

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
504 Plans	Community Relations	Diane Conley, Chief of Academic Affairs	Steve Coolahan, Intervention Assistance Facilitator	(614) 797-5964	(614) 794-7602	coolahaS@wcssoh.org	
A+ Award	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wcssoh.org	
Ability; Assessment and Testing Elementary	Assessment & Accountability	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5935	(614) 797-5901	Mcclellk@wcssoh.org	conleyd@wcssoh.org
Ability; Assessment and Testing Secondary	Assessment & Accountability	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5940	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
ABLE/GED; GED Preparation;	Community Relations	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5756	(614) 797-5701	bellk@wcssoh.org	
Absence (Certificated)	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Absence (Classified)	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Absence Forms	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Abuse - Alleged	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcssoh.org	
Academic Achievement Support Services - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	Mcclellk@wcssoh.org	conleyd@wcssoh.org
Academic Achievement Support Services - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Academic Content Standards and Grade Level Indicators - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mcclellk@wcssoh.org	conleyd@wcssoh.org
Academic Content Standards and Grade Level Indicators - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Accident Investigation (Bus)	Transportation	Mark Hershiser, Chief of Administrative Services	Bob Lynde, Transportation Manager	(614) 797-5955	(614) 797-5951	lyndeb@wcssoh.org	lerosej@wcssoh.org
Accident Report; Student	Administrative Services	Mark Hershiser, Chief of Administrative Services	Jennifer Farris, Executive Assistant to the Chief of Administrative Services	(614) 797-5756	(614) 797-5701	farrisj@wcssoh.org	
Accident, Bus	Transportation	Mark Hershiser, Chief of Administrative Services	Bob Lynde, Transportation Manager	(614) 797-5955	(614) 797-5951	lyndeb@wcssoh.org	lerosej@wcssoh.org
Accident, District Vehicle	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	lerosej@wcssoh.org
Accident; Employee	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jaime Stewart, Payroll Associate/Workers Comp.	(614) 797-5773	(614) 797-5775	stewartj@wcssoh.org	
Accommodations - Americans with Disabilities Act (ADA) - Employee	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcssoh.org	wannerc@wcssoh.org
Accommodations - Americans with Disabilities Act (ADA) - Student	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Accountability/Testing Elementary	Assessment & Accountability	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5935	(614) 797-5901	Mcclellk@wcssoh.org	conleyd@wcssoh.org
Accountability/Testing Elementary	Assessment & Accountability	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5940	(614) 797-5901	bellk@wcssoh.org	
Accountability; Program Evaluation Services	Assessment & Accountability	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcssoh.org	conleyd@wcssoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Accounts Payable	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Imhoff, Accounts Payable Associate	(614) 797-5771	(614) 797-5775	imhoffd@wcssoh.org	
Accounts Payable - Activity Funds	Treasurer's Office	Scott Gooding, Treasurer/CFO	Gloria Stelzer, Accounts Payable Associate	(614) 797-5774	(614) 797-5775	stelzerg@wcssoh.org	
Accounts Payable - Board Funds	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Kagarise, Accounts Payable Associate	(614) 797-5772	(614) 797-5775	kagarised@wcssoh.org	
Accounts Receivable	Treasurer's Office	Scott Gooding, Treasurer/CFO	Chi Chi Digman, Secretary	(614) 797-5768	(614) 797-5775	digmanc@wcssoh.org	
Achievement Test Administration Elementary	Assessment & Accountability	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5935	(614) 797-5901	Mcclellk@wcssoh.org	conleyd@wcssoh.org
Achievement Test Administration Secondary	Assessment & Accountability	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5940	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Achievement/OGT Tests	Assessment & Accountability	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5940	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
ACT Information/Results - WCHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept - WCHS	(614) 797-6811	(614) 797-6801	spinnert@wcssoh.org	bellk@wcssoh.org
ACT Information/Results - WNHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept - WNHS	(614) 797-6215	(614) 797-6201	yanceyk@wcssoh.org	yanceyk@wcssoh.org
ACT Information/Results - WSHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept - WSHS	(614) 797-6021	(614) 797-6001	andersss@wcssoh.org	andersss@wcssoh.org
ADA (Americans with Disabilities Act) - Adult	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
ADA (Americans with Disabilities Act) - Student	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Adaptive P.E.	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
ADD (Attention Deficit Disorder)	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Address/Proof of Residency	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wcssoh.org	
Adequate Yearly Progress (AYP)	Assessment & Accountability	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcssoh.org	conleyd@wcssoh.org
ADHD (Attention Deficit Hyperactive Disorder)	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Administration	Human Resources	Dan Good, Superintendent/CEO	Jill Beck, Executive Assistant to the Superintendent	(614) 797-5713	(614) 797-5701	gabayk@wcssoh.org	
Administrative Guidelines	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Administrator Handbook	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Administrator Hiring; Salary Placement	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Administrators' Renewals and Nonrenewals	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Adopt-A-School	Communications	Mark Hershiser, Chief of Administrative Services	Suzanne Kile, Principal/McVay Elementary	(614) 797-5880	(614) 794-7602	KileS@wcssoh.org	
Advanced Placement Program	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
AESOP	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Agency Placements	Administrative Services	Mark Hershiser, Chief of Administrative Services	Jennifer Farris, Executive Assistant to the Chief of Administrative Services	(614) 797-5756	(614) 797-5701	farrisj@wcssoh.org	
Agency, Custody and Guardianship Changes	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wcssoh.org	
Agenda - Board	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jill Beck, Executive Assistant to the Superintendent	(614) 797-5713	(614) 797-5701	gabayk@wcssoh.org	
Air Conditioning Repairs, Temperature Settings	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	parsonsd@wcssoh.org
Alarm System - Fire	Custodial Services	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 794-7602	wilgusd@wcssoh.org	wilgusd@wcssoh.org
Alarm System - Security	Custodial Services	Mark Hershiser, Chief of Administrative Services	Mike Ward, Custodial Services Manager	(614) 797-5969	(614) 794-7602	wardm@wcssoh.org	wilgusd@wcssoh.org
Align, Assess, Achieve DVD	Academic Affairs	Diane Conley, Chief of Academic Affairs	Marsha Williams, Secretary	(614) 797-5740	(614) 797-5701	Williamm@wcssoh.org	conleyd@wcssoh.org
Alleged Abuse	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	797-5701	hershism@wcssoh.org	
Allocation (Teachers); Staffing	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	jackowsc@wcssoh.org
Alternate Assessments	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Annual Report/Calendar	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wcssoh.org	
Annuities - Tax Sheltered	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jaime Stewart, Payroll Associate/Workers Comp.	(614) 797-5773	(614) 797-5775	stewartj@wcssoh.org	
Appeals (Staff Discipline)	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Appeals (Staff Lay-off)	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Appeals (Student Grades/Retention) - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mcclellk@wcssoh.org	conleyd@wcssoh.org
Appeals (Student Grades/Retention) - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Application - Employment	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Application - Free & Reduced Meals	Food Services	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitJ@wcssoh.org	
Applications - Certificated	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Applications - Classified	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Approval Notices - Employment	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Architecture and Design	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcssoh.org	wilgusd@wcssoh.org
Art	Academic Affairs	Diane Conley, Chief of Academic Affairs	Jan Fedorenko, Principal/Hanby Elementary	(614) 797-7105	(614) 797-7101	fedorej@wcssoh.org	conleyd@wcssoh.org
Asbestos Management Plan	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcssoh.org	wilgusd@wcssoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Asbestos Removal	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcohs.org	
Assaults - Staff	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5755	(614) 797-5701	jackowsc@wcohs.org	jackowsc@wcohs.org
Assaults - Student	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcohs.org	
Assessment	Assessment & Accountability	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcohs.org	conleyd@wcohs.org
Athletic Officials - Payment	Treasurer's Office	Scott Gooding, Treasurer/CFO	Andy Ey, WCHS Athletic Director	(614) 797-6827	(614) 797-6801	eya@wcohs.org	
Athletic Officials - Payment	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jeff Will, WNHS Athletic Director	(614) 797-6241	(614) 797-6201	willj@wcohs.org	
Athletic Officials - Payment	Treasurer's Office	Scott Gooding, Treasurer/CFO	Scott Dorne, WSHS Athletic Director	(614) 797-6031	(614) 797-6001	dornes@wcohs.org	
Athletic Services; Eligibility; Eligibility for Athletics	Administrative Services	Mark Hershiser, Chief of Administrative Services	Andy Ey, WCHS Athletic Director	(614) 797-6827	(614) 797-6801	eyA@wcohs.org	
Athletics Information	Administrative Services	Mark Hershiser, Chief of Administrative Services	Andy Ey, WCHS Athletic Director	(614) 797-5755	(614) 797-6801	eyA@wcohs.org	
Athletics Information	Administrative Services	Mark Hershiser, Chief of Administrative Services	Jeff Will, WNHS Athletic Director	(614) 797-6241	(614) 797-6201	WillJ@wcohs.org	
Athletics Information	Administrative Services	Mark Hershiser, Chief of Administrative Services	Scott Dorne, WSHS Athletic Director	(614) 797-6031	(614) 797-6001	dorneS@wcohs.org	
ATOD Policy	Community Relations	Mark Hershiser, Chief of Administrative Services	Steve Coolahan, Intervention Assistance Facilitator	(614) 797-5755	(614) 794-7602	coolahaS@wcohs.org	
Attendance - Staff	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcohs.org	
Attendance - Student	Community Relations	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcohs.org	
Attendance Boundaries	Administrative Services	Mark Hershiser, Chief of Administrative Services	Stephanie Collins, CIMS/EMIS	(614) 797-5783	(614) 797-5701	CollinsS@wcohs.org	
Auctions; Tag Sales	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcohs.org	
Audit Reports	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wcohs.org	
Autism	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcohs.org	conleyd@wcohs.org
Autism Scholarship Program	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcohs.org	conleyd@wcohs.org
AYP (Adequate Yearly Progress)	Assessment & Accountability	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcohs.org	conleyd@wcohs.org
Bad Checks	Treasurer's Office	Scott Gooding, Treasurer/CFO	Chi Chi Digman, Secretary	(614) 797-5768	(614) 797-5775	digmanc@wcohs.org	
Behavioral Management	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcohs.org	conleyd@wcohs.org
Bette Marschall Fund Grant	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wcohs.org	
Bids/Quotes - Competitive	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcohs.org	
Billings	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Imhoff, Accounts Payable Associate	(614) 797-5771	(614) 797-5775	imhoffd@wcohs.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Birth Certificate Documentation	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wccsoh.org	
Bloodborne Pathogens	Custodial Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wccsoh.org	jackowsc@wccsoh.org
BMV Checks	Transportation	Mark Hershiser, Chief of Administrative Services	Bob Lynde, Transportation Manager	(614) 797-5955	(614) 797-5951	lyndeb@wccsoh.org	jackowsc@wccsoh.org
Board Agenda	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jill Beck, Executive Assistant to the Superintendent	(614) 797-5713	(614) 797-5701	gabayk@wccsoh.org	
Board Authorization	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jill Beck, Executive Assistant to the Superintendent	(614) 797-5713	(614) 797-5701	gabayk@wccsoh.org	
Board Inquiries	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jill Beck, Executive Assistant to the Superintendent	(614) 797-5713	(614) 797-5701	gabayk@wccsoh.org	
Board Legislation	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jill Beck, Executive Assistant to the Superintendent	(614) 797-5713	(614) 797-5701	gabayk@wccsoh.org	
Board Meetings	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jill Beck, Executive Assistant to the Superintendent	(614) 797-5713	(614) 797-5701	gabayk@wccsoh.org	
Board Policies/Regulations	Treasurer's Office	Scott Gooding, Treasurer/CFO	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wccsoh.org	
Board Report	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wccsoh.org	ViebranG@wccsoh.org
Bomb Threats	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wccsoh.org	
Bomb; Crisis; Fire; Tornado	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wccsoh.org	
Boundaries - Attendance	Administrative Services	Mark Hershiser, Chief of Administrative Services	Stephanie Collins, CIMS/EMIS	(614) 797-5783	(614) 797-5701	CollinsS@wccsoh.org	
Boundaries - Transportation	Transportation	Mark Hershiser, Chief of Administrative Services	Randy Snyder, Asst. Manager	(614) 797-5961	(614) 797-5951	snyderr@wccsoh.org	lyndeb@wccsoh.org
Boundaries for Schools	Administrative Services	Mark Hershiser, Chief of Administrative Services	Stephanie Collins, CIMS/EMIS	(614) 797-5783	(614) 797-5701	CollinsS@wccsoh.org	
Breakfast	Food Services	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wccsoh.org	
Breaking and Entering	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wccsoh.org	
Budget	Treasurer's Office	Scott Gooding, Treasurer/CFO	Scott Gooding, Treasurer/CFO	(614) 797-5768	(614) 797-5775	goodings@wccsoh.org	
Budget and Appropriations	Treasurer's Office	Scott Gooding, Treasurer/CFO	Scott Gooding, Treasurer/CFO	(614) 797-5768	(614) 797-5775	goodings@wccsoh.org	
Budget Transfer	Treasurer's Office	Scott Gooding, Treasurer/CFO	Chi Chi Digman, Secretary	(614) 797-5768	(614) 797-5775	digmanc@wccsoh.org	
Budgeting Process	Treasurer's Office	Scott Gooding, Treasurer/CFO	Scott Gooding, Treasurer/CFO	(614) 797-5768	(614) 797-5775	goodings@wccsoh.org	
Building - Health Inspection	Business Operations	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5800	(614) 797-5901	meissneD@wccsoh.org	
Building Crisis Plan	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wccsoh.org	
Building Inspections	Business Operations	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wccsoh.org	lerosej@wccsoh.org
Building Use/Rental	Purchasing	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wccsoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Buildings and Grounds	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	lerosej@wcssoh.org
Bus Compound	Transportation	Mark Hershiser, Chief of Administrative Services	Shawn Dawson, Asst. Manager/Garage	(614) 797-5957	(614) 797-5951	dawsons@wcssoh.org	lyndeb@wcssoh.org
Bus Driver Training; School Bus Driver Training	Transportation	Mark Hershiser, Chief of Administrative Services	Randy Snyder, Asst. Manager	(614) 797-5961	(614) 797-5951	snyderr@wcssoh.org	lyndeb@wcssoh.org
Bus Drivers	Transportation	Mark Hershiser, Chief of Administrative Services	Bob Lynde, Transportation Manager	(614) 797-5955	(614) 797-5951	lyndeb@wcssoh.org	lerosej@wcssoh.org
Bus Routing Concerns - Elementary and Middle	Transportation	Mark Hershiser, Chief of Administrative Services	Randy Snyder, Asst. Manager	(614) 797-5961	(614) 797-5951	snyderr@wcssoh.org	lyndeb@wcssoh.org
Bus Routing Concerns - High School, Career	Transportation	Mark Hershiser, Chief of Administrative Services	Randy Snyder, Asst. Manager	(614) 797-5961	(614) 797-5951	snyderr@wcssoh.org	lyndeb@wcssoh.org
Bus Routing Concerns - Special Education	Transportation	Mark Hershiser, Chief of Administrative Services	Becky Nitz, Asst. Manager	(614) 797-5954	(614) 797-5951	nitzb@wcssoh.org	lyndeb@wcssoh.org
Business Education	Academic Affairs	Diane Conley, Chief of Academic Affairs	Terry Casparro, Career/Tech-Ed Coordinator	(614) 797-6091	(614) 797-6001	Casparrt@wcssoh.org	conleyd@wcssoh.org
Business Partnerships	Communications	Mark Hershiser, Chief of Administrative Services	Suzanne Kile, Principal/McVay Elementary	(614) 797-7235	(614) 797-7231	KileS@wcssoh.org	ViebranG@wcssoh.org; HershishM@wcssoh.org
Cafeteria Equipment	Food Services	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcssoh.org	
Cafeteria Plan (Section 125) - Certified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Rusnak, Insurance & Benefits	(614) 797-5769	(614) 797-5775	rusnakd@wcssoh.org	
Cafeteria Plan (Section 125) - Classified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jackie Howard, Insurance & Benefits	(614) 797-5778	(614) 797-5775	howardja@wcssoh.org	
Calendar - Event	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Calendar - School Year	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Cameras; Security	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Shields	(614) 797-5983	(614) 797-5981	ShieldsD@wcssoh.org	
Capital Improvements	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcssoh.org	wilgusd@wcssoh.org
Career Education	Academic Affairs	Diane Conley, Chief of Academic Affairs	Terry Casparro, Career/Tech-Ed Coordinator	(614) 797-6091	(614) 797-6001	Casparrt@wcssoh.org	conleyd@wcssoh.org
Career Vocational Education	Academic Affairs	Diane Conley, Chief of Academic Affairs	Terry Casparro, Career/Tech-Ed Coordinator	(614) 797-6091	(614) 797-6001	Casparrt@wcssoh.org	conleyd@wcssoh.org
Case Management; Medicaid	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Cash Deposits; Collections	Treasurer's Office	Scott Gooding, Treasurer/CFO	Chi Chi Digman, Secretary	(614) 797-5768	(614) 797-5775	digmanc@wcssoh.org	
Ceremonies, Graduation	Administrative Services	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5880	(614) 794-7602	bellk@wcssoh.org	
Certificated Compensation; Schedule; Placement	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Certificated Hourly	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Certificated Licensure Questions	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Certificated Personnel	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Certificated Staff Assignments; Compensation Level	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Certificated Staffing Questions Elementary Level	Human Resources	Mark Hershiser, Chief of Administrative Services	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wcssoh.org	jackowsc@wcssoh.org
Certificated Staffing Questions Secondary Level	Human Resources	Mark Hershiser, Chief of Administrative Services	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	jackowsc@wcssoh.org
Certificated Teacher Pay	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Certification See Human Resources	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
CEU's	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Chamber Education Committee	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Child Care - Transportation Transfers	Transportation	Mark Hershiser, Chief of Administrative Services	Bob Lynde, Transportation Manager	(614) 797-5955	(614) 797-5951	lyndeb@wcssoh.org	jackowsc@wcssoh.org
Child Support	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Rusnak, Insurance & Benefits	(614) 797-5769	(614) 797-5775	rusnakd@wcssoh.org	
Civil Rights (See "Discrimination")	Human Resources	Mark Hershiser, Chief of Administrative Services	Elizabeth Jelkin, Special Education Coordinator	(614) 797-5911	(614) 797-5901	jelkine@wcssoh.org	jackowsc@wcssoh.org
Civil Service Employment	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5725	(614) 797-5701	jackowsc@wcssoh.org	
Class Size Reduction Teachers	Academic Affairs	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	conleyd@wcssoh.org	conleyd@wcssoh.org
Classified (OAPSE 138)	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5755	(614) 797-5701	jackowsc@wcssoh.org	
Classified (OAPSE 719)	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5755	(614) 797-5701	jackowsc@wcssoh.org	
Classified Evaluations	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Classified Pay - Food Service/Substitutes/Students/Supplementals	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jaime Stewart, Payroll Associate/Workers Comp.	(614) 797-5773	(614) 797-5775	stewartj@wcssoh.org	
Classified Pay - Transportation/Custodial/Maintenance/Warehouse	Treasurer's Office	Scott Gooding, Treasurer/CFO	Frances Quast, Payroll Associate	(614) 797-5770	(614) 797-5775	quastf@wcssoh.org	
Classified Staff	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Classified/Certificated Inservice	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Classroom Materials	Academic Affairs	Diane Conley, Chief of Academic Affairs	Toni Miller, Secretary	(614) 797-6027	(614) 797-6001	millert@wcssoh.org	conleyd@wcssoh.org
Coaches, Athletic	Administrative Services	Mark Hershiser, Chief of Administrative Services	Andy Ey, WCHS Athletic Director	(614) 797-6827	(614) 797-6801	eyA@wcssoh.org	
Coaches, Athletic	Administrative Services	Mark Hershiser, Chief of Administrative Services	Jeff Will, WNHS Athletic Director	(614) 797-6241	(614) 797-6201	WillJ@wcssoh.org	
Coaches, Athletic	Administrative Services	Mark Hershiser, Chief of Administrative Services	Scott Dorne, WSHS Athletic Director	(614) 797-6031	(614) 797-6001	dorneS@wcssoh.org	
Coaches, Instructional - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	Mccllelk@wcssoh.org	conleyd@wcssoh.org
Coaches, Instructional - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Coaching	Administrative Services	Mark Hershiser, Chief of Administrative Services	Andy Ey, WCHS Athletic Director	(614) 797-6827	(614) 797-6801	eyA@wcssoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Coaching	Administrative Services	Mark Hershiser, Chief of Administrative Services	Jeff Will, WNHS Athletic Director	(614) 797-6241	(614) 797-6201	WillJ@wctsoh.org	
Coaching	Administrative Services	Mark Hershiser, Chief of Administrative Services	Scott Dorne, WSHS Athletic Director	(614) 797-6031	(614) 797-6001	dorneS@wctsoh.org	
Coaching and Support Services	Administrative Services	Mark Hershiser, Chief of Administrative Services	Andy Ey, WCHS Athletic Director	(614) 797-6827	(614) 797-6801	eyA@wctsoh.org	
Coaching and Support Services	Administrative Services	Mark Hershiser, Chief of Administrative Services	Jeff Will, WNHS Athletic Director	(614) 797-6241	(614) 797-6201	WillJ@wctsoh.org	
Coaching and Support Services	Administrative Services	Mark Hershiser, Chief of Administrative Services	Scott Dorne, WSHS Athletic Director	(614) 797-6031	(614) 797-6001	dorneS@wctsoh.org	
Cognitive Disability	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wctsoh.org	conleyd@wctsoh.org
Collective Bargaining Agreements	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wctsoh.org	
College Fairs - WCHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept - WCHS	(614) 797-6811	(614) 797-6801	spinnert@wctsoh.org	bellk@wctsoh.org
College Fairs - WNHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept - WNHS	(614) 797-6215	(614) 797-6201	yanceyk@wctsoh.org	yanceyk@wctsoh.org
College Fairs - WSHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept - WSHS	(614) 797-6021	(614) 797-6001	andersss@wctsoh.org	andersss@wctsoh.org
College Fairs (Employment)	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wctsoh.org	
College Readiness - WCHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept - WCHS	(614) 797-6811	(614) 797-6801	spinnert@wctsoh.org	bellk@wctsoh.org
College Readiness - WNHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept - WNHS	(614) 797-6215	(614) 797-6201	yanceyk@wctsoh.org	yanceyk@wctsoh.org
College Readiness - WSHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept - WSHS	(614) 797-6021	(614) 797-6001	andersss@wctsoh.org	andersss@wctsoh.org
Communications Department	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wctsoh.org	
Communique	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wctsoh.org	ViebranG@wctsoh.org
Community Outreach	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wctsoh.org	
Community Relations	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wctsoh.org	
Community Resources	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wctsoh.org	
Community Schools	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wctsoh.org	
Community Service	Academic Affairs	Diane Conley, Chief of Academic Affairs	Building Principal	(614) 797-5700		bellk@wctsoh.org	conleyd@wctsoh.org
Compensation; Schedule, Placement	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wctsoh.org	jackowsc@wctsoh.org
Compensatory Programs - State and Federal Funds	Academic Affairs	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	CannonI@wctsoh.org	conleyd@wctsoh.org
Compliance Requirements	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wctsoh.org	
Compliance Requirements - Special Education	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wctsoh.org	conleyd@wctsoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Comprehensive Annual Financial Report (CAFR)	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wccsoh.org	
Computer - Help Desk	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Shelly Bailey, Secretary	(614) 797-5782	(614) 797-5701	baileys2@wccsoh.org	lewisg@wccsoh.org
Computer Access to Information Management Systems	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Stephanie Collins, CIMS/EMIS	(614) 797-5783	(614) 797-5701	CollinsS@wccsoh.org	
Computer Repair	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	baileys2@wccsoh.org	lewisg@wccsoh.org
Computer Software Instruction	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	baileys2@wccsoh.org	lewisg@wccsoh.org
Construction Management	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wccsoh.org	wilgusd@wccsoh.org
Contacts, emergency	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wccsoh.org	
Continuing Contracts	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wccsoh.org	
Continuing Education - Staff	Academic Affairs	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	Cannonl@wccsoh.org	conleyd@wccsoh.org
Continuous Improvement Plan - Schools	Academic Affairs	Diane Conley, Chief of Academic Affairs	Building Principal	(614) 797-5700			Conleyd@wccsoh.org
Contract - Employment	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wccsoh.org	
Contract - Vendors	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wccsoh.org	
Contract Compliance	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wccsoh.org	
Contract Non-Renewal	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wccsoh.org	
Contract Reviews	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wccsoh.org	
Contracts - Union	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wccsoh.org	
Copiers, Office Machines	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wccsoh.org	
Copyright Information - Software Licensing	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	baileys2@wccsoh.org	lewisg@wccsoh.org
Copyright Infringement	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wccsoh.org	
Counseling and Guidance Services	Administrative Services	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5965	(614) 794-7602	mccllellk@wccsoh.org	
CPR Classes	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wccsoh.org	
Credit Recovery - Student	Community Relations	Diane Conley, Chief of Academic Affairs	Steve Coolahan, Intervention Assistance Facilitator	(614) 797-5964	(614) 794-7602	coolahaS@wccsoh.org	
Credit Union	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Rusnak, Insurance & Benefits	(614) 797-5769	(614) 797-5775	rusnakd@wccsoh.org	
Criminal Charges; Filing	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wccsoh.org	
Crisis Management	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wccsoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Crisis Situation - Notifications	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcssoh.org	
Crisis Situations - Management	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcssoh.org	
Crisis Situations - Media Contacts	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Crisis Support	Administrative Services	Mark Hershiser, Chief of Administrative Services	Steve Coolahan, Intervention Assistance Facilitator	(614) 797-5964	(614) 794-7602	coolahaS@wcssoh.org	
Current Students - Verification	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcssoh.org	
Curriculum Approval Only	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5701	conleyd@wcssoh.org	conleyd@wcssoh.org
Curriculum Development, Requirements and Standards	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5701	conleyd@wcssoh.org	conleyd@wcssoh.org
Curriculum Guides - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllellk@wcssoh.org	conleyd@wcssoh.org
Curriculum Guides - High Schools	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Curriculum Guides - Middle School	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Custodial Services	Custodial Services	Mark Hershiser, Chief of Administrative Services	Mike Ward, Custodial Services Manager	(614) 797-5969	(614) 794-7602	wardm@wcssoh.org	lerosej@wcssoh.org
Custody	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wcssoh.org	
D.A.R.E. (Drug Abuse Resistance Education)	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcssoh.org	
Damage Clean-up & Repair	Custodial Services	Mark Hershiser, Chief of Administrative Services	Mike Ward, Custodial Services Manager	(614) 797-5969	(614) 794-7602	wardm@wcssoh.org	wilgusd@wcssoh.org
Data Analysis	Assessment & Accountability	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcssoh.org	conleyd@wcssoh.org
Data Analysis/Value-Added Reporting (Battelle for Kids)	Assessment & Accountability	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcssoh.org	conleyd@wcssoh.org
Delivery Services	Distribution	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcssoh.org	
Dental Insurance; Benefits - Certified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Rusnak, Insurance & Benefits	(614) 797-5769	(614) 797-5775	rusnakd@wcssoh.org	
Dental Insurance; Benefits - Classified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jackie Howard, Insurance & Benefits	(614) 797-5778	(614) 797-5775	howardja@wcssoh.org	
Department and School Events and Activities	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wcssoh.org	viebrang@wcssoh.org
Destruction of Records	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wcssoh.org	
Developmental Disability	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Differentiated Instruction - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Building Principal	(614) 797-5700			mccllellk@wcssoh.org
Differentiated Instruction - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Building Principal	(614) 797-5700			bellk@wcssoh.org
Direct Deposit Information	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jaime Stewart, Payroll Associate/Workers Comp.	(614) 797-5773	(614) 797-5775	stewartj@wcssoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Directory Information - Student	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Disabilities - Student	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Discipline - Employee	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Discipline - Student	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcssoh.org	
Discipline - Students with Disabilities	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Discipline Transfers - Employee	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Discrimination - Allegations (Staff to Staff)	Human Resources	Mark Hershiser, Chief of Administrative Services	Elizabeth Jelkin, Special Education Coordinator	(614) 797-5911	(614) 797-5901	jelkine@wcssoh.org	jackowsc@wcssoh.org
Discrimination - Allegations (Staff to Student)	Human Resources	Mark Hershiser, Chief of Administrative Services	Elizabeth Jelkin, Special Education Coordinator	(614) 797-5911	(614) 797-5901	jelkine@wcssoh.org	jackowsc@wcssoh.org
Discrimination - Allegations (Student to Staff)	Human Resources	Mark Hershiser, Chief of Administrative Services	Elizabeth Jelkin, Special Education Coordinator	(614) 797-5911	(614) 797-5901	jelkine@wcssoh.org	jackowsc@wcssoh.org
Discrimination - Allegations (Student to Student)	Administrative Services	Mark Hershiser, Chief of Administrative Services	Elizabeth Jelkin, Special Education Coordinator	(614) 797-5911	(614) 797-5901	jelkinE@wcssoh.org	
Discrimination - Programs Addressing Diversity Discrimination	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wcssoh.org	
Diseases - Communicable; Noncommunicable	Administrative Services	Mark Hershiser, Chief of Administrative Services	School Nurse	(614) 797-5756	(614) 797-5701	meissneD@wcssoh.org	
Distance Learning Services	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
District History	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wcssoh.org	
District Reports - Annual	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wcssoh.org	
District Reports - Financial	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wcssoh.org	
District Reports - State Report Card	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcssoh.org	conleyd@wcssoh.org
Diversity Education	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wcssoh.org	
Donations - Board Approval Process	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcssoh.org	
Donations - Soliciting	Communications	Mark Hershiser, Chief of Administrative Services	Suzanne Kile, Principal/McVay Elementary	(614) 797-7235	(614) 797-7231	KileS@wcssoh.org	ViebranG@wcssoh.org; HershishM@wcssoh.org
Drills (Fire, Tornado, Safety)	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5755	(614) 797-5701	hershishM@wcssoh.org	
Drug Testing - Athletes	Administrative Services	Mark Hershiser, Chief of Administrative Services	Andy Ey, WCHS Athletic Director	(614) 797-6827	(614) 797-6801	eyA@wcssoh.org	
Drug Testing - Athletes	Administrative Services	Mark Hershiser, Chief of Administrative Services	Jeff Will, WNHS Athletic Director	(614) 797-6241	(614) 797-6201	WillJ@wcssoh.org	
Drug Testing - Athletes	Administrative Services	Mark Hershiser, Chief of Administrative Services	Scott Dorne, WSHS Athletic Director	(614) 797-6031	(614) 797-6001	dorneS@wcssoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Drug Testing - Staff	Human Resources	Mark Hershiser, Chief of Administrative Services	Bob Lynde, Transportation Manager	(614) 797-5955	(614) 797-5951	lyndeb@wccsoh.org	jackowsc@wccsoh.org
Drugs - Confiscation/Suspicion of	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5755	(614) 797-5701	hershism@wccsoh.org	
Due Process Hearing Requests	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wccsoh.org	Conleyd@wccsoh.org
Duplicating/Print Shop	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wccsoh.org	
DVD - Align, Assess, Achieve	Academic Affairs	Diane Conley, Chief of Academic Affairs	Marsha Williams, Secretary	(614) 797-5734	(614) 797-5701	Williamm@wccsoh.org	conleyd@wccsoh.org
EAP; Employee Assistance Program	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wccsoh.org	
Early Childhood Education	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wccsoh.org	conleyd@wccsoh.org
Early Enrollment/Admission (Kindergarten)	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wccsoh.org	potterp@wccsoh.org
Easements	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wccsoh.org	wilgusd@wccsoh.org
Education Foundation - General Information	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wccsoh.org	
Education Foundation - Grant Process	Academic Affairs	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	Cannonl@wccsoh.org	conleyd@wccsoh.org
Educational Neglect	Community Relations	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5755	(614) 797-5701	hershism@wccsoh.org	
Educational Options for Success (EOS)	Community Relations	Diane Conley, Chief of Academic Affairs	Steve Coolahan, Intervention Assistance Facilitator	(614) 797-5964	(614) 794-7602	coolahaS@wccsoh.org	
Educational Services/Resources	Academic Affairs	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	Cannonl@wccsoh.org	conleyd@wccsoh.org
Electrical	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wccsoh.org	parsonsd@wccsoh.org
Elementary Curriculum	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wccsoh.org	conleyd@wccsoh.org
Elementary Library Media Specialists	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wccsoh.org	conleyd@wccsoh.org
Elementary Operations	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wccsoh.org	conleyd@wccsoh.org
Elementary School - Registration	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wccsoh.org	
Elementary Schools Curriculum and Instruction	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wccsoh.org	conleyd@wccsoh.org
Email	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	baileys2@wccsoh.org	lewisg@wccsoh.org
Emergencies - Late Bus	Transportation	Mark Hershiser, Chief of Administrative Services	Randy Snyder, Asst. Manager	(614) 797-5961	(614) 797-5951	snyderr@wccsoh.org	lyndeb@wccsoh.org
Emergencies - Lost Children	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wccsoh.org	
Emergency Product/Service Orders	Purchasing	Scott Gooding, Treasurer/CFO	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wccsoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Emergency School Closings	Superintendent's Office	Dan Good, Superintendent/CEO	Jill Beck, Executive Assistant to the Superintendent	(614) 797-5713	(614) 797-5701	gabayk@wcssoh.org	
Emergency Work Orders	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	parsonsd@wcssoh.org
EMIS	Administrative Services	Mark Hershiser, Chief of Administrative Services	Stephanie Collins, CIMS/EMIS	(614) 797-5783	(614) 797-5701	CollinsS@wcssoh.org	
Emotional Disturbance	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Employee Adjustment Transfer	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Employee Assistance Program	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Employee Discipline	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Employee Expense	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Employee Tuition - Certificated	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Employee Tuition - Classified	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5726	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Employment Application - Administrative	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5738	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Employment Application - Certificated	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5738	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Employment Application - Classified	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Employment Verification	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Energy Conservation Program	Business Operations	Mark Hershiser, Chief of Administrative Services	Laura Ehninger, Energy Manager	(614) 797-5982	(614) 797-5981	ehningerl@wcssoh.org	lerosej@wcssoh.org
Engineering and Design	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcssoh.org	wilgusd@wcssoh.org
Enrolling a Student	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5756	(614) 794-7602	millerA@wcssoh.org	
Enrollment Count	Academic Affairs	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	Cannonl@wcssoh.org	conleyd@wcssoh.org
EOS (Educational Options for Success)	Administrative Services	Mark Hershiser, Chief of Administrative Services	Steve Coolahan, Intervention Assistance Facilitator	(614) 797-5964	(614) 794-7602	coolahaS@wcssoh.org	
Equipment - Inventory	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcssoh.org	
Equipment Bids	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcssoh.org	
Equipment Information/Inventory	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcssoh.org	
ESL/LEP/English as a Second Language	Academic Affairs	Diane Conley, Chief of Academic Affairs	Beverly Good, ESL Coordinator	(614) 797-7118	(614) 797-7101	goodb@wcssoh.org	potterp@wcssoh.org
ESY - Extended School Year	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Evaluation - Administrator - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllellk@wcssoh.org bellk@wcssoh.org	conleyd@wcssoh.org
Evaluation - Administrator - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllellk@wcssoh.org bellk@wcssoh.org	conleyd@wcssoh.org
Evaluation - Certificated	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Evaluation - Classified	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Evaluation Process	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Evaluation Process - Special Education	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Event Calendar	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Exclusion	Special Education	Mark Hershiser, Chief of Administrative Services	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterP@wcssoh.org	
Expulsion	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcssoh.org	
Expulsion Appeal	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershishM@wcssoh.org	
Expulsion Hearings	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcssoh.org	
Extended School Year	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Extended Service Pay	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Exterior Maintenance	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	parsonsd@wcssoh.org
Extermination	Custodial Services	Mark Hershiser, Chief of Administrative Services	Mike Ward, Custodial Services Manager	(614) 797-5969	(614) 794-7602	wardm@wcssoh.org	houdeshk@wcssoh.org
Extra Service Classified	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Extracurricular Activities	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershishM@wcssoh.org	
Extracurricular and Supplemental	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Facilities	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	parsonsd@wcssoh.org
Facilities and Design Construction	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcssoh.org	
Facilities Engineering	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcssoh.org	wilgusd@wcssoh.org
Facilities Management	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	lerosej@wcssoh.org
Facilities Master Plan	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcssoh.org	wannerc@wcssoh.org
Facility Rental	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcssoh.org	
Facts about WCS	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wcssoh.org	ViebranG@wcssoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Facts At A Glance - WCS	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wctsoh.org	
Family Educational Rights & Privacy Act (FERPA)	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wctsoh.org	
Fax Machines	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wctsoh.org	
Federal Grants	Academic Affairs and Treasurer	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5701	conleyd@wctsoh.org	
Federal, State Regulations - Academic	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5701	conleyd@wctsoh.org	
Federal, State Regulations - Operations	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wctsoh.org	
Federal, State Regulations - Personnel	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5725	(614) 797-5701	jackowsc@wctsoh.org	
Federal, State Regulations - Special Education	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wctsoh.org	conleyd@wctsoh.org
Fee Waivers - Certificated; Course Waivers	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wctsoh.org	jackowsc@wctsoh.org
FERPA (Family Educational Rights & Privacy Act)	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wctsoh.org	
Field Experience; Student Teaching	Human Resources	Mark Hershiser, Chief of Administrative Services	Tina Showalter, Receptionist	(614) 797-5700	(614) 797-5701	showwaltt@wctsoh.org	jackowsc@wctsoh.org
Field Trips - Requests	Academic Affairs	Diane Conley, Chief of Academic Affairs	Marsha Williams, Secretary	(614) 797-5734	(614) 797-5701	Williamm@wctsoh.org	conleyd@wctsoh.org
Field Trips - Transportation	Transportation	Mark Hershiser, Chief of Administrative Services	Lynn Congrove	(614) 797-5963	(614) 797-5951	congrov1@wctsoh.org	lyndeb@wctsoh.org
Financial Aid - College - WCHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept - WCHS	(614) 797-6830	(614) 797-6801	spinnert@wctsoh.org	spinnert@wctsoh.org
Financial Aid - College - WNHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept - WNHS	(614) 797-6215	(614) 797-6201	yanceyk@wctsoh.org	yanceyk@wctsoh.org
Financial Aid - College - WSHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept - WSHS	(614) 797-6021	(614) 797-6001	andersss@wctsoh.org	andersss@wctsoh.org
Fingerprint Information	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wctsoh.org	
Fingerprinting - Staff	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wctsoh.org	
Fingerprinting - Volunteers	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wctsoh.org	
Fire - Repairs/Cleanup	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wctsoh.org	lerosej@wctsoh.org
Fire - Reports of	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wctsoh.org	
Fire Drills - reporting	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wctsoh.org	
First Aid	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wctsoh.org	
504 Plans	Community Relations	Diane Conley, Chief of Academic Affairs	Steve Coolahan, Intervention Assistance Facilitator	(614) 797-5964	(614) 794-7602	coolahaS@wctsoh.org	
Fixed Assets	Purchasing	Mark Hershiser, Chief of Administrative Services	Diane Schiffbauer, Secretary	(614) 797-5990	(614) 797-5981	schiffbd@wctsoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Flammable Materials	Custodial Services	Mark Hershiser, Chief of Administrative Services	Mike Ward, Custodial Services Manager	(614) 797-5969	(614) 794-7602	wardm@wcohs.org	lerosej@wcohs.org
Flexible Spending Account	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Rusnak, Insurance & Benefits	(614) 797-5769	(614) 797-5775	rusnakd@wcohs.org	
Flier Distribution Requests (sent home with Students)	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcohs.org	
Food Services	Food Services	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcohs.org	
Forecasting and Trends - Academic Achievement	Assessment & Accountability	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcohs.org	conleyd@wcohs.org
Forecasting and Trends - Enrollment	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcohs.org	
Forecasting and Trends - Financial	Treasurer's Office	Scott Gooding, Treasurer/CFO	Scott Gooding, Treasurer/CFO	(614) 797-5768	(614) 797-5775	goodings@wcohs.org	
Forecasting and Trends - Staffing	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcohs.org	
Foreign Languages; World Languages - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Vicki Jarrell, Principal Emerson Magnet School	(614) 797-7080	(614) 797-7081	jarrellv@wcohs.org	conleyd@wcohs.org
Foreign Languages; World Languages - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Laura Lipsett, Curriculum Coordinator	(614) 797-6250	(614) 797-6201	lipsettll@wcohs.org	conleyd@wcohs.org
Forms - Personnel	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcohs.org	jackowsc@wcohs.org
Foundation - Education	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcohs.org	
Franklin County MRDD	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcohs.org	conleyd@wcohs.org
Free and Reduced Price Breakfast	Food Services	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcohs.org	
Free and Reduced Price Lunch Program	Food Services	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcohs.org	
Fundraising	Communications	Mark Hershiser, Chief of Administrative Services	Suzanne Kile, Principal/McVay Elementary	(614) 797-7235	(614) 797-7231	KileS@wcohs.org	ViebranG@wcohs.org; HershishM@wcohs.org
Furniture - New	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcohs.org	
Furniture - Surplus	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcohs.org	
Furniture Repair	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcohs.org	wilgusd@wcohs.org
Gangs - Activity/Reporting	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	hershishM@wcohs.org	
Garnishments	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Rusnak, Insurance & Benefits	(614) 797-5769	(614) 797-5775	rusnakd@wcohs.org	
Gas Leaks	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcohs.org	parsonsd@wcohs.org
GED (General Education Development)	Community Relations	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcohs.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
GED Testing	Community Relations	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcssoh.org	
GEM Award	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wcssoh.org	ViebranG@wcssoh.org
General Budget Information	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wcssoh.org	
General Fund and Student Activity Budgets	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wcssoh.org	
General WCS Information	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wcssoh.org	ViebranG@wcssoh.org
Gifted and Talented	Academic Affairs	Diane Conley, Chief of Academic Affairs	Suzanne Palmer	(614) 797-6815	(614) 797-6201	palmers@wcssoh.org	potterp@wcssoh.org
Gold Card Program (Senior Citizens)	Superintendent's Office	Dan Good, Superintendent/CEO	Tina Etheridge, Receptionist	(614) 797-5700	(614) 797-5701	etheridt@wcssoh.org	
Governmental Affairs	Superintendent's Office	Dan Good, Superintendent/CEO	Jill Beck, Executive Assistant to the Superintendent	(614) 797-5713	(614) 797-5701	gabayk@wcssoh.org	
Grade Level Indicators - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wcssoh.org	conleyd@wcssoh.org
Grade Level Indicators - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wcssoh.org bellk@wcssoh.org	conleyd@wcssoh.org
Grade Reporting - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wcssoh.org	conleyd@wcssoh.org
Grade Reporting - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wcssoh.org bellk@wcssoh.org	conleyd@wcssoh.org
Graduate Records - WCHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept	(614) 797-6811	(614) 797-6801		spinnert@wcssoh.org
Graduate Records - WNHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept	(614) 797-6215	(614) 797-6201		yanceyk@wcssoh.org
Graduate Records - WSHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept	(614) 797-6021	(614) 797-6001		anderssss@wcssoh.org
Graffiti Removal	Custodial Services	Mark Hershiser, Chief of Administrative Services	Mike Ward, Custodial Services Manager	(614) 797-5969	(614) 794-7602	wardm@wcssoh.org	wilgusd@wcssoh.org
Grandparent Letters - Custody	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wcssoh.org	
Grant - Bette Marschall Fund	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wcssoh.org	
Grant - Westerville Fund	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wcssoh.org	
Grants Approval Process	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wcssoh.org	
Great Educator and Mentor (GEM) Award	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wcssoh.org	ViebranG@wcssoh.org
Grief/Incident Counseling	Community Relations	Mark Hershiser, Chief of Administrative Services	Steve Coolahan, Intervention Assistance Facilitator	(614) 797-5964	(614) 794-7602	coolahaS@wcssoh.org	
Grievances	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Guardianship	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wcssoh.org	
Guidance Counseling - Elementary	Administrative Services	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5965	(614) 794-7602	mccllelk@wcssoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Guidance Counseling - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcohs.org	conleyd@wcohs.org
Guidelines and Regulations - Administrative	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcohs.org	
Guidelines and Regulations - Employment/Personnel	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcohs.org	
Guidelines and Regulations - Financial	Treasurer's Office	Scott Gooding, Treasurer/CFO	Scott Gooding, Treasurer/CFO	(614) 797-5768	(614) 797-5775	goodings@wcohs.org	
Harassment	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcohs.org	
Harassment Complaints	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcohs.org	
Hazardous Materials	Custodial Services	Mark Hershiser, Chief of Administrative Services	Mike Ward, Custodial Services Manager	(614) 797-5969	(614) 794-7602	wardm@wcohs.org	lerosej@wcohs.org
Health Concerns	Health & Safety	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5800	(614) 797-5901	meissneD@wcohs.org	wardm@wcohs.org
Health Curriculum - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Curriculum Coordinator	(614) 797-6029	(614) 797-6001	dollittc@wcohs.org	mcclellk@wcohs.org
Health Curriculum - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Laura Lipsett, Curriculum Coordinator	(614) 797-6250	(614) 797-6201	lipsett@wcohs.org	bellk@wcohs.org
Health Department Inspections	Business Operations	Mark Hershiser, Chief of Administrative Services	Mike Ward, Custodial Services Manager	(614) 797-5969	(614) 794-7602	wardm@wcohs.org	lerosej@wcohs.org
Health Savings Account - Certified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Rusnak, Insurance & Benefits	(614) 797-5769	(614) 797-5775	rusnakd@wcohs.org	
Health Savings Account - Classified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jackie Howard, Insurance & Benefits	(614) 797-5778	(614) 797-5775	howardja@wcohs.org	
Health Supplies, Forms and Equipment - School	Administrative Services	Mark Hershiser, Chief of Administrative Services	School Nurse		(614) 797-5701	farrisj@wcohs.org	
Health Supplies, Forms and Equipment - Special Education	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcohs.org	conleyd@wcohs.org
Hearings - Staff Discipline	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5725	(614) 797-5701	jackowsc@wcohs.org	
Hearings - Student Discipline	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcohs.org	
Heating/Cooling	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcohs.org	parsonsd@wcohs.org
Help Desk - Technology	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	baileys2@wcohs.org	lewisg@wcohs.org
Helpline - Safe Schools	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcohs.org	
High School - Registering for High School Curriculum and Instruction	Administrative Services	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5965	(614) 794-7602	bellk@wcohs.org	
Highly Qualified Professional Development - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Curriculum Coordinator	(614) 797-6029	(614) 797-6001	dollittc@wcohs.org	conleyd@wcohs.org
Highly Qualified Professional Development - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Laura Lipsett, Curriculum Coordinator	(614) 797-6250	(614) 797-6201	doolittc@wcohs.org lipsett@wcohs.org	conleyd@wcohs.org
Home Education Notifications to Parents	Community Relations	Diane Conley, Chief of Academic Affairs	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcohs.org	
Home Instruction	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcohs.org	conleyd@wcohs.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Homeless Children	Administrative Services	Mark Hershiser, Chief of Administrative Services	Jennifer Farris, Executive Assistant to the Chief of Administrative Services	(614) 797-5756	(614) 797-5701	farrisj@wcssoh.org	
Hotline - Safe Schools	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcssoh.org	
HQT - Special Education Intervention Specialists	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Human Resources	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
I.D. - Staff Badges	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
I.D. - Student	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wcssoh.org	
IDEA (Individuals with Disabilities Education Act)	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
IEPs; Individualized Education Programs	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Immunizations (Student Registration)	Administrative Services	Mark Hershiser, Chief of Administrative Services	School Nurse	(614) 797-5756	(614) 797-5701	meissneD@wcssoh.org	
Inclement Weather - School Closing	Superintendent's Office	Dan Good, Superintendent/CEO	Jill Beck, Executive Assistant to the Superintendent	(614) 797-5713	(614) 797-5701	gabayk@wcssoh.org	
Income Verification - Free/Reduced Lunch	Food Services	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcssoh.org	
Individualized Professional Development Plan	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	
Individuals with Disabilities Education Act	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	Conleyd@wcssoh.org
Indoor Air Quality	Business Operations	Mark Hershiser, Chief of Administrative Services	Mike Ward, Custodial Services Manager	(614) 797-5969	(614) 794-7602	wardm@wcssoh.org	lerosej@wcssoh.org
Inservice	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Inservice; Consultants, Facilitators	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Curriculum Coordinator	(614) 797-6029	(614) 797-6001	doolittc@wcssoh.org lipsettl@wcssoh.org	conleyd@wcssoh.org
Inspection; Violations; Fire	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcssoh.org	
Inspections - Building	Business Operations	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	lerosej@wcssoh.org
Instructional Asst.s	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Instructional Technology	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5780	(614) 797-5701	conleyd@wcssoh.org	conleyd@wcssoh.org
Insurance; Benefits - Certified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Rusnak, Insurance & Benefits	(614) 797-5769	(614) 797-5775	rusnakd@wcssoh.org	
Insurance; Benefits - Classified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jackie Howard, Insurance & Benefits	(614) 797-5778	(614) 797-5775	howardja@wcssoh.org	
Insurance; COBRA Administration	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Rusnak, Insurance & Benefits	(614) 797-5769	(614) 797-5775	rusnakd@wcssoh.org	
Internet Access	Administrative Services	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	baileys2@wcssoh.org	lewisg@wcssoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Internships	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Interventions - Student	Community Relations	Mark Hershiser, Chief of Administrative Services	Steve Coolahan, Intervention Assistance Facilitator	(614) 797-5964	(614) 794-7602	coolahaS@wcssoh.org	
Intranet Content	Communications	Mark Hershiser, Chief of Administrative Services	Matt Davis, Visual Communications Coordinator	(614) 797-5802	(614) 797-5701	davisM@wcssoh.org	ViebranG@wcssoh.org
Inventory - Equipment	Purchasing	Mark Hershiser, Chief of Administrative Services	Diane Schiffbauer, Secretary	(614) 797-5990	(614) 797-5981	schiffbd@wcssoh.org	
Jarrold's Law - Health/Safety	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcssoh.org	wardm@wcssoh.org
Job Postings - Administrative	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Job Postings - Certificated	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Job Postings - Classified	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Job Search Training/Transitions	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Job Share	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Job Skill Training	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Junior Achievement	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wcssoh.org	conleyd@wcssoh.org
Jury Duty - Payroll Procedure	Treasurer's Office	Scott Gooding, Treasurer/CFO	Ellen Gilmore, Senior Payroll Coordinator	(614) 797-5767	(614) 797-5775	gilmoree@wcssoh.org	
Kitchen - Health Inspection	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcssoh.org	
Labor Relations	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5725	(614) 797-5701	jackowsc@wcssoh.org	
Landscaping	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	parsonsd@wcssoh.org
Language Arts; Reading - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Curriculum Coordinator	(614) 797-6029	(614) 797-6001	doolittc@wcssoh.org	conleyd@wcssoh.org
Language Arts; Reading - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Laura Lipsett, Curriculum Coordinator	(614) 797-6250	(614) 797-6201	lipsettl@wcssoh.org	conleyd@wcssoh.org
Language Translation Services	Academic Affairs	Diane Conley, Chief of Academic Affairs	Beverly Good, ESL Coordinator	(614) 797-7118	(614) 797-7101	goodb@wcssoh.org	potterp@wcssoh.org
Latchkey	Academic Affairs	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	Cannonl@wcssoh.org	conleyd@wcssoh.org
Late Buses	Transportation	Mark Hershiser, Chief of Administrative Services	Randy Snyder, Asst. Manager	(614) 797-5961	(614) 797-5951	snyderr@wcssoh.org	lyndeb@wcssoh.org
Lead Abatement	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcssoh.org	wilgusd@wcssoh.org
Leave Accrual; Balance Inquiries	Treasurer's Office	Scott Gooding, Treasurer/CFO	Frances Quast, Payroll Associate	(614) 797-5770	(614) 797-5775	quastf@wcssoh.org	
Leave Accruals; Transfer In/Out	Treasurer's Office	Scott Gooding, Treasurer/CFO	Frances Quast, Payroll Associate	(614) 797-5770	(614) 797-5775	quastf@wcssoh.org	
Leave; Absence; Certificated	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Leave; Absence; Certificated	Treasurer's Office	Scott Gooding, Treasurer/CFO	Ellen Gilmore, Senior Payroll Coordinator	(614) 797-5767	(614) 797-5775	gilmoree@wcssoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Leave; Absence; Classified Personnel	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wccsoh.org	jackowsc@wccsoh.org
Leave; Absence; Classified Personnel	Treasurer's Office	Scott Gooding, Treasurer/CFO	Frances Quast, Payroll Associate	(614) 797-5770	(614) 797-5775	quastf@wccsoh.org	
Legal Counsel/Advice	Superintendent's Office	Dan Good, Superintendent/CEO	Jill Beck, Executive Assistant to the Superintendent	(614) 797-5713	(614) 797-5701	gabayk@wccsoh.org	
Legislation - State	Superintendent's Office	Dan Good, Superintendent/CEO	Jill Beck, Executive Assistant to the Superintendent	(614) 797-5713	(614) 797-5701	gabayk@wccsoh.org	
LEP (Limited English Proficiency); ESL; English as a Second Language	Academic Affairs	Diane Conley, Chief of Academic Affairs	Beverly Good, ESL Coordinator	(614) 797-7118	(614) 797-7101	goodb@wccsoh.org	potterp@wccsoh.org
Levies - Operating	Treasurer's Office	Scott Gooding, Treasurer/CFO	Scott Gooding, Treasurer/CFO	(614) 797-5768	(614) 797-5775	goodings@wccsoh.org	
Library Books - Elementary - Concerns/Challenges	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Elementary Coordinator	(614) 797-6029	(614) 797-6001	doolittc@wccsoh.org	conleyd@wccsoh.org
Library Books - Secondary - Concerns/Challenges	Academic Affairs	Diane Conley, Chief of Academic Affairs	Laura Lipsett, Curriculum Coordinator	(614) 797-6250	(614) 797-6201	lipsettI@wccsoh.org	conleyd@wccsoh.org
Licensure; Certification	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wccsoh.org	jackowsc@wccsoh.org
Life Insurance; Benefits - Certified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Rusnak, Insurance & Benefits	(614) 797-5769	(614) 797-5775	rusnakd@wccsoh.org	
Life Insurance; Benefits - Classified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jackie Howard, Insurance & Benefits	(614) 797-5778	(614) 797-5775	howardja@wccsoh.org	
Liquor Permits - Related Issues	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wccsoh.org	
Locker Searches	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wccsoh.org	
Logos; WCS	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wccsoh.org	
Long Term Sick Leave	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wccsoh.org	jackowsc@wccsoh.org
Long-Term Coverage	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wccsoh.org	jackowsc@wccsoh.org
Lost Children, Riders	Transportation	Mark Hershiser, Chief of Administrative Services	Bob Lynde, Transportation Manager	(614) 797-5955	(614) 797-5951	lyndeb@wccsoh.org	lerosej@wccsoh.org
Lost Children, Walkers	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5755	(614) 797-5701	hershism@wccsoh.org	
Lottery - Magnet School	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wccsoh.org	conleyd@wccsoh.org
LPDC	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wccsoh.org	jackowsc@wccsoh.org
Magnet Schools	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wccsoh.org	conleyd@wccsoh.org
Magnet Schools - Lottery	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wccsoh.org	conleyd@wccsoh.org
Maintenance	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wccsoh.org	parsonsd@wccsoh.org
Maintenance and Repair of Playground Equipment	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wccsoh.org	parsonsd@wccsoh.org
Management Information Systems	Administrative Services	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	lewisg@wccsoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Mathematics - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Curriculum Coordinator	(614) 797-5900	(614) 797-6001	doolittc@wcssoh.org	mccllellk@wcssoh.org
Mathematics - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Media Calls	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Media Interview Requests	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Media Relations	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Media Technologies	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	lewisg@wcssoh.org	viebrang@wcssoh.org
Medical Insurance - Certified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Rusnak, Insurance & Benefits	(614) 797-5769	(614) 797-5775	rusnakd@wcssoh.org	
Medical Insurance - Classified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jackie Howard, Insurance & Benefits	(614) 797-5778	(614) 797-5775	howardja@wcssoh.org	
Medications; Dispensing	Administrative Services	Mark Hershiser, Chief of Administrative Services	School Nurse	(614) 797-5756	(614) 797-5701	meissneD@wcssoh.org	
Megan's Law - Sex Offenders	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcssoh.org	
Mental Health - Staff	Human Resources	Scott Gooding, Treasurer/CFO	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Mental Health - Student	Administrative Services	Mark Hershiser, Chief of Administrative Services	Steve Coolahan, Intervention Assistance Facilitator	(614) 797-5964	(614) 794-7602	coolahaS@wcssoh.org	
Middle School - Registering For Middle School Curriculum and Instruction	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wcssoh.org	
Mileage Reimbursement	Treasurer's Office	Scott Gooding, Treasurer/CFO	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Missing Funds	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Kagarise, Accounts Payable Associate	(614) 797-5772	(614) 797-5775	kagarised@wcssoh.org	
Mold Abatement	Business Operations	Mark Hershiser, Chief of Administrative Services	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wcssoh.org	
Movie/Video Projects (outside producers)	Communications	Mark Hershiser, Chief of Administrative Services	Mike Ward, Custodial Services Manager	(614) 797-5969	(614) 794-7602	wardm@wcssoh.org	lerosej@wcssoh.org
Movie/Video Projects (outside producers)	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Multicultural Education	Academic Affairs	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	Cannonl@wcssoh.org	conleyd@wcssoh.org
Multifaceted Evaluation (for Suspected Disabilities)	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Multiple Disabilities	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Music - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Scott Ebbrecht, Principal/Mark Twain Elementary	(614) 797-7200	(614) 797-7201	ebbrechs@wcssoh.org	mccllellk@wcssoh.org
Music - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Todd Stoll, Music Instructor	(614)797-6000	(614) 797-6001	stollt@wcssoh.org	bellk@wcssoh.org
MyEdPortal	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
National Board Certification	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
NCAA; National Collegiate Athletic Association	Administrative Services	Mark Hershiser, Chief of Administrative Services	Athletic Directors	(614) 797-5756	(614) 797-5701	farrisj@wccsoh.org	
NCLB (No Child Left Behind)	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5701	conleyd@wccsoh.org	
Negotiation Issues	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wccsoh.org	
New Teacher Orientation	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wccsoh.org	jackowsc@wccsoh.org
No Child Left Behind (NCLB)	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5701	conleyd@wccsoh.org	
Non-Graduating Student - Options	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wccsoh.org	conleyd@wccsoh.org
Non-Public School Services	Academic Affairs	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	Cannonl@wccsoh.org	conleyd@wccsoh.org
Non-Public School Services - Students with Disabilities	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wccsoh.org	conleyd@wccsoh.org
North Central Association	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wccsoh.org	conleyd@wccsoh.org
Nurses	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wccsoh.org	
OAPSE	Administrative Services	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5756	(614) 797-5701	jackowsc@wccsoh.org	
OAT/Achievement Tests Administration - Students With Disabilities	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wccsoh.org	conleyd@wccsoh.org
Occupation Safety and Health Issues	Business Operations	Mark Hershiser, Chief of Administrative Services	Mike Ward, Custodial Services Manager	(614) 797-5969	(614) 794-7602	wardm@wccsoh.org	lerosej@wccsoh.org
Occupational Therapy	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wccsoh.org	conleyd@wccsoh.org
October Count	Administrative Services	Mark Hershiser, Chief of Administrative Services	Stephanie Collins, CIMS/EMIS	(614) 797-5783	(614) 797-5701	CollinsS@wccsoh.org	
OGT/OAA	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wccsoh.org	Conleyd@wccsoh.org
Ohio Achievement Assessment	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wccsoh.org	Conleyd@wccsoh.org
Ohio Achievement Assessment Administration - Students with Disabilities	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wccsoh.org	conleyd@wccsoh.org
Ohio Graduation Test	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wccsoh.org	Conleyd@wccsoh.org
Ohio High School Athletic Association (OHSAA); League Rules	Administrative Services	Mark Hershiser, Chief of Administrative Services	Athletic Directors	(614) 797-5756	(614) 797-5701	farrisj@wccsoh.org	
Ohio High School Athletic Association League Information	Administrative Services	Mark Hershiser, Chief of Administrative Services	Athletic Directors	(614) 797-5756	(614) 797-5701	farrisj@wccsoh.org	
OHSAA (Ohio High School Athletic Association); League Rules	Administrative Services	Mark Hershiser, Chief of Administrative Services	Athletic Directors	(614) 797-5756	(614) 797-5701	farrisj@wccsoh.org	
Open Enrollment	Community Relations	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wccsoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Ordering Procedures - Supplies/Equipment	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wctsoh.org	
Ordering Procedures - Technology	Administrative Services	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	lewisg@wctsoh.org	
Organizational Dues	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wctsoh.org	
Orientation	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wctsoh.org	jackowsc@wctsoh.org
Orthopedic Impairments/Other Health Impairments	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wctsoh.org	conleyd@wctsoh.org
Other Health Impairments	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wctsoh.org	conleyd@wctsoh.org
Orthopedic Impairment	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wctsoh.org	conleyd@wctsoh.org
Out-of-Home Placements; Agency, Custody and Guardianship Changes; PL874; Student Information for Agencies and Schools	Community Relations	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wctsoh.org	
Outside Vendor Contracts	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wctsoh.org	
Parent Council; PTA	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wctsoh.org	
Parent Education	Administrative Services	Mark Hershiser, Chief of Administrative Services	Chris McCrae, Parent Education	(614) 797-5965	(614) 794-7602	mccreaC@wctsoh.org	
Parent Information Center	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wctsoh.org	
Parent Resource Center	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wctsoh.org	
Parent Resources	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wctsoh.org	
Parochial and Private Schools - Transportation	Transportation	Mark Hershiser, Chief of Administrative Services	Bob Lynde, Transportation Manager	(614) 797-5955	(614) 797-5951	lyndeb@wctsoh.org	lerosej@wctsoh.org
Pay Dates	Treasurer's Office	Scott Gooding, Treasurer/CFO	Ellen Gilmore, Senior Payroll Coordinator	(614) 797-5767	(614) 797-5775	gilmoree@wctsoh.org	
Payments - Other	Treasurer's Office	Scott Gooding, Treasurer/CFO	Ellen Gilmore, Senior Payroll Coordinator	(614) 797-5767	(614) 797-5775	gilmoree@wctsoh.org	
Payroll	Treasurer's Office	Scott Gooding, Treasurer/CFO	Ellen Gilmore, Senior Payroll Coordinator	(614) 797-5767	(614) 797-5775	gilmoree@wctsoh.org	
Payroll Withholdings	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jaime Stewart, Payroll Associate/Workers Comp.	(614) 797-5773	(614) 797-5775	stewartj@wctsoh.org	
Pepsi Contract	Administrative Services	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5755	(614) 797-5981	mcdevitj@wctsoh.org	
Performing Arts	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wctsoh.org	conleyd@wctsoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Personal Leave	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Personal Leave - Questions About	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Personnel	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Personnel Issues	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Photography Services	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wcssoh.org	ViebranG@wcssoh.org
Physical Education - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Barbara Wallace, Principal/Huber Ridge Elementary	(614) 797-7150	(614) 797-5901	wallaceb@wcssoh.org	mccllelk@wcssoh.org
Physical Education - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Physical Therapy - Special Education	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
PL874	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wcssoh.org	
Placement - Certificated	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Placement - Classified	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Playground Equipment - Acquisition	Business Operations	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	lerosej@wcssoh.org
Playground Equipment - Maintenance	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	parsonsd@wcssoh.org
Plumbing	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	parsonsd@wcssoh.org
Police Assistance	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcssoh.org	
Police Officers in the Schools	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcssoh.org	
Policy - Board of Education Popular Annual Financial Report (PAFR)	Treasurer's Office	Scott Gooding, Treasurer/CFO	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
	Treasurer's Office	Scott Gooding, Treasurer/CFO	Scott Gooding, Treasurer/CFO	(614) 797-5768	(614) 797-5775	goodings@wcssoh.org	
Postings; Certificated	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Postings; Classified	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Post-Secondary Education Options	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Poverty-based Assistance	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wcssoh.org	
Preschool - Special Needs Students	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Preschool - Typically Developing Students	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Press Conferences	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Press Releases	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wcssoh.org	ViebranG@wcssoh.org
Prevention/Intervention Programs	Administrative Services	Mark Hershiser, Chief of Administrative Services	Steve Coolahan, Intervention Assistance Facilitator	(614) 797-5964	(614) 794-7602	coolahaS@wcssoh.org	
Principal for a Day	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Principal Supervision and Support	Human Resources	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	conleyd@wcssoh.org	
Principals' Professional Development	Human Resources	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	conleyd@wcssoh.org	
Print Shop/Duplicating	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcssoh.org	
Private and Parochial Schools - Transportation	Transportation	Mark Hershiser, Chief of Administrative Services	Bob Lynde, Transportation Manager	(614) 797-5955	(614) 797-5951	lyndeb@wcssoh.org	lerosej@wcssoh.org
Procedures to Offer, Terminate Contract	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Processing Applications	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Professional Conference Requests/Travel	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5738	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Professional Development Opportunities - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Curriculum Coordinator	(614) 797-6029	(614) 797-6001	doolittc@wcssoh.org	conleyd@wcssoh.org
Professional Development Opportunities - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Laura Lipsett, Curriculum Coordinator	(614) 797-6250	(614) 797-6201	lipsettL@wcssoh.org	conleyd@wcssoh.org
Professional Development Substitutes	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Professional Leave	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Progress Book	Academic Affairs	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	CannonL@wcssoh.org	conleyd@wcssoh.org
Promotion/Retention - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllellk@wcssoh.org	conleyd@wcssoh.org
Promotion/Retention - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
PSAT	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Psychological Services	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
PTA; Parent Council	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Public Record Requests	Treasurer's Office	Scott Gooding, Treasurer/CFO	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5775	viebrang@wcssoh.org	
Publicity/News Releases	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wcssoh.org	ViebranG@wcssoh.org
Purchase Order Processing	Purchasing	Scott Gooding, Treasurer/CFO	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcssoh.org	
Purchasing - Technology Equipment	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	baileys2@wcssoh.org	lewisg@wcssoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Purchasing Equipment, Supplies	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wccsoh.org	
Quotes/Bids - Competitive	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wccsoh.org	
Racial Discrimination - Employee to Employee	Human Resources	Mark Hershiser, Chief of Administrative Services	Elizabeth Jelkin, Special Education Coordinator	(614) 797-5725	(614) 797-5701	jackowsc@wccsoh.org	jackowsc@wccsoh.org
Racial Discrimination - Employee to Student	Human Resources	Mark Hershiser, Chief of Administrative Services	Elizabeth Jelkin, Special Education Coordinator	(614) 797-5725	(614) 797-5701	jackowsc@wccsoh.org	jackowsc@wccsoh.org
Racial Discrimination - Programs Addressing Racial Discrimination	Human Resources	Mark Hershiser, Chief of Administrative Services	Elizabeth Jelkin, Special Education Coordinator	(614) 797-5725	(614) 797-5701	jackowsc@wccsoh.org	jackowsc@wccsoh.org
Racial Discrimination - Student to Employee	Human Resources	Mark Hershiser, Chief of Administrative Services	Elizabeth Jelkin, Special Education Coordinator	(614) 797-5725	(614) 797-5701	jackowsc@wccsoh.org	
Racial Discrimination - Student to Student	Administrative Services	Mark Hershiser, Chief of Administrative Services	Elizabeth Jelkin, Special Education Coordinator	(614) 797-5756	(614) 797-5701	hershism@wccsoh.org	
Radon Abatement	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wccsoh.org	wilgusd@wccsoh.org
Reading - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Elementary Coordinator	(614) 797-6029	(614) 797-6001	doolittc@wccsoh.org	conleyd@wccsoh.org
Reading - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Laura Lipsett, Curriculum Coordinator	(614) 797-6250	(614) 797-6201	lipsett@wccsoh.org	conleyd@wccsoh.org
Reading Recovery	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Elementary Coordinator	(614) 797-6029	(614) 797-6001	doolittc@wccsoh.org	mcclleld@wccsoh.org
Receipts	Treasurer's Office	Scott Gooding, Treasurer/CFO	Chi Chi Digman, Secretary	(614) 797-5768	(614) 797-5775	digmanc@wccsoh.org	
Records; Retention; Disposal; Shredding	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wccsoh.org	
Recruitment, Staff	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wccsoh.org	
Regulations, Policies - Board	Treasurer's Office	Scott Gooding, Treasurer/CFO	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wccsoh.org	
Reimbursement (Tuition)	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wccsoh.org	jackowsc@wccsoh.org
Reimbursement; Employee	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wccsoh.org	jackowsc@wccsoh.org
Reimbursement; Employee	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Kagarise, Accounts Payable Associate	(614) 797-5772	(614) 797-5775	kagarised@wccsoh.org	
Renaissance Program	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wccsoh.org	conleyd@wccsoh.org
Rental/Use of Buildings	Purchasing	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wccsoh.org	
Repair - Technology	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	lewisg@wccsoh.org	viebrang@wccsoh.org
Report Cards - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	McClellk@wccsoh.org	conleyd@wccsoh.org
Report Cards - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wccsoh.org	conleyd@wccsoh.org
Request for Superintendent to Speak at Event	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wccsoh.org	
Request Police Assistance	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wccsoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Requests for Curriculum/Academic Resources - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Curriculum Coordinator	(614) 797-6029	(614) 797-6001	doolittc@wcsoh.org gwazdaa@wcsoh.org	conleyd@wcsoh.org
Requests for Curriculum/Academic Resources - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Laura Lipsett, Curriculum Coordinator	(614) 797-6250	(614) 797-6201	lipsett@wcsoh.org	conleyd@wcsoh.org
Requests for Professional Development - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Curriculum Coordinator	(614) 797-6029	(614) 797-6001	doolittc@wcsoh.org gwazdaa@wcsoh.org	conleyd@wcsoh.org
Requests for Professional Development - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Laura Lipsett, Curriculum Coordinator	(614) 797-6250	(614) 797-6201	lipsett@wcsoh.org	conleyd@wcsoh.org
Requests to Display Signage on School Grounds	Administrative Services	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcsoh.org	
Requests to Distribute Fliers Home With Students	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcsoh.org	
Requisitions	Treasurer's Office	Scott Gooding, Treasurer/CFO	Chi Chi Digman, Secretary	(614) 797-5768	(614) 797-5775	digmanc@wcsoh.org	
Research Studies in WCS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	CannonL@wcsoh.org	conleyd@wcsoh.org
Residency Verification	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcsoh.org	
Resignation/Retirement; Certificated	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcsoh.org	jackowsc@wcsoh.org
Resignation/Retirement; Classified Personnel	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcsoh.org	jackowsc@wcsoh.org
Retention Schedule - Records	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wcsoh.org	
Retention/Promotion - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	McclellK@wcsoh.org	conleyd@wcsoh.org
Retention/Promotion - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcsoh.org	conleyd@wcsoh.org
Retirement Buy-Back	Treasurer's Office	Scott Gooding, Treasurer/CFO	Ellen Gilmore, Senior Payroll Coordinator	(614) 797-5767	(614) 797-5775	gilmoree@wcsoh.org	
Retirement/Resignation; Certificated	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcsoh.org	jackowsc@wcsoh.org
Retirement/Resignation; Classified Personnel	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcsoh.org	jackowsc@wcsoh.org
Retirement; Severance; Withholdings; Resignation	Treasurer's Office	Scott Gooding, Treasurer/CFO	Ellen Gilmore, Senior Payroll Coordinator	(614) 797-5767	(614) 797-5775	gilmoree@wcsoh.org	
Roof Leaks	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcsoh.org	parsonsd@wcsoh.org
Sabbatical; Leave	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcsoh.org	jackowsc@wcsoh.org
Safe and Drug-Free Schools	Administrative Services	Mark Hershiser, Chief of Administrative Services	Steve Coolahan, Intervention Assistance Facilitator	(614) 797-5964	(614) 794-7602	coolahaS@wcsoh.org	
Safe Schools Helpline	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershishM@wcsoh.org	
Safety and Security	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcsoh.org	wardm@wcsoh.org / wilgusd@wcsoh.org
Safety and Security	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershishM@wcsoh.org	
Safety Drill	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcsoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Salary	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Salary Increases for Additional Education - Certificated	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Salary Increases for Additional Education - Classified	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Salary Verification - Certificated	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Salary Verification - Classified	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Scheduling (Middle/High School Students)	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Scholarships - WCHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept - WCHS	(614) 797-6830	(614) 797-6801		spinnert@wcssoh.org
Scholarships - WNHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept - WNHS	(614) 797-6215	(614) 797-6201		yanceyk@wcssoh.org
Scholarships - WSHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	Guidance Dept - WSHS	(614) 797-6021	(614) 797-6001		andersos@wcssoh.org
School Age Child Care (SACC)	Academic Affairs	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	cannonl@wcssoh.org	conleyd@wcssoh.org
School Assignments/Boundaries	Administrative Services	Mark Hershiser, Chief of Administrative Services	Stephanie Collins, CIMS/EMIS	(614) 797-5783	(614) 797-5701	CollinsS@wcssoh.org	
School Closings - Emergency	Superintendent's Office	Dan Good, Superintendent/CEO	Jill Beck, Executive Assistant to the Superintendent	(614) 797-5713	(614) 797-5701	gabayk@wcssoh.org	
School Counselors	Community Relations	Mark Hershiser, Chief of Administrative Services	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5965	(614) 794-7602	mccllelk@wcssoh.org	
School Improvement and Federal Programs	Academic Affairs	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	cannonl@wcssoh.org	conleyd@wcssoh.org
School Interoffice Mail	Delivery Services	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcssoh.org	
School News	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wcssoh.org	ViebranG@wcssoh.org
School Social Workers	Community Relations	Mark Hershiser, Chief of Administrative Services	Steve Coolahan, Intervention Assistance Facilitator	(614) 797-5964	(614) 794-7602	coolahaS@wcssoh.org	
Science - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wcssoh.org	conleyd@wcssoh.org
Science - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Scorecards - District	Human Resources	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcssoh.org	jackowsc@wcssoh.org
Scorecards - Individual	Human Resources	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcssoh.org	jackowsc@wcssoh.org
Searches - Lockers	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcssoh.org	
Searches - Students	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcssoh.org	
SearchSoft Application	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Section 504 Of the Rehabilitation Act	Academic Affairs	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
SED/Emotional Disturbance	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcohs.org	conleyd@wcohs.org
Senior Citizens Gold Card Program	Superintendent's Office	Dan Good, Superintendent/CEO	Tina Etheridge, Receptionist	(614) 797-5700	(614) 797-5701	gabayk@wcohs.org	
Service Credit - Prior Employment	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcohs.org	jackowsc@wcohs.org
Service Directory	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcohs.org	
Service Learning - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wcohs.org	conleyd@wcohs.org
Service Learning - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcohs.org	conleyd@wcohs.org
Sexual Harassment	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcohs.org	
Sexual Predator Notification	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcohs.org	
SF 14s	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissned@wcohs.org	
Sick Leave	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcohs.org	jackowsc@wcohs.org
Sign Language; Interpreting	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcohs.org	conleyd@wcohs.org
Signage - Requests to Display on School Grounds	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcohs.org	
Signage for Buildings	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcohs.org	lerosej@wcohs.org
SLD; Specific Learning Disability	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcohs.org	conleyd@wcohs.org
Social Services	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wcohs.org	
Social Studies	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Curriculum Coordinator	(614) 797-6029	(614) 797-6001	doolittlec@wcohs.org	mccllelk@wcohs.org
Social Workers	Administrative Services	Mark Hershiser, Chief of Administrative Services	Steve Coolahan, Intervention Assistance Facilitator	(614) 797-5964	(614) 794-7602	coolahaS@wcohs.org	
Speaking Requests - Superintendent	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcohs.org	
Special Duty Police Officers	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcohs.org	
Special Education	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcohs.org	conleyd@wcohs.org
Special Event Furniture Requests	Custodial Services	Mark Hershiser, Chief of Administrative Services	Mike Ward, Custodial Services Manager	(614) 797-5969	(614) 794-7602	wardm@wcohs.org	houdeshk@wcohs.org
Special Events	Communications	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wcohs.org	ViebranG@wcohs.org
Special Needs Preschool	Academic Affairs	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcohs.org	conleyd@wcohs.org
Special Olympics	Academic Affairs	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcohs.org	conleyd@wcohs.org
Special Programming Accounting	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wcohs.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Specific Learning Disability	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Speech and Language Services	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Speech or Language Impairment	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Speech Requests - Superintendent	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Sports Medicine	Administrative Services	Mark Hershiser, Chief of Administrative Services	Athletic Directors	(614) 797-5755	(614) 797-5701	hershism@wcssoh.org	
Sports Schedules	Administrative Services	Mark Hershiser, Chief of Administrative Services	Andy Ey, WCHS Athletic Director	(614) 797-6827	(614) 797-6801	eyA@wcssoh.org	
Sports Schedules	Administrative Services	Mark Hershiser, Chief of Administrative Services	Jeff Will, WNHS Athletic Director	(614) 797-6241	(614) 797-6201	WillJ@wcssoh.org	
Sports Schedules	Administrative Services	Mark Hershiser, Chief of Administrative Services	Scott Dorne, WSHS Athletic Director	(614) 797-6031	(614) 797-6001	dorneS@wcssoh.org	
Sports Schedules; Officials	Administrative Services	Mark Hershiser, Chief of Administrative Services	Andy Ey, WCHS Athletic Director	(614) 797-6827	(614) 797-6801	eyA@wcssoh.org	
Sports Schedules; Officials	Administrative Services	Mark Hershiser, Chief of Administrative Services	Jeff Will, WNHS Athletic Director	(614) 797-6241	(614) 797-6201	WillJ@wcssoh.org	
Sports Schedules; Officials	Administrative Services	Mark Hershiser, Chief of Administrative Services	Scott Dorne, WSHS Athletic Director	(614) 797-6031	(614) 797-6001	dorneS@wcssoh.org	
Staff Development Opportunities - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Curriculum Coordinator	(614) 797-6029	(614) 797-6001	doolittc@wcssoh.org	mccllelk@wcssoh.org
Staff Development Opportunities - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Laura Lipsett, Curriculum Coordinator	(614) 797-6250	(614) 797-6201	lipsettL@wcssoh.org	bellk@wcssoh.org
Staff Development Substitutes	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Staff Directory	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Staff Reporting	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Staffing - Certificated	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Staffing - Classified	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Staffing Requests - Support Staff	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Staffing Requests - Teachers	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	
Standardized Tests	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcssoh.org	conleyd@wcssoh.org
State Board of Education	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
State Department of Education	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
State Report Cards	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcssoh.org	conleyd@wcssoh.org
State Reporting	Administrative Services	Mark Hershiser, Chief of Administrative Services	Stephanie Collins, CIMS/EMIS	(614) 797-5783	(614) 797-5701	CollinsS@wcssoh.org	
State/Federal Regulations - Academic	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5701	conleyd@wcssoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
State/Federal Regulations - Operations	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcsoh.org	
State/Federal Regulations - Personnel	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5725	(614) 797-5701	jackowsc@wcsoh.org	jackowsc@wcsoh.org
State/Federal Regulations - Special Education	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcsoh.org	conleyd@wcsoh.org
Storage, Chemicals	Custodial Services	Mark Hershiser, Chief of Administrative Services	Mike Ward, Custodial Services Manager	(614) 797-5969	(614) 794-7602	wardm@wcsoh.org	wilgusd@wcsoh.org
Storage, Files/Records - Financial	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wcsoh.org	
Storage, Files/Records - Personnel	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcsoh.org	jackowsc@wcsoh.org
Student - ID Numbers	Academic Affairs	Diane Conley, Chief of Academic Affairs	Building Principal	(614) 797-5700			
Student - Medical Needs/Concerns	Administrative Services	Mark Hershiser, Chief of Administrative Services	School Nurse	(614) 797-5756	(614) 797-5701	meissneD@wcsoh.org	
Student - Transcripts - WCHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	High School Registrar - WCHS	(614) 797-6800	(614) 797-6801		spinnert@wcsoh.org
Student - Transcripts - WNHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	High School Registrar - WNHS	(614) 797-6200	(614) 797-6201		yanceyk@wcsoh.org
Student - Transcripts - WSHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	High School Registrar - WSHS	(614) 797-6000	(614) 797-6001		andersss@wcsoh.org
Student Activities - Extracurricular	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcsoh.org	
Student Activities - Fundraising Forms	Treasurer's Office	Scott Gooding, Treasurer/CFO	Chi Chi Digman, Secretary	(614) 797-5768	(614) 797-5775	digmanc@wcsoh.org	
Student Assignment	Administrative Services	Mark Hershiser, Chief of Administrative Services	Stephanie Collins, CIMS/EMIS	(614) 797-5783	(614) 797-5701	CollinsS@wcsoh.org	
Student Assignment - Magnet School	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mcclellk@wcsoh.org	conleyd@wcsoh.org
Student Code of Conduct	Community Relations	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcsoh.org	
Student Directory Information	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcsoh.org	
Student Enrollment Process	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wcsoh.org	
Student Enrollment Projections	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcsoh.org	
Student Information and Records	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcsoh.org	
Student Information for Agencies and Schools	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcsoh.org	
Student Information System	Administrative Services	Mark Hershiser, Chief of Administrative Services	Stephanie Collins, CIMS/EMIS	(614) 797-5783	(614) 797-5701	CollinsS@wcsoh.org	
Student Intervention	Administrative Services	Mark Hershiser, Chief of Administrative Services	Steve Coolahan, Intervention Assistance Facilitator	(614) 797-5964	(614) 797-5701	coolahaS@wcsoh.org	
Student Interview - Media	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcsoh.org	
Student Interview - Police	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcsoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Student Master File	Administrative Services	Mark Hershiser, Chief of Administrative Services	Stephanie Collins, CIMS/EMIS	(614) 797-5783	(614) 797-5701	CollinsS@wcssoh.org	
Student Searches	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcssoh.org	
Student Survey Regulations	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Student Teacher Placement	Human Resources	Mark Hershiser, Chief of Administrative Services	Tina Showalter, Receptionist	(614) 797-5700	(614) 797-5701	showwaltt@wcssoh.org	jackowsc@wcssoh.org
Student Teachers	Human Resources	Mark Hershiser, Chief of Administrative Services	Tina Showalter, Receptionist	(614) 797-5700	(614) 797-5701	showwaltt@wcssoh.org	jackowsc@wcssoh.org
Student Trips - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllellk@wcssoh.org	conleyd@wcssoh.org
Student Trips - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Students - Discipline Transfers	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcssoh.org	
Students - Exchange	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Subpoenas	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcssoh.org	
Substitute - Certificated Pay	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jaime Stewart, Payroll Associate/Workers Comp.	(614) 797-5773	(614) 797-5775	stewartj@wcssoh.org	
Substitute - Certificated Salary	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Substitute - Classified Pay	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jaime Stewart, Payroll Associate/Workers Comp.	(614) 797-5773	(614) 797-5775	stewartj@wcssoh.org	
Substitute - Classified Salary	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Substitute Request	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Substitute Teacher - How to become	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Substitute Teacher Training	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Substitutes - Need for	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Substitutes Administrators	Human Resources	Mark Hershiser, Chief of Administrative Services	Kim Dodds, Secretary	(614) 797-5738	(614) 797-5701	warek@wcssoh.org	jackowsc@wcssoh.org
Summer Graduation	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Summer Hours Processing	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Summer Insurance - Employee	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Rusnak, Insurance & Benefits	(614) 797-5769	(614) 797-5775	rusnakd@wcssoh.org	
Summer Payroll	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jaime Stewart, Payroll Associate/Workers Comp.	(614) 797-5773	(614) 797-5775	stewartj@wcssoh.org	
Summer School	Community Relations	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcssoh.org	
Summer School Payroll	Treasurer's Office	Scott Gooding, Treasurer/CFO	Ellen Gilmore, Senior Payroll Coordinator	(614) 797-5767	(614) 797-5775	gilmoree@wcssoh.org	
Superintendent	Superintendent's Office	Dan Good, Superintendent/CEO	Jill Beck, Executive Assistant to the Superintendent	(614) 797-5713	(614) 797-5701	gabayk@wcssoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Superintendent Media Interviews	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Superintendent's A+ Award	Community Relations	Mark Hershiser, Chief of Administrative Services	Lynne Maslowski, Community Engagement Coordinator	(614) 797-5760	(614) 797-5701	maslowsL@wcssoh.org	ViebranG@wcssoh.org
Supplemental Contract Pay	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Supplemental Contracts	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Supplemental Pay	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Supplemental Pay - Certified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Ellen Gilmore, Senior Payroll Coordinator	(614) 797-5767	(614) 797-5775	gilmoree@wcssoh.org	
Supplemental Pay - Classified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jaime Stewart, Payroll Associate/Workers Comp.	(614) 797-5773	(614) 797-5775	stewartj@wcssoh.org	
Supplemental Services	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Support Services - Elementary Academic	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wcssoh.org	conleyd@wcssoh.org
Support Services - Secondary Academic	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Surrogate Parent - Assignment	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Survey/Research	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Suspected Disability	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Suspension Appeals	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5880	(614) 794-7602	hershism@wcssoh.org	
Switchboard	Human Resources	Mark Hershiser, Chief of Administrative Services	Tina Showalter, Receptionist	(614) 797-5700	(614) 797-5701	showwaltt@wcssoh.org	jackowsc@wcssoh.org
Tag Sales; Auctions	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcssoh.org	
Taxes - Property	Treasurer's Office	Scott Gooding, Treasurer/CFO	Scott Gooding, Treasurer/CFO	(614) 797-5768	(614) 797-5775	goodings@wcssoh.org	
Taxes (City, State, School District Income)	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jaime Stewart, Payroll Associate/Workers Comp.	(614) 797-5773	(614) 797-5775	stewartj@wcssoh.org	
Teacher Contract	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Teacher Evaluations	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5738	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Teacher Non-renewals	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Teacher Renewals	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Teachers	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Teachers' Contracts	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Teachers' Processing and Salary Placement	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Technology	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	lewisg@wcssoh.org	viebrang@wcssoh.org
Technology - Instructional	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	lewisg@wcssoh.org	viebrang@wcssoh.org
Technology Equipment Acquisitions	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	lewisg@wcssoh.org	viebrang@wcssoh.org
Technology Support	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Shelly Bailey, Secretary	(614) 797-5782	(614) 797-5701	baileys2@wcssoh.org	lewisg@wcssoh.org
Telephones/Telephone Repairs	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	lerosej@wcssoh.org
Temperature; Heating and Cooling	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	parsonsd@wcssoh.org
Test Reports	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcssoh.org	conleyd@wcssoh.org
Test Result Analyses	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcssoh.org	conleyd@wcssoh.org
Test Security Investigations	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcssoh.org	conleyd@wcssoh.org
Testing - GED	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcssoh.org	Conleyd@wcssoh.org
Text Book Concerns - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wcssoh.org	conleyd@wcssoh.org
Text Book Concerns - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Text Book Requests - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Curriculum Coordinator	(614) 797-6029	(614) 797-6001	doolittc@wcssoh.org	conleyd@wcssoh.org
Text Book Requests - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Laura Lipsett, Curriculum Coordinator	(614) 797-6250	(614) 797-6201	lipsett@wcssoh.org	conleyd@wcssoh.org
Textbooks - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Curriculum Coordinator	(614) 797-6029	(614) 797-6001	doolittc@wcssoh.org	conleyd@wcssoh.org
Textbooks - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Laura Lipsett, Curriculum Coordinator	(614) 797-6250	(614) 797-6201	lipsett@wcssoh.org	conleyd@wcssoh.org
Time Sheets	Human Resources	Mark Hershiser, Chief of Administrative Services	Scott Gooding, Treasurer/CFO	(614) 797-5768	(614) 797-5701	goodings@wcssoh.org	jackowsc@wcssoh.org
Time Sheets - Summer Hours	Human Resources	Mark Hershiser, Chief of Administrative Services	Scott Gooding, Treasurer/CFO	(614) 797-5768	(614) 797-5701	goodings@wcssoh.org	jackowsc@wcssoh.org
Title Funds	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5701	conleyd@wcssoh.org	
Title I Reporting	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5701	conleyd@wcssoh.org	
Training - Technology	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	lewisg@wcssoh.org	viebrang@wcssoh.org
Training - Website	Communications	Mark Hershiser, Chief of Administrative Services	Matt Davis, Visual Communications Coordinator	(614) 797-5802	(614) 797-5701	davisM@wcssoh.org	ViebranG@wcssoh.org
Transcripts - Employment - Certificated	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Transcripts - Employment - Classified	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Transcripts for Students - WCHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	High School Registrar - WCHS	(614) 797-6800	(614) 797-6801		spinnert@wcssoh.org
Transcripts for Students - WNHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	High School Registrar - WNHS	(614) 797-6200	(614) 797-6201		yanceyk@wcssoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Transcripts for Students - WSHS	Academic Affairs	Diane Conley, Chief of Academic Affairs	High School Registrar - WSHS	(614) 797-6000	(614) 797-6001		andersss@wcssoh.org
Transfer Leave	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	??	jackowsc@wcssoh.org
Transfer Leave	Treasurer's Office	Scott Gooding, Treasurer/CFO	Frances Quast, Payroll Associate	(614) 797-5770	(614) 797-5775	quastf@wcssoh.org	
Transfers - Staff	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Transition Services - Students with Disabilities	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Translation Services - Language	Academic Affairs	Diane Conley, Chief of Academic Affairs	Beverly Good, ESL Coordinator	(614) 797-7118	(614) 797-7101	goodb@wcssoh.org	conleyd@wcssoh.org
Transportation	Transportation	Mark Hershiser, Chief of Administrative Services	Bob Lynde, Transportation Manager	(614) 797-5955	(614) 797-5951	lyndeb@wcssoh.org	lerosej@wcssoh.org
Transportation Boundaries	Transportation	Mark Hershiser, Chief of Administrative Services	Randy Snyder, Asst. Manager	(614) 797-5961	(614) 797-5951	snyderr@wcssoh.org	lyndeb@wcssoh.org
Transportation Discipline	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcssoh.org	
Trash Pick-up	Custodial Services	Mark Hershiser, Chief of Administrative Services	Mike Ward, Custodial Services Manager	(614) 797-5969	(614) 794-7602	wardm@wcssoh.org	houdeshk@wcssoh.org
Travel Reimbursement	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Travel/Professional Conference Requests	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Trend Reports - Academic	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcssoh.org	conleyd@wcssoh.org
Trend Reports - Enrollment	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcssoh.org	
Trend Reports - Staffing	Human Resources	Mark Hershiser, Chief of Administrative Services	Margie Carrel, Secretary	(614) 797-5721	(614) 797-5701	carrelm@wcssoh.org	jackowsc@wcssoh.org
Trespass Letter	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcssoh.org	
Trespassers	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershism@wcssoh.org	
Trips - Student - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wcssoh.org	conleyd@wcssoh.org
Trips - Student - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Truancy	Administrative Services	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcssoh.org	
Tuition/Excess Costs	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Tutoring - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wcssoh.org	conleyd@wcssoh.org
Tutoring - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcssoh.org	conleyd@wcssoh.org
Tutoring - Special Needs	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Tutors Payroll	Treasurer's Office	Scott Gooding, Treasurer/CFO	Ellen Gilmore, Senior Payroll Coordinator	(614) 797-5767	(614) 797-5775	gilmoree@wcssoh.org	
Unified Arts	Academic Affairs	Diane Conley, Chief of Academic Affairs	Karen McClellan, Director of Elementary Academic Affairs	(614) 797-5900	(614) 797-5901	mccllelk@wcssoh.org	conleyd@wcssoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Union Dues	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Rusnak, Insurance & Benefits	(614) 797-5769	(614) 797-5775	rusnakd@wcssoh.org	
United Way	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Use/Rental of Buildings	Purchasing	Mark Hershiser, Chief of Administrative Services	Debbie Meissner, Student Services Coordinator	(614) 797-5880	(614) 797-5901	meissneD@wcssoh.org	
Utilities	Business Operations	Mark Hershiser, Chief of Administrative Services	Laura Ehninger, Energy Manager	(614) 797-5982	(614) 797-5981	ehningerl@wcssoh.org	lerosej@wcssoh.org
Vacancies; Certificated	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Vacancies; Classified	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Vacation Days - Questions About	Human Resources	Mark Hershiser, Chief of Administrative Services	Mindy Owens, Secretary	(614) 797-5728	(614) 797-5701	owensm@wcssoh.org	jackowsc@wcssoh.org
Vandalism	Administrative Services	Mark Hershiser, Chief of Administrative Services	Jennifer Farris, Executive Assistant to the Chief of Administrative Services	(614) 797-5756	(614) 797-5701	farrisj@wcssoh.org	wardm@wcssoh.org / wilgusd@wcssoh.org
Vehicle Management; District Vehicle	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	parsonsd@wcssoh.org
Vehicle Management; School Bus	Transportation	Mark Hershiser, Chief of Administrative Services	Shawn Dawson, Asst. Manager/Garage	(614) 797-5957	(614) 797-5951	dawsonsa@wcssoh.org	lyndeb@wcssoh.org
Vendor Applications	Human Resources	Mark Hershiser, Chief of Administrative Services	Diane Schiffbauer, Secretary	(614) 797-5990	(614) 797-5981	schiffbd@wcssoh.org	
Vendor Approval	Human Resources	Mark Hershiser, Chief of Administrative Services	Diane Schiffbauer, Secretary	(614) 797-5990	(614) 797-5981	schiffbd@wcssoh.org	
Verification - Employment	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jackie Howard, Insurance & Benefits	(614) 797-5778	(614) 797-5775	howardja@wcssoh.org	
Verification - Salary	Human Resources	Mark Hershiser, Chief of Administrative Services	Peggy Cady, CIMS/HMS Support Specialist	(614) 797-5737	(614) 797-5701	cadyp@wcssoh.org	jackowsc@wcssoh.org
Video/Movie Projects (outside producers)	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
Vision Insurance - Certified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Debbie Rusnak, Insurance & Benefits	(614) 797-5769	(614) 797-5775	rusnakd@wcssoh.org	
Vision Insurance - Classified	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jackie Howard, Insurance & Benefits	(614) 797-5778	(614) 797-5775	howardja@wcssoh.org	
Visual Arts - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Jan Fedorenko, Principal/Hanby Elementary	(614) 797-7105	(614) 797-7101	fedorenj@wcssoh.org	mccllilk@wcssoh.org
Visual Arts - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Jan Fedorenko, Principal/Hanby Elementary	(614) 797-7105	(614) 797-7101	fedorenj@wcssoh.org	bellk@wcssoh.org
Visual Impairment - Blindness	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Visually Impaired; Special Needs	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org
Vocal Music - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Scott Ebbrecht, Principal/Mark Twain Elementary	(614) 797-7200	(614) 797-7201	ebbrechs@wcssoh.org	mccllilk@wcssoh.org
Vocal Music - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Todd Stoll, Music Instructor	(614) 797-6000	(614) 797-6001	stollt@wcssoh.org	bellk@wcssoh.org; loudenp@wcssoh.org
Vocational Education	Academic Affairs	Diane Conley, Chief of Academic Affairs	Terry Casparro, Career/Tech-Ed Coordinator	(614) 797-6091	(614) 797-6001	caspartt@wcssoh.org	conleyd@wcssoh.org
Vocational Special Education	Special Education	Diane Conley, Chief of Academic Affairs	Pam Potter, Exec. Dir. of Pupil Services	(614) 797-5912	(614) 797-5901	potterp@wcssoh.org	conleyd@wcssoh.org

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Voice Mail	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcssoh.org	parsonsd@wcssoh.org
Volunteer Fingerprinting	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Volunteering - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Building Principal	(614) 797-5700			mccllellk@wcssoh.org
Volunteering - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Building Principal	(614) 797-5700			bellk@wcssoh.org
Volunteers - Policy	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5712	(614) 797-5701	jackowsc@wcssoh.org	
Voting in Buildings	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	wardm@wcssoh.org
W-2 Copies	Treasurer's Office	Scott Gooding, Treasurer/CFO	Ellen Gilmore, Senior Payroll Coordinator	(614) 797-5767	(614) 797-5775	gilmoree@wcssoh.org	
Waiver Assessments	Academic Affairs	Diane Conley, Chief of Academic Affairs	Diane Conley, Chief of Academic Affairs	(614) 797-5750	(614) 797-5901	conleyd@wcssoh.org	Conleyd@wcssoh.org
Waiver Days	Academic Affairs	Diane Conley, Chief of Academic Affairs	Linda Cannon, Secretary	(614) 797-5751	(614) 797-5701	conleyd@wcssoh.org	
Walkie-talkies	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershishM@wcssoh.org	wilgusd@wcssoh.org
Walking Boundaries	Transportation	Mark Hershiser, Chief of Administrative Services	Randy Snyder, Asst. Manager	(614) 797-5961	(614) 797-5951	snyderr@wcssoh.org	lyndeb@wcssoh.org
Warehouse	Purchasing	Mark Hershiser, Chief of Administrative Services	Jenna McDevitt, Director of Purchasing/Food Service/Distribution & Printing	(614) 797-5996	(614) 797-5981	mcdevitj@wcssoh.org	
WCS Facts At A Glance	Communications	Mark Hershiser, Chief of Administrative Services	Greg Viebranz, Exec. Dir. of Communications	(614) 797-5803	(614) 797-5701	ViebranG@wcssoh.org	
WCSNET Access	Communications	Mark Hershiser, Chief of Administrative Services	Matt Davis, Visual Communications Coordinator	(614) 797-5802	(614) 797-5701	davisM@wcssoh.org	
WEA	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5725	(614) 797-5701	jackowsc@wcssoh.org	jackowsc@wcssoh.org
Weapons	Administrative Services	Mark Hershiser, Chief of Administrative Services	Mark Hershiser, Chief of Administrative Services	(614) 797-5756	(614) 797-5701	hershishM@wcssoh.org	
Weather; School Closings for Weather	Superintendent's Office	Dan Good, Superintendent/CEO	Jill Beck, Executive Assistant to the Superintendent	(614) 797-5713	(614) 797-5701	gabayk@wcssoh.org	
Web Page Guidelines	Communications	Mark Hershiser, Chief of Administrative Services	Matt Davis, Visual Communications Coordinator	(614) 797-5802	(614) 797-5701	davisM@wcssoh.org	
Web Site	Communications	Mark Hershiser, Chief of Administrative Services	Matt Davis, Visual Communications Coordinator	(614) 797-5802	(614) 797-5701	davisM@wcssoh.org	
Website Content	Communications	Mark Hershiser, Chief of Administrative Services	Matt Davis, Visual Communications Coordinator	(614) 797-5802	(614) 797-5701	davisM@wcssoh.org	
Welcome Center	Administrative Services	Mark Hershiser, Chief of Administrative Services	Amy Miller, Coordinator of Diversity/Family & School Support	(614) 797-5965	(614) 794-7602	millerA@wcssoh.org	
WESSA	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5725	(614) 797-5701	jackowsc@wcssoh.org	jackowsc@wcssoh.org
Westerville Education Association	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5725	(614) 797-5701	jackowsc@wcssoh.org	jackowsc@wcssoh.org
Westerville Educational Support Staff Association	Human Resources	Mark Hershiser, Chief of Administrative Services	Curt Jackowski, Exec. Dir. of HR/Employee Relations	(614) 797-5725	(614) 797-5701	jackowsc@wcssoh.org	jackowsc@wcssoh.org
Westerville Fund - Grant	Treasurer's Office	Scott Gooding, Treasurer/CFO	Laura Hendricks, Asst. Treasurer	(614) 797-5766	(614) 797-5775	hendricl@wcssoh.org	

Service/Task	Department/Office	Responsible Person/Position	Main Contact	Phone	Fax	Email	CC:
Wiring - Electrical	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcsoh.org	lerosej@wcsoh.org
Wiring - Technology	Information Management Systems	Mark Hershiser, Chief of Administrative Services	Greg Lewis, Director of Information Technology	(614) 797-5780	(614) 797-5701	lewisg@wcsoh.org	wilgusd@wcsoh.org
Work Orders	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcsoh.org	parsonsd@wcsoh.org
Work Permits	Facilities Management	Mark Hershiser, Chief of Administrative Services	Dan Wilgus, Facilities Manager	(614) 797-5977	(614) 797-5981	wilgusd@wcsoh.org	lerosej@wcsoh.org
Work Permits - Student	Human Resources	Mark Hershiser, Chief of Administrative Services	Building Principal	(614) 797-5700			
Worker Safety	Business Operations	Mark Hershiser, Chief of Administrative Services	Jeff LeRose, Exec. Dir. of Facilities & Operations	(614) 797-5800	(614) 797-5701	lerosej@wcsoh.org	wardm@wcsoh.org / wilgusd@wcsoh.org
Workers' Compensation Claims	Treasurer's Office	Scott Gooding, Treasurer/CFO	Jaime Stewart, Payroll Associate/Workers Comp.	(614) 797-5773	(614) 797-5775	stewartj@wcsoh.org	
World Languages	Academic Affairs	Diane Conley, Chief of Academic Affairs	Keith Bell, Director of Secondary Academic Affairs	(614) 797-5900	(614) 797-5901	bellk@wcsoh.org	conleyd@wcsoh.org
Writing - Elementary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Chris Doolittle, Curriculum Coordinator	(614) 797-6029	(614) 797-6001	doolittc@wcsoh.org	mcclellk@wcsoh.org
Writing - Secondary	Academic Affairs	Diane Conley, Chief of Academic Affairs	Laura Lipsett, Curriculum Coordinator	(614) 797-6250	(614) 797-6201	lipsett@wcsoh.org	bellk@wcsoh.org