

**Huron Intermediate School District
Finance Office
Contact Information**

Finance Director

Julie Williams-Muz – Director of Financial Operations

Julie W-M has been with the HISD since October 2007. Julie oversees the financial operations of the HISD. She spends most of her time working on district-wide financial issues. She directs the business staff daily to ensure that deadlines are being met and questions are being answered. Julie is responsible for the overall budgeting and reporting for the HISD. She also oversees the business services department that has grown significantly over the past several years. You would contact Julie for inquiries regarding accounting policies and practices or to clarify responses by her staff on any finance related issue.

Contact Information – office phone (989) 269-3472; cell phone (989) 975-2540; email jwilliams@huronisd.org

Schedule – Onsite full time M-F 8am-4pm

HISD Direct Service Staff

Julie Toner –Human Resource Specialist

Julie T. has been employed with the HISD since September 2014. In the past, Julie split her time between the ISD helping support human resources and the LEA business services department helping support our business managers. Effective with the 2019-2020 year, Julie became 100% Human Resource Specialist. You will want to talk to her for the following:

- To ask questions regarding insurances, retirement, leave-time balances
- To ask questions regarding COBRA
- To ask questions about FMLA (Family Medical Leave Act)
- To ask questions about COVID-19 Families First Coronavirus Response Act
- To get assistance using Frontline (formally AESOP)
- To ask questions about Edustaff (third party substitute company)
- To ask questions about fingerprinting/iCHATS
- To reset your Skyward password
- To ask questions about Safe Schools/School Dude
- To process accident/injury reports for employees, students, and/or visitors

Contact Information – office phone (989) 269-3467; email jtoner@huronisd.org

Schedule – Onsite full time M-F 8am-4pm

Bill Taylor– Payroll Specialist: HISD, Adams, Big Burning, Church, Eccles, and Verona

Bill has been employed with the HISD since September 2013. He processes payroll for the HISD as well as for our five k-8 rural schools. You will want to talk to him for the following:

- To ask questions regarding retirement
- To ask questions regarding your contract or payroll amounts.
- To ask questions about Form W-4 or to change your tax withholding rate for your W-2
- To ask questions about your payroll benefits and/or deductions
- To ask questions about Script and assistance with Script passwords

Contact Information – office phone (989) 269-3452; email wtaylor@huronisd.org

Schedule – Remote full time M-F 8am-4pm; in-person meetings available by appointment

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HISD Direct Service Staff (Continued)

Stacy Rick-Hessling – Finance Associate, Accounts Payable

Stacy R-H has been with the HISD since May 2009. Stacy splits her time between the ISD helping with purchasing and the accounts payable process and the LEA business services department helping support our business managers with the accounts payable process. You will want to talk to her for the following:

- To assist with purchase order requisitions and receive assistance in ordering items
- To assist with mileage, meal, and other employee reimbursements
- To assist with conference registration and hotel reservations
- To submit invoices for payment
- To turn in packing slips from your delivered purchases
- To inquire about delivery status of items ordered
- To obtain a sales tax exemption form to use when purchasing supplies and materials
- To obtain a district credit card

Contact Information – office phone (989) 269-3414; email srick@huronisd.org

Schedule – Onsite full time M-F 8am-4pm

Kelly Wagester – Finance Associate

Kelly has been employed in the HISD business office since January 1992. You will want to talk to her for the following:

- To verify the receipt of grant funds or other expected payments
- To submit information needed to create and process an invoice out
- To obtain copies of vendor agreements or vendor contracts
- To assist with invoice payments
- To assist with payments of HISD professional development
- To assist with donation letters
- To process property casualty claims and get field trip liability insurance certificate
- To submit payment for money owed to the HISD

Contact Information – office phone (989) 269-3478; email kellyw@huronisd.org

Schedule – Onsite M, W, TR 8am-4pm; Remote T, F 8am-4pm

Nicole Licht – Special Education Accountant

Nicole has been with the HISD since August 2014. You will want to talk to her for the following:

- To ask questions concerning Special Education supply and community education budgets
- To assist with SE requisitions and SE travel.
- To ask questions regarding SE mini-grants
- To ask questions regarding LEA SE payouts
- To ask questions regarding Medicaid Staff Pool Lists

Contact Information – office phone (989) 269-3459; email nlicht@huronisd.org

Schedule – Remote full time M-F 8am-4pm; in-person meetings available by appointment

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LEA Business Service Staff

Stacey Viers– LEA Business Manager: Harbor Beach, Akron, Big Burning, Church, and Eccles.

Stacey V. has been with the HISD since July 2010. Stacey works in our business services department providing business manager responsibilities for two k-12 school districts and three k-8 rural school districts that have contracted with the HISD. She will be the primary contact for those specific schools according to the signed contracts.

Contact Information – office phone (989) 269-3486; cell phone (989) 550-0371; email sviers@huronisd.org

Schedule – Remote full time M-F 8am-4pm; in-person meetings available by appointment

Kristine Roggenbuck– LEA Accountant: Harbor Beach, Akron, Big Burning, Church, and Eccles.

Kris has been with the HISD since August 2019. Kris works in our business services department assisting Stacey Viers with business services responsibilities for two k-12 school districts and three k-8 rural school districts that have contracted with the HISD. She will be the primary contact for those specific schools according to the signed contracts.

Contact Information – office phone (989) 803-3341; email kroggenbuck@huronisd.org

Schedule – Remote full time M-F 8am-4pm; in-person meetings available by appointment

Candice Halifax– LEA Business Manager: Owengage, USA, Adams, and Verona.

Candice has been with the HISD since August 2013. Candice works in our business services department providing business manager responsibilities for two k-12 school districts and two k-8 rural school districts that have contracted with the HISD. She will be the primary contact for those specific schools according to the signed contracts.

Contact Information – office phone (989) 269-3483; cell phone (989) 545-2847; email chalifax@huronisd.org

Schedule – Remote full time M-F 8am-4pm; in-person meetings available by appointment

Maria Siemen – LEA Accountant: Owengage, USA, Adams, and Verona; Ubly Payroll

Maria has been with the HISD since June 2017. Maria works in our business services department assisting Candice Halifax with business services responsibilities for two k-12 school districts and two k-8 rural school districts that have contracted with the HISD. Maria also processes payroll for Ubly Community Schools. She will be the primary contact for those specific schools according to the signed contracts.

Contact Information – office phone (989) 269-3490; email msiemen@huronisd.org

Schedule – Remote full time M-F 8am-4pm; in-person meetings available by appointment

Mail/Paperwork Dropoff

We now have one main mailbox for all finance office staff in the administrative wing, workroom. To reduce traffic in the finance office, please drop off paperwork and mail in this main mailbox. Place confidential information in a sealed envelope. Place the appropriate staff members name on the paperwork. If delivery is urgent, contact the individual to notify them it is in the mailbox. When an option, email is preferred.