

Mayville Elementary Schools' Communication Process Flow Chart for Families

	STEP ONE	STEP TWO	STEP THREE	STEP FOUR
Dismissal Changes	Office	Classroom Teacher		
Elementary Extracurricular Activities (Girl Scouts, MAA, Run Club, etc.)	Event Coordinator			
Facilities & Maintenance	Office	Maintenance Director	Superintendent	
Food Services (menu, special dietary needs, lunch fees)	Director of Food Services	Superintendent		

Reading Interventions	Classroom Teacher	Title 1 Staff	Principal	Superintendent
Special Education/504 Accommodations	Classroom Teacher	Caseload Teacher/504 Coordinator	Special Education Director/Principal	Superintendent
Student Absence	Office	Classroom Teacher	Principal	Truancy Officer
Student Behavior	Classroom Teacher	Behavior Interventionist	Principal	Superintendent
Student Concerns (Academic)	Classroom Teacher	Principal	Superintendent	
Student Concerns (social, emotional, wellness)	Classroom Teacher	Behavioral Interventionist or School Nurse	Principal	Superintendent

Teaching/Curriculum	Classroom Teacher	Principal	Superintendent	
Technology	Office	IT Director	Superintendent	
Transportation (Buses)	Director of Transportation	Principal	Superintendent	

Contact Information

Superintendent	Mike Seaman	mike.seaman@mayvilleschools.org
Elementary Principal	Cheryl Rayl	cheryl.rayl@mayvilleschools.org
Transportation Director	Tom Walker	tom.walker@mayvilleschools.org
Technology Director	Brian Wisneski	brian.wisneski@mayvilleschools.org
Elementary Staff	https://www.mayvilleschools.org/elementary-school-staff	

Mayville MS/HS Communication Process Flow Chart for Families

	STEP ONE	STEP TWO	STEP THREE	STEP FOUR
Athletics	Coach(s)	Athletic Director	Principal	Superintendent
Career/College Planning	Xello/Capstone	Student Service Coordinator	Principal	
Facilities & Maintenance	Office	Maintenance Director	Superintendent	
Food Services	Director of Food Services	Superintendent		
Grades	Skyward	Classroom Teacher	Student Services Coordinator	Principal
Special Education/504	Classroom Teacher	Caseload Teacher/ 504 Coordinator	Special Education Director/ Principal	Superintendent

Student Absence	Office	Principal	Truancy Officer	
Student Behavior	Classroom Teacher	Behavioral Interventionist	Principal	Superintendent
Student Concerns (academic)	Classroom Teacher	Student Services Coordinator	Principal	Superintendent
Student Concerns (social, emotional, wellness)	Behavioral Interventionist/ Nurse	Principal	Superintendent	
Teaching/Curriculum	Classroom Teacher	Student Services Coordinator	Principal	Superintendent
Technology	Office	IT Director	Superintendent	

Transportation	Director of Transportation	Principal	Superintendent	
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Contact Information

Superintendent	Mike Seaman	mike.seaman@mayvilleschools.org
MS/HS Principal	Jenna Tetil	jenna.tetil@mayvilleschools.org
Transportation Director	Tom Walker	tom.walker@mayvilleschools.org
Technology Director	Brian Wisneski	brian.wisneski@mayvilleschools.org
MS/HS Staff	https://www.mayvilleschools.org/middle-and-high-school-staffb40f4205	