**EDUCATION**

**KAREN HEINRICH**—Executive Assistant and Office Manager for the Education Department
Coordinates the ministry details for our department, working with VP of Education and Superintendents as well as consultant for Education office staff.

Phone-503-850-3550  Fax-503-850-3450  Karen.heinrich@oc.npuc.org

**FAWN FAHRER**—Administrative Assistant for the Education Department

Phone-503-850-3551  Fax-503-850-3451  Fawn.fahrer@oc.npuc.org

1. Organizer of our resources and assists Principals with the “paperwork” and processes that are part of the daily management for our ministries.
2. Receptionist for the Education Department.
3. Coordinates monthly **Substitute Teacher and Principal Release Payroll** requests.
4. **RenWeb Student Information System support** and liaison for development and training.
5. Coordinates local hire payroll documents and office submittal processes. **ALL LOCAL HIRE EMPLOYMENT DOCUMENTS ARE SUBMITTED TO FAWN.**
6. Provides project management support for Superintendents as requested.

**SANDY HEUSSER**—Administrative Assistant for the Education Department

Phone-503-850-3547  Fax-503-850-3447  sandy.heusser@oc.npuc.org

1. Organizes **volunteer applications and background check** requirements.
2. Collates **student enrollment data**, including opening and closing reports. Coordinates with schools to complete the required documentation.
3. **Registrar** for students enrolled in Oregon Conference Junior Academies.
4. Dashboard and Data Rollup.

**GAYLA ROGERS**—Financial Specialist for the Education Department

Phone-503-850-3546  Fax-503-850-3446  gayla.rogers@oc.npuc.org

2. Assist school leadership with financial management.
3. Coordinate School and Personnel reimbursement and payable requests with the OR Conference Treasury Department.
6. Management of logistics for **Every Child Deserves to Know Christ**-Grant.
7. Coordinator of School Invoicing.
8. Student Insurance.

**JOANNA WART**—Community Outreach Coordinator for the Education Department

Phone-503-891-2973  Fax-503-859-3451  joanna.wart@oc.npuc.org

1. Connects schools into local communities for outreach projects.
2. Calls agencies, non-profits, and businesses.
3. Coordinates dates, times, and rotations of outreach projects.
4. Visits schools regularly who are involved in community outreach.
5. Actively involve the students in community outreach with the goal of sharing the love of Jesus with their friends and neighbors.
6. Assists schools with Southern Adventist University’s PFE and ASSIST program paperwork.
LISA BROWN—FACTS Grant & Aid Assessment Coordinator for the Education Department
everychild.sda@gmail.com

1. Lisa works with School administrators in emergency situations and provides support training to School Principals and community leadership.
2. Logistics Coordinator with FACTS.

HUMAN RESOURCES
KERI SELF— Administrative Assistant for the Human Resources Department
Phone-503-850-3510 Fax-503-850-3410 keri.self@oc.npuc.org
Provides support regarding the logistics and coordination of documentation for the HR Department.

INFORMATION TECHNOLOGY
RANDY CUMMINGS— Director of Information Services Department
Phone-503-850-3524 Fax-503-850-3424 randy.cummings@oc.npuc.org
Resource and consultant for School technology, Copy equipment, Software, Hardware, Technology safety and education.

LEGAL
IVALEE CLARK— Administrative Assistant for the Legal Department
Phone-503-850-3570 Fax-503-850-3470  ivalee.clark@oc.npuc.org
Rental Agreements and Use contracts.

LIESL SCHNIBBE— Administrative Assistant for the Legal Department
Phone-503-850-3569 Fax-503-850-3469 liesl.schnibbe@oc.npuc.org
Name considerations and associated documentation.
Banking Protocol-Opening, Closing and changes to accounts including but not limited to signers and corporate resolutions.

PAYROLL & TREASURY
MARISELA VENTURA— Administrative Assistant for the Payroll Department
Phone-503-850-3515 Fax-503-850-3415 payroll@oc.npuc.org
Provides support for the payroll department and coordinates the logistics for payroll preparation.
Any questions regarding payroll should be directed thru the e-mail coordinated by Marisela.

CRYSTAL KIELMAN— Business Intern in the Treasury Department
Phone-503-850-3514 Fax-503-850-3414 crystal.kielman@oc.npuc.org
Coordinates school invoice billings and monthly statement presentation from the Treasury Department.

RISK MANAGEMENT
SIMONA CARDWELL— Director for the Risk Management Department
Phone-503-850-3522 Fax-503-850-3422 simona.cardwell@oc.npuc.org
2. Provides training for School personnel and volunteers to ensure child safety.
3. Coordinates insurance policies and billings for School Auto/Property/Liability Insurance.
4. Provides consultation assistance for questions regarding property safety and security.
5. Coordinates Certificates of Insurance when requested.