

**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/human resource 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/HR related issue.

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

HISD Direct Service Staff



Julie Toner – Human Resource Specialist

Julie T. has been employed with the HISD since September 2014. Over the past two years, Julie has been a key player in enhancing our Human Resource practices. 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
- To get assistance using Frontline (formally AESOP)
- To ask questions about Edustaff (third party substitute company)
- To ask questions about fingerprinting/iCHATS
- To ask questions about job postings
- To reset your Skyward password
- To ask questions about Safe Schools (Vector Solutions)/School Dude
- To process accident/injury reports for employees

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

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HISD Direct Service Staff (Continued)



Bill Taylor – Payroll Specialist: HISD

Bill has been employed with the HISD since September 2013. He processes payroll for the HISD. Bill has recently submitted his resignation. His last work day will be September 3rd. Please see Julie Williams-Muz for payroll related questions during the interim time-frame of filling this position. You will want to talk to him/her 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



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 (Script travel request)
- 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



Kelly Wagester – Finance Associate Fiscal Services

Kelly has been with the HISD since December 1991. 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 process accident/injury reports for students, and/or visitors
- To submit payment for money owed to the HISD

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

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HISD Direct Service Staff (Continued)



Tyler Dropiewski – Special Education Accountant

Tyler has been employed with the HISD since March 2021. You will want to talk to him 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 tdropieski@huronisd.org



Kellie Hiller – Finance Clerical Assistant

Kellie has been employed with the HISD since March 2021. Kellie is split between direct work with the HISD as well as the HISD business service department. Her role is to assist staff in the finance office with a variety of tasks such as scanning, financial/payroll reporting, rural school payroll and accounts payable processing, and various other tasks.

Contact Information – office phone (989) 269-3432; email khiller@huronisd.org

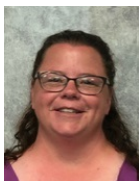
LEA Business Service Staff



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



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

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LEA Business Service Staff (Continued)



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



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