

District Directors

Lisa Kraft - 234-2618

Director of Special Services

Donna Luhring - 234-2615

Director of Business & Finance

Deb Marcotte - 234-2613

Director of Teaching & Learning

Brian Mohr - 234-2609

Director of Buildings, Grounds & Student Transportation

Dolf Moon - 234-5637

Director of PRCE

Bernie Reinke - 234-2607

Director of Food Services

Daron VanderHeiden - 234-2602

Superintendent

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District Office Staff

Sharon Armstrong - 234-5638

PRCE Program Coordinator

Facility Reservations, PRCE Programming

Holli Deming - 234-2606

Accounting Assistant

Accounts Receivable, Accounts Payable

Renee Farenbaugh - 234-2603

Food Service Secretary

Meal Accounts (students/staff), Food Service Ordering

Jenny Huiras - 234-2604

Payroll Clerk

Payroll, TimeClock, Benefits

Kayleen Jensen - 234-2612

Administrative Assistant

General Information, Staff Development,
Teaching and Learning, Transportation

Cindy Longhenry - 234-2651

Accountant

Finance-Accounting/Audit, Salary, FMLA, Finance, HR, Salary

Kristin Nelson - 234-2610

Student Reporting Specialist

Enrollment, Student Reporting, Transportation

Nick Schmidt - 234-2655

Student Information Specialist

Infinite Campus System, Website

Becky Stromley - 234-2654

SPED Secretary/Accountant

Special Education

Tina Vorlicek - 234-2601

Administrative Assistant

General Information, Health & Wellness Programming,
Injuries, School Board, Superintendent, Teacher Licensure

Hutchinson Public Schools

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Employee Resources

District Office

30 Glen St NW

Hutchinson, MN 55350

Phone: 320-587-2860

Fax: 320-587-4590

www.isd423.org



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Online Employee Resources

You can access several online employee resources through the District's website. From the website, scroll to the very bottom of the page. Click on the word "Employees." Below is information about the general resource links and the information available to you.

Email Access - Outlook Web App

From this link, you have access to your school email, calendar, people (contacts), and tasks.

Username and password are the same as your computer login.

Employee Self Service (ESS)

Easy access to all of your payroll information. ESS will display your most current payroll statement. You also have access to prior payroll, year-to-date payroll, leave balances, your personal contact information, teacher licensure, W-4 tax withholding information, and your W-2.

Your user ID is your employee number. Your original password is 0423XXXX (XXXX = last 4 digits of your social security number). You must create a new password after you initially log in.

Employment Opportunities

All open positions are posted online.

Google Drive

Each employee has a District Google Drive/Gmail account. Your Gmail address is first.lastname@isd423.org. The generic/starting password is password423. Google Drive is a great way to share and post documents between co-workers.

Online Auctions

From time to time, old technology items are put online for sale. This is a space to view the items (not list your own). To list your own items, see "Tiger Trader."

Staff Moodle

There is building specific and District sections. You have access to a wide variety of forms and information.

Username and password are the same as your computer login.

District-wide information includes:

Academic School Calendars	Seniority Lists
Employee Directory	Staff Development Info
ESS Links	Staff Handbooks
Expense Voucher	Technology Forms
First Report of Injury Form	Tiger Pride Newsletter
Genesis Employee Benefit Forms	Union Agreements
Health & Wellness	W-4 Form
Hourly Time Card	Weather Announcements
Personal/Professional Leave Form	

Tiger Trader

All employees can post announcements, list items for sale/wanted, etc.

Username and password are the same as your computer login.

Absences - Kelly Services

All absences must be recorded in Kelly Services, even if a substitute is not required.

- Online - www.kellyeducationalstaffing.com
- Phone - 1-800-942-3767
- You will need your 4 digit employee number and the 10 digit phone number of the building you are assigned to.

Employee Assistant Program

The Employee Assistant Program (EAP) provides counseling, coaching and other resources for personal growth, understanding and discovery.

EAP is free and confidential for all employees, their partners, and their dependents.

You can benefit from EAP services if . . .

- Your job, health, relationships or family life is being adversely affected.
- You spend a lot of time worrying or feel depressed.
- You sense a problem, but feel powerless to resolve it and don't know where to find help.

The EAP office is located at 1071 Echo Dr (Plaza 15) in Hutchinson. The EAP entrance is in the rear of the building. Look for the sign that says: "Employee Assistance Program."

Call 320-484-4555 or 800-870-6478 to request an appointment to speak to an EAP counselor.

Workplace Injuries

Emergencies - Call 911

All injuries should be reported to your supervisor immediately and the First Report of Injury form completed, whether treatment is needed or not. If your supervisor is not available, report to your building Principal or contact the District Office.

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