4pm	