

# District Organizational Chart Details

Updated 03-18-24

## [Shawano School District Chain of Command](#)

The purpose of the [District Organizational Chart](#) is to diagram the functions and relationships of each member and their corresponding department. What is lacking in our [District Organizational Chart](#) are the basic descriptions of each position; sharing the basics of what each member of the team does is important in creating district culture, efficiencies, and trust. The following descriptions for the members noted on the organizational chart are meant to provide a “50,000-foot view” into each member's roles, responsibilities, and those they supervise.

### **School Districts are System Organizations of People Composed of Three Distinctly Different Role Areas:**

1. **Board of Education** - “*Governance:*” (strategic role, big picture, looking several years into the future)
  - Strategic Change Agent - setting strategic priorities and goals, and monitoring progress.
  - Creates strategic plan, vision, mission, and goals; then monitors their implementation and progress.
  - Ultimately responsible for all policies, rules, and procedures to ensure all students are treated fairly.
  - Works with the tactical group by listening and responding.
    - [Philosophy of the Board](#) - [Board Powers](#) - [Bylaws and Policies](#) - [Member Behavior, Communication](#) - [Code of Conduct](#) - [Committees](#) - [Officers](#) - [Authority of Individual Board Members](#) - [Board-District Administrator Relationship](#)
2. **Administration** - “*Tactical:*” (mid-level with a detailed and narrower focus, looking 1 to 3 years into future)
  - Implementing the strategy and aligning resources to learning needs.
  - Creates and deploys plans to meet the strategic charge set by the Board.
  - Develop plans that staff eventually carry out.
  - Works with the operational group through two way communication by listening and responding.
3. **Staff** - “*Operational:*” (smaller and more finely focused picture, ground level)
  - Highly detailed; focused on daily, weekly, and monthly time frames.
  - Inform classroom instruction; share instructional strategies;
  - Monitor school goals and progress. Vertical and horizontal coordination.
  - Provide feedback to the tactical group by taking the administration’s plan and refining it to improve teaching/learning.

**Board of Education (BOE):** One of the primary duties of the School Board is to hire a superintendent. The BOE and superintendent become partners in “governance” of the District. It is a “Partnership of Purpose” with the superintendent and senior administrators in order to align Board and Staff efforts at the tactical and operational levels. While the superintendent is the CEO of the District, the BOE provides oversight for the superintendent. The Board has a responsibility of policy oversight, establishing organizational goals, and monitoring progress.

Board members include - Mike Musolff - President, Bobbi Lemerond - Vice President, Karen Houston - Treasurer, Jeana Winslow - Clerk, Christine McKinnies, Alfred Pyatskowitz, David Cullen, John Arens, Frank Kugel

## **Superintendent / District Administrator - Kurt Krizan**

Is the “CEO” (Chief Executive Officer) of the organization serving as the point person for all District matters, long-range planning, and responsible for working with administration to implement the Board’s vision/mission/priorities. Ultimately overseeing all aspects of the District through the supervision of each Director (Finance, Learning, Human Resources, Buildings & Grounds, Technology, Activities, Community Education, and Pupil Services) and all building principals. In addition, is also the District’s main PR (Public Relations) and media person becoming the face of the District (including closing schools due to inclement weather); also in charge of Community Relations and the BOE Liaison/Advisor. Works with the DPI (Department of Public Instruction), State Legislators, CESA, other school districts, city/townships, taxpayers, businesses, and all constituencies/stakeholder groups. The Superintendent implements the Board’s policies and creates the administrative guidelines that accompany each policy. S/he is the only direct employee of the BOE and is responsible for keeping the Board informed of what is taking place in the District and making recommendations about Board decisions. The superintendent sits in on all Board meetings, but does not vote on any of the issues. If the Board approves a mandate, then it is the responsibility of the superintendent to carry it out. [District Administrator's Responsibilities](#)

- Directly responsible for the supervision of:
  - Administrative Assistant to the Board of Education and Superintendent - Lori Sherman

### ➤ **Data Systems Coordinator - Cory Kaisler**

- Oversees district Student Information (Skyward) & student enrollment
  - Directly responsible for the supervision of:
    - District Registrar - Amy Popelka

### ➤ **Director of Buildings & Grounds - Shawn Mathwich**

- Oversees district buildings, grounds, energy consumption, and district safety.
  - Directly responsible for the supervision of:
    - Buildings and Grounds Team Members - Mark Buerman, Joey Goldsberry, Mike Harmala, Dave Popelka.

### ➤ **Director of Community Education & Outreach - Robyn Shingler**

- Oversees the district’s community education programs, outreach with community partnerships, communication, and social media (Facebook, Twitter, Instagram).
  - Directly responsible for the supervision of:
    - Administrative Assistant to Community Education - Jill Arens

### ➤ **Director of Finance - Bryan Kadlec - Finance Consultant**

- Oversees the district budget, transportation, and food service.
  - Directly responsible for the supervision of:
    - Finance Manager - Janice Boucher
    - Accounts Payable - Penny Kussman

### ➤ **Director of Human Resources - Nicole Hartlaben**

- Oversees district hiring and onboarding, employee benefits, compensation models, workman’s comp, and FMLA.
  - Directly responsible for the supervision of:
    - Payroll & Benefits Specialist - Savanna Mishler
    - HR Specialist- Samantha Damp

➤ **Director of Instruction & Personalized Learning** - Elisha Wagenson

- Oversees district curriculum, instruction (including Educator Effectiveness), assessments, new teacher onboarding & mentoring, professional development, Title I-A, Title II-A, Title IV, Title VI, and Gifted & Talented.
  - Directly responsible for the supervision of:
    - Instructional Technology Coordinator - Ben Brazeau
    - District Assessment Coordinator - Jason Kuehl
    - Instructional Coaches - Brittney Firari, Joanne Edwards, Liz Schultz, Krisy Bogcaz
    - Library Media Specialist - Lawrence Gillick
    - Tribal School Liaisons - Joel Doxtator - SCHS, Natalie Ninham - SCMS/OBI
    - HR Specialist - Samantha Damp

➤ **Director of Pupil Services** - Tom Dechant

- Oversees district special education (evaluations, IEP's, and 504's) and pupil services (occupational therapy, physical therapy, speech & language pathologists, special education teachers, special education paras, special education bus monitors). Also oversees the district's Positive Behavior Intervention System, Social Emotional Learning, homeless liaison, Title I-D, Title III-A, Title IX, alternative education (At-Risk), homebound instruction, non-violent crisis intervention, AODA Services, and English Learners Program.
  - Directly responsible for the supervision of:
    - Special Education Coordinator - Brandie Genske
      - Special Education Teachers and Educational Assistants (in conjunction with the building principals).
    - Behavior Coach - Kyler Murphy
    - School Psychologists - Erin Prey - HCP, Kristine Mehlberg - OBI/SCMS, Jennifer Kamke-Black - SCHS
    - School Counselors - Kasey Keup - HCP, Amie Beyersdorf - HCP, Rhonda Uelmen - OBI, Brittany Pensis - SCMS, Rebecca Jacoby - SCMS, Brian Bloesl - SCHS, Amy Schwitzer - SCHS, Stacey Warnke - SCHS
    - School Nurses - Heather Demerath - HCP/SCHS, Jessica Wiesman OBI/SCMS
    - Social Workers - Mikaela Lee - HCP, Danielle Zurakowski - OBI, Jodi Guenther - SCMS, Cora Heindel - SCHS
    - Speech & Language Pathologists - Jess Provost - HCP, Emma Pavletich - HCP, Abby Blosser - HCP, Kelley Johnson - District, Megan Kaya - SCMS/SCHS
    - Occupational Therapists - Becky Beltran - HCP, Rachel Ritchie - OBI/SCMS/SCHS
    - Pupil Services Administrative Assistant - Rose Duszynski

➤ **Director of Technology** - Eric Brunner

- Oversees district technology (infrastructure, hardware, software, internet, & phones), dashboard (Website, EduClimber) systems, website, and internet safety.
  - Directly responsible for the supervision of:
    - System Support Technicians - Kim Grahl, Kira July, Tammie Schenk

# Shawano School District “Chain of Command”

This table was created to assist our parents/guardians and community members when they need to contact the district regarding certain circumstances. The column on the left lists questions and concerns; after you find your topic, contact the person listed in the first level. If your matter is not resolved, move to the next level until it is resolved. Following these steps will help ensure your questions and concerns are answered efficiently and by the personnel most knowledgeable. Specific contact information can be found on our website. [Click Here for a list of pertinent contacts.](#)

## Building Administration

Hillcrest Primary & LEADS Charter School - 715.524.2134

- Principal - Dr. Aaron Manders

Olga Brener Intermediate School - 715.526.2131

- Principal - Matthew Peterson

Shawano Community Middle School - 715.526.2192

- Principal - William Traber
- Associate Principal - Kayla Brendemuehl

Shawano Community High School - 715.526.2175

- Principal - Dr. Matthew Raduechel
- Associate Principal - Deanna Arrowood

Questions / Concerns	Grades	1st Level	2nd Level	3rd Level	4th Level
Athletics	All	Coach	Athletic Director	Principal	
Attendance	All	Main Office	Teacher	Counselor/ Social Worker	Principal
Building Use	School Hours	Main Office	Activities Director	Community Education	Director of Buildings and Grounds
	Non-School Hours	Community Education	Director of Buildings and Grounds	Activities Director	
Curriculum, Instructional Materials, & Classroom Concerns	All	Teacher	Principal	Director of Instruction	
Discipline	4K-5	Teacher	Principal	Director of Pupil Services	
	6-12	Teacher	Assistant Principal	Principal	Director of Pupil Services
Food Service/School Nutrition	All	Food Service Director	Principal	Director of Finance	
Health/Medical Issues	All	School Nurse	Principal	Director of Pupil Services	
	Athletics	Athletic Trainer	Athletic Director	Principal	

Homelessness	4K-5	Social Worker/ Counselor	Principal	Director of Pupil Services	
	6-12	Social Worker/ Counselor	Associate Principal	Principal	Director of Pupil Services
Registration/ Transfer/ Residency	All	Registrar	Data Systems Manager		
Scheduling (MS/HS)	6-12	School Counselor	Assistant Principal	Principal	Director of Instruction
Security	All	Principal	Director of Buildings and Grounds	Director of Pupil Services	
Special Programs: IEPS and 504 Plans	All	Special Education Teacher/ Case Manager	Principal	Special Education Coordinator	Director of Pupil Services
Technical Support	All	Main Office	Director of Technology		
Transportation	All	Kobussen	Main Office	Director of Finance	

If your question or concern has not been resolved after following the chart above, please reach out to Shawano School District Superintendent - Kurt Krizan at [kkrizan@shawanoschools.org](mailto:kkrizan@shawanoschools.org) or (715)526-3194