

## MADEIRA CITY SCHOOL DISTRICT EMAIL INFORMATION

Madeira City Schools requires **ALL STAFF** to 'GET CONNECTED' via a Madeira City School District assigned email account.

Madeira City Schools email account will connect you to the 'staff listserve' so that you receive the most up-to-date memo's regarding daily operations, payroll & benefits.

After you have met with the Payroll and Benefits Coordinator, Melody Gregory and returned your payroll paperwork, contact Matt Jones, Technology Dept, via email at [mjones@madeiracityschools.org](mailto:mjones@madeiracityschools.org) to arrange to have your District email account set-up.

A Madeira City Schools email account is established for full time or part time employees that work during the school year and Head Athletic coaches and/or Sponsors of clubs that may not work all year for the district.

Part time employees that work during the school year or summer as Seasonal Coaches, Camp Coaches, Band Instructors/Assistants, Theatre Instructors/Assistants are not given a Madeira City School District email account, but the Payroll & Benefits Coordinator will need a personal email account for payroll distribution.