

District Office Primary Contacts and Tasks

August 11, 2026

I need assistance with:	Primary Contact:	Email/Phone ext.
Transportation Questions	Colleen Gartland	cgartland@palisadessd.org ext. 4006
Lunch Account Questions		
Grants - Financial Responsibilities - Documentation to be submitted to Colleen		
Payroll	Brenda Heyward	bheyward@palisd.org ext. 4022
Payroll Changes: - Address - Direct Deposit - W4		
Notification of Changes to Benefits: 403b		
Absences (AESOP/SAMS) and Source4Teachers/ESS	Sue Keogh	skeogh@palisd.org ext. 4028
Worker's Compensation Processing: PLEASE call nurse first followed by building or district level supervisor		
Leave Requests: - FMLA - Unpaid - Sabbatical		
Seniority - Submitting new certifications - Placement on list		
Accrued Time: - Sick - Vacation (if applicable) - Personal (if applicable)		
Employee Handbook: - Policies - Regulations		
Personnel Files		
Time Clock		
Notification of Changes to Benefits: Life		
Tuition Reimbursement/Column Movement Request Forms		

Curriculum	Dr. Michael Donnelly	mdonnelly@palisd.org ext. 4002
Data / Assessments		
My Learning Plan management		
National Board Certification		
Professional Learning Opportunities		
Teacher Certification Issues (TIMS)		
Twitter / Social Media		
Mileage Reimbursement	Dawn Milligan	dmilligan@palisd.org ext. 4003
Right to Know	Chris Berdnik	cberdnik@palisadesd.org ext. 4007
Purchase Orders	Christine Forbes	cforbes@palisd.org ext. 2454
Facilities Secretary		
Registering Homeschooled Students	Deana Cronk	dcronk@palisd.org ext. 4024
Health Benefit Questions & Enrollment (health, vision, dental)		
Notification of Changes to Benefits: - Health (birth of a child, marriage, etc.) - Health Benefit Questions & Enrollment		
Volunteer Clearances to enter into Google Doc: Professional staff to check with main office building secretary to have volunteers checked for approval to chaperone a field trip		