



Whitmer Administrative Team Assignments

100% OF US RESPONSIBLE FOR 100% OF OUR STUDENTS

Administrator	Location	Extension	Responsibilities
Kristie Martin - Principal	Main Office	8460	<ul style="list-style-type: none"> • Daily Operations • Customer Service • Staff Communication • Parent Communication • Student Communication • Student Teacher, method, and student observations
Bert Bernhardt – Principal Curriculum and Instruction	Curriculum Center	8206	<ul style="list-style-type: none"> • Professional Development • Building Leadership Team • Department Chairs
Tom Snook – Associate Principal and Athletic Director	Athletics and Activities Office	8382	<ul style="list-style-type: none"> • Athletics • Clubs • Activities • Compliance • HVAC/ Facilities
Rachael Novak – Associate Principal	Counseling Center	8473	<ul style="list-style-type: none"> • Oversee counseling center • Master teacher schedule • Student schedules • Testing Coordinator • Transcripts • Grade cards
Cassie Studnicha-Kusic – Associate Principal	Attendance and Resource Center	8405	<ul style="list-style-type: none"> • Deans • Suspensions/Expulsions • Attendance • Residency • Safety Drills • Malcolm-Bain Center
Debra Heban – Director Whitmer CTC	Whitmer CTC	8335	<ul style="list-style-type: none"> • Daily Operations CTC • Customer Service for Restaurant, Beauty Salon, Fingerprinting, Automotive, and Welding & Construction • Dual Enrollment/College Credit/CTags • EMIS info/state department compliance • CTC funding/budgets • CTSO curricular student organizations • OCIS - District wide career info
Randy Sehl – Director of Police, Safety & Security	Security Center	8404	<ul style="list-style-type: none"> • District Safety and Security • Coordinate/Supervise district security • District safety programs



Whitmer High School Secretary Information

Secretary	Location	Extension	Responsibilities
Dona Borkowski	Athletic/ Activities Center	8426	<ul style="list-style-type: none"> • Deposits • Student fees • Fundraiser tracking • Process requisitions • Submit invoices to be paid • Awards
Shirlene Dressel	Principal Office	8490/7695	<ul style="list-style-type: none"> • Create student ID's /assign agenda books • Process student work permits • AESOP – staff absences / subs • Warehouse supplies for Whitmer • Process requisitions / purchase orders / principal's budget • Faculty handbook • Graduation / academic luncheons / EMIS completer status data
Julie Eddy	Counseling Center	8469	<ul style="list-style-type: none"> • Transcripts • Grade cards • PowerSchool • Curriculum guide • Summer school grades • Put teacher syllabi on webpage
Laurie Ewing	Athletic/ Activities Center	8348	<ul style="list-style-type: none"> • Maintain coach and student eligibility requirements • Maintain Schedule Star scheduling system • Maintain Whitmer Athletic page • Processing Whitmer Building Permit & Campus Extra Curricular Permits • Mailroom, paper supplies & student lockers • Athletic awards, banquets & parent meetings • Power School Club & Athletic Entries
Karen Ferguson	CTC	8339	<ul style="list-style-type: none"> • AESOP/staff absences / subs for CTC • Process requisitions / purchase orders for CTC • Complete the summer change-over of CRF's, etc. • Master schedule staff book • Student verification forms • Update master schedule board • CTC projects & required data entry

Secretary	Location	Extension	Responsibilities
Lynda Mazzurco	Attendance & Resource Center	8492	<ul style="list-style-type: none"> • Daily attendance • File all attendance • Attendance verification letters for Social Security
Susanne Spencer	Counseling Center	8402	<ul style="list-style-type: none"> • New enrollments • Graduation verification • Enter class grades into Power School for Malcomb-Bain, PSO & Credit Recovery • Telephone/verbal graduation date of prior students from employment agencies, child support. • Printing & mailing student records ex: transcripts, IEP's, & medical records • ACT, SAT, & Ohio Assessment test results on the students transcript
Sherri Swartz	Attendance & Resource Center	8421	<ul style="list-style-type: none"> • Student withdrawals • Residency/custody • Discipline data entry • Student parking permits/violations • Student Verification Forms