Administration Responsibilities 2024-2025

Nebo School District

Rick Nielsen
Superintendent

Ben Ford
Assistant Superintendent
Administration &
Secondary School Support

Suzanne Kimball
Associate Superintendent
Curriculum, Assessment, &
Instruction

Michael Harrison
Business Administrator

General Budget
General Accounting
Investment Management
Payroll
Internal Audit
Data Systems Management

Jesse Hales
Assistant Business Administrator

General Accounting
Program Budgets
Accounts Payable
Financial Reporting
Grants Management
Asset Inventory

Asst Supt Duties
Administrator Evaluation
School Comm. Councils
Trustlands
Boundaries
Administrative Interns
Principals Academy
Admin. Handbook
Parent Information Guide
District Calendar
Universities Liaison
Negotiations Chair

Reese Brunson
Technology Services
IMC Services

Seth Sorensen
Communications

Lindsey Hughes
Customer Relations

Reed Park
Legal Counsel

Contracts
Policies
State/Federal Law Compliance
Litigation/Claims
Property & Water
Civil Rights
ADA
SRO Annual Training
UALD/EEOC/OCR

Jeff Peterson
Assoc. Legal Counsel

Policy Development
School Nurses
Contracts
Litigation/Claims
Civil Rights
UALD/EEOC/OCR
Civil Rights

Dave Gneiting
Civil Rights Coord.

Civil Rights Investigation
Section 504/ADA
Claims/Lawsuits
Title IV, VI, VII, IX
ADA

Matt Gledhill
Operations

New Construction
Property Purchase
Procurement Officer
Purchasing
Facilities/Grounds

Frank Daybell
Operations Coord.

Wade Tischner
Transportation

Ryan Kay
Food Services

Ryan Pitcher
Chief Procurement Officer

Larry Morwood
Building Official

Darald Miller
Maintenance

Kathy Carling
Risk Manager

Workers Compensation
School Traffic Safety
Safe Walking Routes
Accident Investigation
School Self Inspection
OSHA Programs
Hazardous Routes Chair
Employee Safety
Crisis Management
Critical Incident Training
Facility Access—ADA

Mike Larsen
Human Resources

Budgets
Certified/Classified Employees
Lane Change/PDL
Master Agreements
Personnel Leave
Personnel Policy Management
Negotiations
ADA Accommodation
Recruitment, Qualifications, Hiring, Placement, Terminations
Retirement
Licensing

Jim Welburn
HR Coordinator

Benefits Fair
Employee Assistance Program (Blomquist Hale)
Employee Benefits/Insurance
Recruitment
Substitutes/EduStaff
Premise Health—Clinic
Class. Employee Recognition
Wellness Program

Troy Bohling
HR Coordinator

Background Checks
EMS/Classified Evaluations
Job Study Management
Retirement
Risk Manage/Workers Comp
Unemployment Issues

Kacie Bosone
HR Coordinator

Critical Policy Verification
Civil Rights Investigation
Title IV, VI, VII, IX

Bart Peery
Secondary Education

Supervision of Secondary Administrators
Secondary Staffing and Enrollment
Univ. Secondary Relations
Matching Funds

Troy Peterson
Jr High/Middle Supervisor

Jason Beardall
Alternative/At-Risk Services

Youth-in-Custody/Cornerstone
Landmark Principal

Alan Ashton
Career & Technical Education

Business/Industry Partners
UCAT Contact
K-16 CTECC Contact
Student Internships

Everett Kelepolo
Student/ School Services

K-12 Discipline/Suspensions
Open Enrollment
Guardianships
Home School
Homebound
Community Education
Facility Use
Foreign Students
UHSAA/Coaches Training
NCAA Issues
Drivers Education
Student Travel
Discipline/Safe School
Private School Liaison
City Recreation Liaison
Multi-Discipline Committee

Shawn Rawlings
Summit Center

Attendance
Truancy Court

RaShel Shepherd
Student Success/ Education Equity

Educational Equity
Drug/Alcohol/Gang Programs
Attendance
Crisis Management Team
Secondary Counselors
Advanced Placement
SRO Liaison
Social Workers

Alicia Rudd
Special Education & Federal Programs

Special Education
Title I Basic Programs
Title Ic Migrant Education
Title III Language Acquisition
Title VI Indian Education
Preschool/Early Learning Essen.
Oakridge Special School
Instructional Curriculum

Brent Coffman
Special Education

Special Education
Related Services
Special Ed Transportation
Bridges Transition Center
Technology
Medicaid

Assoc. Supt Duties
Framework for Student Success
K-12 Curriculum
Student Success Committees
Budget Manager
Assessment
Professional Development
Coaching/Mentoring
Supervision of Curriculum Staff
Curriculum Review
Digital Teaching/Learning
Portrait of a Graduate

Dave Rowe
Elementary Education

Supervision of Elementary Administrators
Elementary Staffing and Enrollment
Univ. Elementary Relations
Outdoor Education
Foster Grandparent Program / RSVP
Matching Funds

Mike Duncan
Elementary Supervisor

Wendy LeFevre
Secondary Curriculum

Celeste Gledhill
Elementary Curriculum

Danny Lundell
Wellbeing and Education Equity

Key
Staff—Other
Directors
Coordinators
Other
Responsibilities