






Business Office Team - 2024-25

Title	Name	Focus Areas	Contact Information
Director of Finance	 Mitzi Cass	<ul style="list-style-type: none"> • Directs Business Office Daily Operations • Budget Manager • Accounting Structure Management • Skyward Security & Account Number Access • Banking Relationship Manager • Audit • Directs School Fees & Activity Accounts 	cassmitz@elmbrookschoools.org 262-781-3030 X 11132
Purchasing Specialist	 Diane Contrucci	<ul style="list-style-type: none"> • Requisitions/Purchase Orders • Vendor Management • Credit Card Administrator • Skyward Trainer • Gift Fund Administrator 	contrucd@elmbrookschoools.org 262-781-3030 X 11134
Finance Specialist/ Accounts Payable	 Barb Schaetz	<ul style="list-style-type: none"> • Accounts Payable (Checks & ACH) • Expense Reimbursements • 1099 Processing • Finance & Operations Committee Recorder 	schaetzb@elmbrookschoools.org 262-781-3030 X 11135

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Staffing Budget Coordinator	 Eileen Zingale	<ul style="list-style-type: none"> • Employee Assignment Management • Extra Pay Contracts • Direct Deposits for Payroll • Tax Forms - W4 • True Time Hourly payroll • Timesheet Approvals • Employee Skyward Log in Access 	zingalee@elmbrookschoools.org 262-781-3030 X 11131
Payroll Manager	 Lori Pogodzinski	<ul style="list-style-type: none"> • Payroll • Active employee benefits add/changes/exits • WRS administration • W2 Processing 	pogodzil@elmbrookschoools.org 262-781-3030 X 11185
School Accounting Assistant (BCHS, WHMS)	 Stacy Damuth	<ul style="list-style-type: none"> • School Accounting Management (Requisitions, Deposits, Budget, Gift Fund) • Student Activity Management • Student Fees (Assignment & Collection) 	doylep@elmbrookschoools.org 262-853-4834

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<p>School Accounting Assistant (BEHS, PPMS)</p>	 <p>Judy Roznik</p>	<ul style="list-style-type: none"> • School Accounting Management (Requisitions, Deposits, Budget, Gift Fund) • Student Activity Management • Student Fees (Assignment & Collection) 	<p>roznikj@elmbrookschools.org 262-825-3476</p>
<p>Grant & Financial Specialist</p>	<p>Dustin Brah</p> 	<ul style="list-style-type: none"> • Perform and oversee all District accounting functions • Prepare DPI and State/Federal Forms including High Cost and Medicaid • Prepare Tuition Billing for Special Ed Co-Op • Manage grant budgeting and claims • Process all journal entries • Enter all cash receipts • Manage accounts receivable; to include facility use invoicing • Manage accounts receivable; to include facility use invoicing • Manage and reconcile fixed assets and depreciation • Provide budget and audit support to the Director of Finance 	