

Who Do You Ask?

Absences from work	Patti	Pest Control	Elena
Academic Meetings	Jonas	Physical Education	Mekinna
Arabic	Ihsan	Phone System	Elena
Assemblies	Jonas/Mohamed	Policies	Jonas
Backpacks	Elena	PowerSchool	Patti/Jonas
Benefits/HR	Patti	Professional Development	Jonas/Mohamed
Budgets/Funding	Jonas	PYP General	Mohamed
Building Maintenance	Patti	Reimbursements	Jonas/Patti
Calendar	Jonas	Repairs	Elena
Child Study	Jonas	Recess Equipment	Mekinna
Classroom Budgets	Jonas	Report Cards	Mohamed
Copy machine	Elena	Rock and Read	Mohamed
Custodial requests	Elena	Schedules	Jonas
Custodial Supplies	Elena	Software/apps	Jonas
Curriculum	Jonas/Mohamed	Somali translation	Ayan
Daily Staff Notes	Jonas	SPED - general	Jenn/Jonas
Discipline - Students	Mohamed	SPED- student specific	Jenn
ENVoY	Mohamed	Standardized Testing – ACCESS	Mohamed/Telile
ESL	Telile/Mohamed	Standardized Testing – MCA/FAST	Mohamed
Faculty Meetings	Jonas	Student Intervention Team (SIT)	Mohamed/Jonas
Food and Nutrition	Mohamed	Student first aid	Elena
Furniture/furnishings	Jonas	Student Records	Patti
Grants	Jonas	Supervision- Custodial Service Vanguard	Patti
Health Issues - students	Elena	Supervision – Kitchen	Mohamed
Immunizations	Elena	Supervision – Office Manager	Jonas
Injuries – Students	Elena	Supervision – Office Assistant/Paras	Mohamed
Injuries – Staff	Mohamed	Supervision – Teachers	Jonas/Mohamed
iPads/Laptops	Mohamed/Russ	Supplies (office)	Elena
Medications	Elena	Transportation	Mohamed
Office Depot orders	Patti/Jonas	Technology issues –all	Russ/Jonas
Payroll	Jonas	Uniforms	Elena
Performance Reviews	Jonas/Mohamed	504 Plans	Mohamed