

**ADMINISTRATIVE ORGANIZATIONAL CHART**  
**Administrative Support Services – Effective July 1, 2011**



**Board of Education**

**Superintendent**

**Assistant Superintendent, Administrative Support Services**  
 David Ruhland – 248.489.3356

Collective Bargaining Agreements, contracts and negotiations  
 Employee Relations  
 Performance Evaluations  
 Recruitment/Screening/Hiring Process  
 Legal services coordination  
 Student and Appeals Hearing Officer  
 FOIA coordinator  
 Federal/Staff compliance  
 FERPA

**Director, Human Resources**  
 Barbara Fries – 248.489.3355

**Director of Facilities**  
 Jon Riebe – 248.489.3435

**Director, Information Technology**  
 Michael Johnston – 248.489.3335

Staffing  
 Employee Certification/  
 Licensing Compliance  
 Employee Benefits  
 Retirement Counseling  
 B-1 Schedules  
 Leaves of Absence  
 Corrective/Progressive Discipline  
 Personnel Records Mngt  
 Workers Compensation  
 Employee Handbooks/Orientations  
 District Safety Committee

Bond Issue projects  
 Property management/easements  
 Bid specifications and awards  
 Safety/environmental services/compliance  
 MIOSHA inspections/compliance  
 Landscape development  
 Traffic studies

Computer hardware/software support & purchase  
 Network infrastructure support  
 Software licensing/purchasing  
 Network security  
 Web page support/development - internet/intranet

**Certification/ Attendance Coordinator**  
**Shelley Reynolds – 248.489.3560**

**Benefits Manager**  
**Mary Anthouard**  
**248.489.3354**

Attendance/substitute computer system  
 Teacher/administrator certification  
 Substitute Hiring

Employee Benefits administration  
 HIPAA Privacy Officer  
 Unemployment Compensation

**Supervisor Transportation**  
 Bill Tousley – 248.489.3700

**Supervisor, Custodial Services**  
 Diane Neal – 248.489.3442

**Supervisor, Maintenance Services**  
 John Shinske – 248.489.3481

**Energy Manager,**  
 Jim Pearse – 248.426.2685

**Supervisor, Science Center**  
**Myrna Ellsworth**  
 248.426.2989

Transportation services/fleet maintenance  
 Transportation/safety policies

Custodial procedures/schedules  
 Cleaning staff - Safety reqts/equipment  
 Custodial supplies/equipment

Interior/exterior/ maintenance  
 Preventative maintenance  
 Insurance safety inspections  
 Athletic field maintenance  
 Grounds equipment

Energy records – all buildings  
 Chair, District Green Team  
 Regular energy audits of facilities

Science kits