

Determination of Critical Infrastructure Workers and Essential Employees Performing Necessary Government Activities

Name	Title	Frequency	Function
Bates, Gayla	Bookkeeper	Periodically	To process & print sensitive information related to Cash, mail, billing and Accounts Receivable necessary to maintain minimum business functions of the organization
Boldin, Mitchell	Consultant, Web and Instructional Design	Periodically	To assist with communications/technology to support website communication and remote workers, and to support district/PSA operations
Bossidis, Anna	Accounting Supervisor	Periodically	To secure & approve confidential information incoming via fax and mail to Support Cash, Payables, and Payroll operations
Bowen, Darlene	Support Staff	Periodically	To retrieve sensitive information related to State Mandated Pupil reporting and audits necessary to maintain minimum business functions or the organization
Caltabiano, Kelly	Support Staff, Educational Services	Periodically	To secure confidential information via fax or mail, retrieve physical mail, disseminate and initiate and process payment to vendors and part time staff as necessary
Caperton, Deb	Pupil Accounting Specialist	Periodically	To retrieve sensitive information related to State Mandated Pupil reporting and audits necessary to maintain minimum business functions or the organization
Carpen, Kaitlyn	Support Staff, Educational Services	Periodically	To secure confidential information via fax or mail, retrieve physical mail, disseminate and initiate payment to vendors as necessary
Cates, Michelle	Building Services Assistant II	Reporting Daily	Maintain Facilities – Monitor Operations
Chafin, Carol	Administrative Secretary	Periodically	To secure confidential information incoming via fax or mail to manage and support personnel operations
Chugh, Anupam	Manager, Educational Services	Periodically	To monitor the operations and software used by remote workers and to support district remote instruction
Colbert, Daveda	Associate Superintendent, Educational Services	Periodically	Monitor and manage remote instructional services support for district/PSA operations, and the overall organization
Corum, Rena	Manager, Human Resources	Periodically	To secure confidential information incoming via fax or mail to manage and support personnel operations
Curnett, Bradley	Building Services Assistant	Reporting Daily	Maintain Facilities – Monitor Operations
Diroff, Tom	Manager, Facilities & Operations	Reporting Daily	Manage Operations
Dust, Tamara	Director, Compliance & Finance	Periodically	To secure & approve confidential information incoming via fax and mail to Support Cash, Payables, and Payroll operations
Emerick, Tom	Building Services Assistant	Reporting Daily	Maintain Facilities – Monitor Operations

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Emerick, Kathie	Support Staff, AFS	Periodically	Coordinate compliance for MDOS requirements for transportation testing sites
Ezikian, Steve	Deputy Superintendent	Periodically	Oversee, operations, network and security to continue remote operations
Fuller, Trenisha	SEEIS Support Staff	Periodically	To secure and distribute confidential special education referrals incoming via fax or mail to support remote special education operations
Glasscock, Ed	Building Services Assistant	Reporting Daily	Maintain Facilities – Monitor Operations
Gotts, Dale	Building Services Assistant II	Reporting Daily	Maintain Facilities – Monitor Operations
Graves, Derrick	Assistive Tech Coordinator	Periodically	To secure technology equipment needed for distribution to Act 18 students that attend local districts
Hall, Markita	Manager, Educational Services	Periodically	Manage and support remote school improvement and instructional services and to support district/PSA operations
Hampton, Yvette	Support Staff, Educational Services	Periodically	To secure confidential information via fax or mail, retrieve physical mail, disseminate and initiate payment to vendors as necessary
Harlan, Deborah	Support Staff, Educational Services	Periodically	To secure confidential information via fax or mail, retrieve physical mail, disseminate and initiate payment to vendors as necessary
Hill, Jolia	Manager	Periodically	To coordinate Title 1 compliance services and services to Homeless and Foster care children
Hodges, Bobby	Network Engineer	Remote Support/ Emergency Access Required	IT Infrastructure Support
Holmes, Nick	Desktop/AV/Phone Tech	Remote Support/ Onsite as Needed	IT Support
Horvath, David	Budget & Fiscal Analyst	Periodically	To process & print sensitive information related to Cash, federal & state cash requests and Accounts Payable necessary to maintain minimum business functions of the organization and Inkster Public Schools
Hose, Brenda	Support Staff, Educational Services	Periodically	To secure confidential information via fax or mail, retrieve physical mail, disseminate and initiate payment to vendors as necessary

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Howey, Karen	Assistant Superintendent, Special Education	Periodically	To monitor and ensure the operations of the special education department remote services and maintain compliance with state and federal regulations and timelines
Johnson, Patricia	Support Staff, Educational Services	Periodically	To secure confidential information via fax or mail, retrieve physical mail, disseminate and initiate payment to vendors to support instructional services
Laskowski, Iwona	Bookkeeper	Periodically	To process & print sensitive information related to Payroll & Accounts Payable necessary to maintain minimum business functions of the organization and process/distribute mail
Latvis, Michael	Executive Director, Legislative Affairs	Periodically	Designated as a critical employee to come to the Wayne Regional Educational Service Agency, located at 33500 Van Born Wayne, MI 48184 periodically to provide and retrieve communication from critical staff regarding newly enacted and pending legislation and travel frequently from place of residence to Lansing office (230 North Washington Square, Lansing), the State Capital, state and legislative offices to represent the agency and constituent district interests.
Lazar, Ed	Desktop/AV/Phone Tech	Remote Support/ Onsite as Needed	IT Support
Liepa, Randy	Superintendent	Frequently	Oversee all essential functions and operations for business continuity
Mach, Kathryn	Support Staff, Educational Services	Periodically	To secure confidential information via fax or mail, retrieve physical mail, disseminate and initiate payment to vendors to support instructional services
Malloy, Tracy	Budget & Fiscal Analyst	Periodically	To secure and approve confidential information incoming via fax and mail to support Payroll operations
McCoy, Rob	Director of Operations and IT Infrastructure	Reporting Daily	Oversight of direct and remote LAN Operations
McDowell, Donna	Manager, Educational Services	Periodically	Mange and support workforce development remote services to support district/PSA operations
Michael, Steven	Consultant, Instructional Technology	Periodically	To support the software necessary for remote staff members to conduct their work

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Mokrzycki, Jennifer	Assistant Internal Operations	Periodically	To secure confidential information via fax or mail, to review invoices, process payments and store documents related to instructional support
Montgomery, Lena	Director, Early Childhood and English Learner Supports	Periodically	Manage and support remote GSRP operations and EL support to district/PSAs
Mulka, Chris	Building Services Assistant – Burger	Reporting Daily	Maintain Facilities – Monitor Operations
Munoz, Kathryn	Support Staff, Educational Services	Periodically	To secure confidential information via fax or mail, retrieve physical mail, disseminate and initiate payment to vendors as necessary
Murray, Phillaire	Events Systems & Support Coordinator	Bi-Weekly	Coordinating events/business correspondence processing
O’Callahan, Stephenie	Bookkeeper	Periodically	To process & print sensitive information related to Cash, Payroll & Accounts Payable necessary to maintain minimum business functions of the organization and process/distribute mail
Oswald, Patricia	Human Resource Assistant	Periodically	To secure confidential information incoming via fax or mail to manage and support personnel operations
Pizzo, Vince	Network Engineer	Remote Support/ Emergency Access Required	IT Infrastructure Support
Porter, Latisha	Support Staff, Educational Services	Periodically	To secure confidential information via fax or mail, retrieve physical mail, disseminate and initiate payment to vendors to support instructional services
Reakoff, Sue	Production Software Management Technician	June 17, 2020 Only	To complete tasks necessary for end of employment
Rezmierski, Leonard	Supt Support Administrator	Periodically	Manage and continue support for local school district Superintendents and their Boards of Education
Rheume, Kurt	Executive Director, IT Solutions	Periodically	Coordinate Technology Services
Rider, Chad	Manager, Technology Operations	Remote Support/ Emergency Access Required	Manage Technology Operations
Ruffin, Kathryn	Pupil Accounting Auditor	Periodically	To collect physically delivered and sensitive district student data necessary to maintain minimum business functions of the organization

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Schultz, Kelli	Transportation Consultant	Periodically	Coordinate compliance for MDOS requirements for transportation testing sites
Skoglund, Christine	Assistive Tech Coordinator	Periodically	To secure technology equipment needed for distribution to Act 18 students that attend local districts
Sleiman, Zeinab	SEEIS Support Staff	Periodically	To secure and distribute confidential special education referrals incoming via fax or mail to support remote special education operations
Smith, Leanne	Special Programs Administrative & Fiscal Consultant	Periodically	To collect delivered district data; process and print sensitive information related to Medicaid billing and revenue statements; and periodic onsite IT testing functions necessary to maintain minimum business functions of the organization
Stalbaum, Jim	Senior Network Analyst	Remote Support/ Emergency Access Required	IT Infrastructure Support
Stanley, Julia	Consultant, GSRP Special Projects and Fiscal	Periodically	To secure confidential information via fax or mail, process payments to vendors to support remote support for GSRP programs
Stockert, Matt	Technology Coordinator	Remote Support/ Onsite as Needed	IT Support
Stowers, Johnny	Tech Assistant	Remote Support/ Onsite as Needed	IT Support
Thornsbury, Deidre	Administrative Assistant to the Superintendent	Periodically	To secure confidential information via fax or mail related to the operation of the Superintendent's office and preparation for superintendent meetings
Treece, Mari	Manager, Educational Services	Periodically	Manage and support remote instructional services for district/PSA operations
Vogel, Tracy	Bookkeeper	Periodically	To process & print Accounts Payable checks necessary to maintain minimum business functions of the organization. Open & distribute mail
Walters, Debra	Support Staff	Weekly	Departmental Support/Invoice Processing
Warren, Sharon	Secretary to the Board/ Mandatory Referral Coordinator	Periodically	To retrieve sensitive and confidential board of education information via fax or mail and board meeting preparation

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Wieske, Mary	Pupil Accounting Auditor	Periodically	To collect physically delivered and sensitive district student data necessary to maintain minimum business functions of the organization
Wilfong, Karen	Tech Assistant	Remote Support/ Onsite as Needed	IT Support
Williams, Rebecca	Accounting Assistant	Periodically	To process & print sensitive information related to Cash, federal and state cash requests necessary to maintain minimum business functions of the organization
Williams, Tia	Special Programs Administrative & Fiscal Consultant	Periodically	To collect delivered district data; process and print sensitive information related to Medicaid billing and revenue statements; and periodic onsite IT testing functions necessary to maintain minimum business functions of the organization
Wright, Tracey	Assistant Superintendent, Human Resources	Periodically	To secure confidential information incoming via fax or mail to manage support personnel operations