

**Business Services Contacts - Updated July 18, 2023**

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](mailto:jonathan.mitchell@greendaleschools.org) or x2705 if you need additional assistance with something that is not included.

| <b>Business Office</b>   | <b>Contact</b>         | <b>Role</b>                    | <b>Contact Email</b>   | <b>Phone</b> |
|--|------------------------|--------------------------------|--|--------------|
| Accident Reporting - Student   | Jonathan               | Dir Business Services          | <a href="mailto:jonathan.mitchell@greendaleschools.org">jonathan.mitchell@greendaleschools.org</a>     | x2705        |
| Accident Reporting - Staff - Staff injuries should be reported immediately to Medcor 1-855-736-9482  | Jonathan               | Dir Business Services          | <a href="mailto:jonathan.mitchell@greendaleschools.org">jonathan.mitchell@greendaleschools.org</a>     | x2705        |
| Account Code Questions   | Peter                  | Comptroller                    | <a href="mailto:peter.erken@greendaleschools.org">peter.erken@greendaleschools.org</a>                 | x2706        |
| Accounts Payable - Checking on Vendor Payments   | Jami                   | Accounts Payable               | <a href="mailto:jami.uremovich@greendaleschools.org">jami.uremovich@greendaleschools.org</a>           | x2708        |
| Activity Accounts - Fund 21  | Peter                  | Comptroller                    | <a href="mailto:peter.erken@greendaleschools.org">peter.erken@greendaleschools.org</a>                 | x2706        |
| Benefits Questions   | Shana                  | Payroll/Benefits Coordinator   | <a href="mailto:shana.karczewski@greendaleschools.org">shana.karczewski@greendaleschools.org</a>       | x2704        |
|  | Julie                  | Human Resources Director       | <a href="mailto:julie.grotophorst@greendaleschools.org">julie.grotophorst@greendaleschools.org</a>     | x2703        |
| Budget   | Peter                  | Comptroller                    | <a href="mailto:peter.erken@greendaleschools.org">peter.erken@greendaleschools.org</a>                 | x2707        |
|  | Jonathan               | Director Business Services     | <a href="mailto:jonathan.mitchell@greendaleschools.org">jonathan.mitchell@greendaleschools.org</a>     | x2705        |
| Busing - New Student Add and Route Changes   | Building Secretary     |                                |  |              |
| Busing - Route Issues and Logistics  | Jami                   | Accounts Payable               | <a href="mailto:jami.uremovich@greendaleschools.org">jami.uremovich@greendaleschools.org</a>           | x2708        |
| Cash Receipts - Fee Payment/Activity Accounts/Field Trips  | Jami                   | Accounts Payable               | <a href="mailto:jami.uremovich@greendaleschools.org">jami.uremovich@greendaleschools.org</a>           | x2708        |
| Credit Card Program  | Jami                   | Accounts Payable               | <a href="mailto:jami.uremovich@greendaleschools.org">jami.uremovich@greendaleschools.org</a>           | x2708        |
| Donations and Fund 21 / 72   | Peter                  | Comptroller                    | <a href="mailto:peter.erken@greendaleschools.org">peter.erken@greendaleschools.org</a>                 | x2706        |
| Enrollment (Open Enrollment, Chapter 220, Tuition Waiver)  | Liz                    | Randleman                      | <a href="mailto:elizabeth.randleman@greendaleschools.org">elizabeth.randleman@greendaleschools.org</a> | x2713        |
| Enrollment (Special Residency, Homeless)   | Rachel                 | Ledezma                        | <a href="mailto:rachel.ledezma@greendaleschools.org">rachel.ledezma@greendaleschools.org</a>           | x2705        |
| Journal Entries  | Peter                  | Comptroller                    | <a href="mailto:peter.erken@greendaleschools.org">peter.erken@greendaleschools.org</a>                 | x2706        |
| New Vendor   | Jami                   | Accounts Payable               | <a href="mailto:jami.uremovich@greendaleschools.org">jami.uremovich@greendaleschools.org</a>           | x2708        |
| Payroll  | Shana                  | Payroll/Benefits Coordinator   | <a href="mailto:shana.karczewski@greendaleschools.org">shana.karczewski@greendaleschools.org</a>       | x2704        |
| Purchase Order - Access/Authorization/Technical Issues   | Jami                   | Accounts Payable               | <a href="mailto:jami.uremovich@greendaleschools.org">jami.uremovich@greendaleschools.org</a>           | x2708        |
| Purchase Order - Processing and Payment  | Jami                   | Accounts Payable               | <a href="mailto:jami.uremovich@greendaleschools.org">jami.uremovich@greendaleschools.org</a>           | x2708        |
| Student Fee Payment Questions / NSF Checks   | Peter                  | Comptroller                    | <a href="mailto:peter.erken@greendaleschools.org">peter.erken@greendaleschools.org</a>                 | x2706        |
| Timesheets/True Time   | Shana                  | Payroll/Benefits Coordinator   | <a href="mailto:shana.karczewski@greendaleschools.org">shana.karczewski@greendaleschools.org</a>       | x2704        |
| <a href="https://bib.com/SECUREVOLUNTEER/GREENDALE-SCHOOLS">Volunteer Request System - Complete at https://bib.com/SECUREVOLUNTEER/GREENDALE-SCHOOLS</a> | Julie                  | Director of Human Resources    | <a href="mailto:julie.grotophorst@greendaleschools.org">julie.grotophorst@greendaleschools.org</a>     | x2703        |
|  |                        |                                |  |              |
|  |                        |                                |  |              |
| <b>Facilities and Maintenance</b>  | <b>Contact</b>         | <b>Role</b>                    | <b>Contact Email</b>   | <b>Phone</b> |
| Department Head Contact  | Steve Coombs           | Director Buildings and Grounds | <a href="mailto:steve.coombs@greendaleschools.org">steve.coombs@greendaleschools.org</a>               | x4418        |
| <a href="#">Maintenance Requests - Schooldude Work Order System</a>  | Steve Coombs           | Director Buildings and Grounds | <a href="#">Maintenance Direct</a>   | x4418        |
| <a href="#">Reserve District Vehicle - Van</a>   | Steve Coombs           | Director Buildings and Grounds | <a href="#">District Van - Request</a>   | x4418        |
| <a href="#">Reserve District Vehicle - Bus</a>   | Steve Coombs           | Director Buildings and Grounds | <a href="#">District Bus Request</a>   | x4418        |
| Reserve Room   | Brandy                 | Administrative Assistant       | <a href="mailto:brandy.vang@greendaleschools.org">brandy.vang@greendaleschools.org</a>                 | x2715        |
|  |                        |                                |  |              |
| <b>Food Service</b>  | <b>Contact</b>         | <b>Role</b>                    | <b>Contact Email</b>   | <b>Phone</b> |
| Food Service - Catering/Menus/Nutrition Info/Account Info/etc  | Cindy Kacmarcik        | Food Service Director          | <a href="mailto:cindy.kacmarcik@greendaleschools.org">cindy.kacmarcik@greendaleschools.org</a>         | x4314        |
|  |                        |                                |  |              |
| <b>Technology</b>  | <b>Contact</b>         | <b>Role</b>                    | <b>Contact Email</b>   | <b>Phone</b> |
| Department Head Contact  | Ryan Jonas             | Director of Technology         | <a href="mailto:ryan.jonas@greendaleschools.org">ryan.jonas@greendaleschools.org</a>                   | x4444        |
| Technology Tickets (HelpDesk)  |                        |                                | <a href="https://greendale.incidentiq.com/">https://greendale.incidentiq.com/</a>                      |              |
| HelpDesk Hours (Located in High School Library)  | Sandy Grams/Amy Miller |                                | M-F, 7am - 4pm   |              |