

Topic/Item	Contact	Extension
Accident Reports (Student)	Kimberly Jones	18119
Active Directory	Pat Beranger	16952
Accounting - Extraclassroom, Scholarships, Capital Project, School Lunch	Jackie Calarco	18129
Accounts Payable	Maureen Horrego/Beth DiBenedetto	18132/18136
Address/Phone Changes (Staff)	Lori Schmidt	18127
Applications/Resumes	Lori Schmidt	18127
Attendance (Staff)	Kimberly Jones	18119
Bids/RFPs	Jen Thompson	18123
BOCES Billing	Jen Thompson	18123
Board of Education	Ellen McGoldrick	18511
BOE Agenda Items (Curriculum related)	Theresa Lennon	18121
BOE Agenda Items (HR related)	Marlene Marcano	18118
Budget Questions	Jen Thompson	18123
Budget Transfers	Jackie Calarco	18129
Budget Vote/School Board Election	Ellen McGoldrick/Jen Thompson	18511/18123
Central Office Conference Room Scheduling	Lillian Belfiore	18505
Certificates of Insurance	Jen Thompson	18123
Certification (extensions is Lori; new staff is Marlene; general is either)	Lori Schmidt/Marlene Marcano	18127/18118
Civil Service	Marlene Marcano	18118
Claim Forms	Maureen Horrego	18132
ClassLink	Greg Pawlowski	16952
Code of Conduct	Ellen McGoldrick	18511
Compliance Training	Lori Schmidt	18127
Dental/Optical Questions & Issues (email: christopher.pelella@vcsdny.org)	Christopher Pelella	19425
Dental/Optical Registration Forms	Marlene Marcano	18118
Direct Deposit	Myra Stoner	18125
Discipline - Supt. Hearings & Consents to Discipline	Ellen McGoldrick	18511
Employee Verification/Bank Requests	Myra Stoner/Lori Schmidt	18125/18127
Extracurricular/Co-curricular Appointments	Marlene Marcano	18118
Fingerprinting for VC Staff	Marlene Marcano	18118
Fingerprinting for UPK Staff or Student Teachers	Lori Schmidt	18127
Flyers - Request for Approval	Lillian Belfiore	18505
FOIL Requests	Ellen McGoldrick	18511
FMLA	Marlene Marcano	18118
Frontline Absence Management (Attendance, Sick & Personal Days)	Kimberly Jones	18119
Frontline IEP	Carol Washington/Patty Kennedy	18117/18112
Frontline Professional Growth (Evaluations)	Ivan Tolentino	18885
Frontline Professional Growth (Users, Professional Development & CTLE)	Theresa Lennon	18121
Gmail	Pat Beranger	16952
Grants – ARP, CRRSA, CARES	Jen Thompson	18123
Grants - ESSA (Title I, II, III, IV)	Theresa Lennon	18121
Health Insurance (not Dental/Optical)	Myra Stoner	18125
Homeless Liaison	Barbara Gravel	16532
Homeschooled Students	Mara Costagliola	18138
ID Badges (Staff)	Lori Schmidt	18127
Induction	Lori Schmidt	18127
Leaves of Absence (Childcare or Medical)	Marlene Marcano	18118
Meeting Calendar (Administrative)	Theresa Lennon/Gheri Cola	18121/18134
Mentor Program	Theresa Lennon	18121

MTSS	Gheri Cola	18134
New Employee Processing	Marlene Marcano	18118
Nextera (for CBT - Computer Based Testing)	Erin Hunt/Tammy Coleman	18137/18120
Non-Cash Group Life	Myra Stoner	18125
Notary Public	Ellen McGoldrick/Myra Stoner/Renee Marchant	18511/18125/18115
NYSAA KITE Educator Portal	Tammy Coleman	18120
NYSITELL/NYSESLAT	Erin Hunt	18137
Optical/Dental (email: christopher.pelella@vcsdny.org)	Chris Pelella	19425
Observation/Evaluation Processing	Faye Goldstein (Tues./Fri. only)	18128
Payroll/Paychecks (403b, 457b, W-2's, W-4's, NYS IT-2104)	Myra Stoner	18125
PEL	Marlene Marcano	18118
Policies	Ellen McGoldrick	18511
Postings for HR	Lori Schmidt	18127
Professional Development (General)	Theresa Lennon	18121
Purchase Orders	Maureen Horrego/Jen Thompson	18132/18123
Records Access (FOIL Requests)	Ellen McGoldrick	18511
Records Retention	Renee Marchant	18115
Registration – New & Returning, Home School, UPK	Shannon Lisiewski	18130
Resumes/Applications	Lori Schmidt	18127
Retirement	Myra Stoner	18125
MTSS Edge	Gheri Cola	18134
Salary/Salary Agreements	Marlene Marcano	18118
SchoolTool	Erin Hunt/Tammy Coleman	18137/18120
Residency	Shannon Lisiewski	18130
Student Teachers	Lori Schmidt	18127
Student Handbooks/Planners	Jen Thompson	18122
Subpoenas & Records Requests	Ellen McGoldrick/Lori Schmidt	18511/18127
Substitutes	Kimberly Jones	18119
Textbook – Inventory & Obsolete Disposal	Theresa Lennon	18118
Transcripts	Faye Goldstein (Tues./Thur. only)	18128
Transportation	Renee Marchant	18115
Tutoring	Patricia Stolz	17541
Unemployment	Kimberly Jones	18119
UPK Applications	Gheri Cola	18134
Website Additions/Changes	Erin Johnson/Communications	18148
WinCap/Wincap Web	Jen Thompson	18123
Workers' Comp	Kimberly Jones	18119