



## **District Office**

### **Randy Vetsch - Executive Director**

- Appeals (for all functional areas)
- Building Company
- Budget and Resource Allocation
- Crisis Management
- Expansion and Sustainability
- Human Resources
- Human Rights Officer
- School Oversight

### **Shauni Holt - Business Manager**

- Accounts Receivable Accounts Payable
- Student Fees and Activity Paperwork
- Substitute Teacher Coordinator
- Payroll
- Background Checks

### **Joell Pundsack - MARSS/Student Data**

- Schedules
- Enrollment
- Skyward Database
- MARSS
- Building C Supplies
- Minnesota Common Course Catalog
- Academic Agreements
- Daily Transportation

# High School Office

## **Dr. Kate Hinton - High School Principal, High School Students, Teachers and Courses**

- Academic Eligibility
- Graduation Coordinator
- 9th Grade Orientation
- Building B Facilities
- After School Facilities Usage Before
- School Childcare

## **Emily Graveen - High School Counselor**

- College and Career Planning
- Academic Counseling 9-12
- Academic Improvement Planning 9-12
- ACT and AP Test Coordinator Transcripts 9-12
- PSEO Coordinator
- Social and Emotional Support 9-12

## **Caitlin Bond - High School Office Manager, Receptionist Building B**

- High School Health Office
- School Website
- Announcements
- Back-to-School Night & School Photos
- BOD packets
- Graduation Building
- B Supplies
- rSchool Calendar
- Activities and Field Trip Transportation
- Activities Support
- Building Keys
- Senior Lock-In Office Support

# **Middle School Office**

## **Steve Hoemann - Middle School Principal and Athletics/Activities Director**

Student, teachers, and Courses Building A  
Facilities  
Professional Development  
World's Best WorkForce  
Back To School Night  
Open House for Prospective Students  
Alternate Funding Committee  
CEU/Teacher license renewal  
Tours  
6th Grade Informational Night  
Monthly newsletter  
Fastbridge administration  
Sports, Clubs and Activities  
MSHSL  
Coaches and Advisors

## **Isaac Johnson - Middle School Counselor**

Academic Counseling 6-8  
Academic improvement planning 6-8  
MCA Test Coordinator  
PSAT Test Coordinator  
Fastbridge results  
Transcripts 6-8  
Social and Emotional Support 6-8

## **Amanda Stout - Middle School Office Manager, Receptionist Building A**

Middle School Health Office  
Attendance  
MDE Disciplinary Report  
Building A Supplies  
Healthy Snack Days/Pizza Day Office