



Gwen Clark - Director, Human Resources
Email: gclark@sylvaniaschools.org

LICENSED STAFF

Donna Brown - Teacher Secretary

419.824.8557

Email: dbrown@sylvaniaschools.org

Jill Barnes - Secretary

419.824.8509

Email: jbarnes@sylvaniaschools.org

- * AESOP
- * Request a teaching substitute
- * Questions regarding:
 - Sick Leave
 - Personal Leaves
 - Professional Leaves
- * **Jill** - Supplemental Contracts

CLASSIFIED STAFF

Barbara Lundgren - Classified Secretary

419.824.8519

Email: blundgren@sylvaniaschools.org

Jill Barnes - Secretary

419.824.8509

Email: jbarnes@sylvaniaschools.org

- * Reporting Absences - AESOP
- * Request a classified substitute
- * Questions regarding:
 - Sick Leave
 - Personal Leaves
 - Seniority
 - Job Bids
 - Meeting Requests

LICENSED STAFF

Beth Wood - HR Executive Assistant

419.824.8556

Email: bwood@sylvaniaschools.org

- Administrators and Teaching staff
- * Licensure
 - * Salary
 - * Tuition reimbursement
 - * Employment Contracts
 - * Contract/Continuing Contracts

LICENSED STAFF/CLASSIFIED STAFF

Jillian Harris - HR Assistant

419.824.8555

Email: jharris@sylvaniaschools.org

- * Employee Injuries/Accidents/Workers Compensation
- * Unemployment
- * Employee Assistance Program
- * OAPSE First Aide/CPR Reimbursements
- * Extended Medical Leave/FMLA/Leaves of Absence
- * Public Records Request