

## Central Office News

The personnel office offers a variety of services to employees, a few of which include assisting with certification renewal, processing FMLA requests, and informing employees of benefits such as the Employee Assistance Program and the Employee Wellness Program. In addition, Cindy Lavalette serves as the district Title IX officer addressing the serious concerns of bullying and sexual harassment. Frequently employees are unsure of who to contact with questions not only related to personnel, but to business, curriculum, maintenance, technology, and special education as well. The chart on pages 2 – 4 of this Central Office News update provides you with contact information for many district services. You can also access it on the W: drive by clicking on the “All Staff Common” folder. You will find it there titled “Communications Chart.” Soon this information will be posted to the website as well. We hope you find it helpful.

A major project begun by personnel this week is matching TEAM mentors to novice teachers. Many teachers have received invitations to initiate new teachers into the profession by serving as TEAM mentors. We hope you will take on this leadership role as we continue to develop the outstanding pool of teachers in this district. Further, we are coordinating dates and trainers to update TEAM training for those wishing to continue in this role.

Finally, the Teacher Evaluation Committee and the Professional Development Evaluation Committee (PDEC) met this week in preparation for the October 13<sup>th</sup> professional development day and to engage in planning for the year. On October 13<sup>th</sup> the Teacher Evaluation Committee will provide an overview of the Wallingford Evaluation Plan highlighting changes to the plan from last year. The overview will be followed by time to work with data and to write SLO’s and IAGD’s. Questions related to evaluation can be directed to any committee member including Cindy Lavalette, Maria Marcarelli, Ken Daly, Tracy Tyrrell, Kristina Kiely, Fern Pucciarello, Nick DaPonte, Todd Snyder, Joe Piacentini, Dulcey Worth, and Vickie Reed.

Have a great weekend, and don’t forget to go onto the next page for the Communications Chart.

*Cindy*

Communications Chart

<u>Personnel Items</u>	<u>Contact</u>
Absences – Personnel, Sick, Family Medical Leave	
Certified	Sharon Bukowski – 203-949-6508
Non-Certified	Jennifer Krass – 203-949-6510
Teacher Retirement Questions	Sharon Bukowski – 203-949-6508
Transcript/Certification	Sharon Bukowski – 203-949-6508
Evaluation	
Certified	Sharon Bukowski – 203-949-6508
Non-Certified	Jennifer Krass – 203-949-6510
Questions for Openings and Interviews	Sharon Bukowski – 203-949-6508 Jennifer Krass – 203-949-6510
Substitute Teachers	Sharon Bukowski – 203-949-6508
Substitute Custodians / Extra Custodians	Jennifer Krass – 203-949-6510
Subpoenas/Information on Employees	Sharon Bukowski – 203-949-6508 Jennifer Krass – 203-949-6510
Employment Verifications	Sharon Bukowski – 203-949-6508 Jennifer Krass – 203-949-6510
Hiring Process	Sharon Bukowski – 203-949-6508 Jennifer Krass – 203-949-6510
Separation Process	Sharon Bukowski – 203-949-6508 Jennifer Krass – 203-949-6510
TEAM	Sharon Bukowski – 203-949-6508
District Climate	Sharon Bukowski – 203-949-6508
Tenure	Jennifer Krass – 203-949-6510

**Business Items****Contact**

Accounts Payable

Tina Cox – 203-949-6516

Lisa Hoffheins – 203-949-6517

Budget/Grants

Toni Hale – 203-949-6514

Building Use Billing

Patty DeFilio – 203-949-6504

Copy Center

Cindy Scalesse – 203-949-6522

Insurance  
6515

Ginette Anziano – 203-949-

Payroll  
6520

Opal Berardesca – 203-949-

Robin Becroft – 203-949-6519

Juanita Stainton -203-949-6518

Transportation

MaryAnn Croce – 203-949-6512

**Curriculum Items****Contact**

Conferences

Rose Stabile – 203-949-6505

CEU's

Rose Stabile – 203-949-6505

Title Grants

Tracey Shook – 203-949-5953

Policy

Betsy McCully – 203-949-6506

Humanities Curriculum Coordinator (K-12)

Carrie Laudadio 203-294-5910

Humanities Curriculum Coordinator (K-12)

Jim Francese – 203-949-6513

Mathematics Curriculum Coordinator (K-12)

Christie Madancy 203-294-5962

Science Resource Teacher (K-12)

Laurie Moreno 203-294-5913

Science Kit Replenishment Center

Karen Janus 203-294-3775

Career Technology Education Resource Teacher (K-12)

Juliann Iaiennaro 203-949-6529

Community Liaison- Wallingford Education Foundation

Gail McCormack 203-949-6534

Information Technology Teacher @ Sheehan

Rob Kovi 203-294-5970

World Language Resource Teacher (K-12)

Kim Moore 203-294-5912

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**Maintenance Items**

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**Contact**

Work Orders

Use School Dude first.

To follow-up call:

Bev Somers– 203-294-3783

Sandy Fries – 203-294-3782

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**Technology**

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**Contact**

IT Help Desk

Use on-line Help first.

To follow-up call:

Barbara Newell – 203-949-5999

Linda Fernandes – 203-949-

6552

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**Special Education**

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**Contact**

PPT Scheduling for Outplacement

Flo Mulcahy – 203-294-6546

Updated 9/17/14