



Forest Hills Public Schools

Organizational Chart and Administrative Responsibilities

-Updated: 09/08/2020

Superintendent
Dan Behm

- Chief Executive Officer
- District Vision
- Strategic/Operational Planning
- Board Relations
- Board Policy/Administrative Guidelines
- System Quality and Improvement
- Community Relations
- Leadership Training
- Coordination of Administrative Team

Assistant Superintendent Finance & Operations
Julie Davis

- Financial Service (Accounting/ Payroll/Budgeting)
- Facility Operations (Custodial/Maintenance/Grounds)
- Technology (Non-instructional)
- Transportation
- Community Services (Aquatic Center/Youth, Adult, Senior Programming)
- Food Service
- Capital Projects (Construction/Bond –School Management)
- Closing Process Coordination

Assistant Superintendent Human Resources
Christine Annese

- Personnel (Hiring/Employee Benefits/Evaluations/Staffing)
- Child Care
- Fine Arts Center
- Athletics
- Discrimination/Harassment Issues
- Student Discipline
- Pupil Accounting/School of Choice
- Labor Relations (Collective Bargaining/Contract Management)

Assistant Superintendent Instruction
Scott Haid

- Curriculum
- Instruction
- Assessment
- Professional Learning
- English Language Learners
- Gifted and Talented
- K-12 Counseling Program
- State and Federal Grants (Title I, II, III, and 31a)
- Student Testing
- Technology (Instructional)

Director of Special Services
Jann VanAirsdale

- Coordination of Special Ed Services
- Special Ed Compliance and Monitoring
- Special Education Training
- Supervise Itinerant Services
- Supervise Transition Center
- Extended School Year Programming
- Coordinate Section 504
- Coordinate Homebound and Hospitalized
- Coordinate Nursing and Wellness Services

Director of Finance
Tyler Crawford

- Current and Long Term Financial Planning
- Financial Reporting
- Financial Management (Investment and Auditing)
- Payroll
- Purchasing
- Accounts Payable
- Accounts Receivable
- Vendor Relations

Director of Operations
Steve King

- Code/Safety Management
- Emergency Preparedness
- Custodial Standard/Procedure
- Construction/Property Document Management
- Energy Management
- Work Order Eval/Process
- Building Use
- Construction Project Management
- Compliance/Certifications/ Testing and Inspections
- Access Key Management

Director of Technology
Susan Bordewyk-Case

- Tech Coordination/Integration
- Tech Planning/Training
- Telecommunications
- Internet/Fiber Communications
- Infrastructure WAN/LAN/Network/Wireless
- Storage/Backup/Recovery
- Security Cameras
- Hardware/Software Applications
- PowerSchool/Financial/HR Systems
- Inventory/Asset Management
- Audio Visual/Digital Display
- Network Printers
- State Reporting/Pupil Accounting
- E-Rate
- Website

Director of Transportation
Todd Sharp

- Federal and State Law Regulations and Requirements Compliance
- System Quality Improvement
- Community Relations
- Staff Hiring, Training, Development
- Establish Safety Standards and Best Practices
- Vehicle Acquisitions
- Safety and Security Management

Director of Instructional Services
Kimberly VanAntwerp

- Curriculum Development/Alignment
- Instructional Coaches
- Academic Paraprofessionals
- Professional Learning
- Academic Data
- Instructional Materials