

QUICK REFERENCE GUIDE (School Year 2023-24)

Roles of Main Office Staff

<u>If you have questions regarding:</u>	<u>Contact:</u>
Routine Questions – Field Trips, Early Dismissal, Transportation, Paperwork, Routine Information	<u>District Programs</u> - Tammy LaPorte tlaporte@casecollaborative.org <u>Colebrook School</u> - Patti Naylor pnaylor@casecollaborative.org
Purchase Order Request	Supervising Administrator
Online Purchasing (WB Mason & Amazon)	Ruthe Materna rmaterna@casecollaborative.org
Purchase Order Follow-Up	Ruthe Materna rmaterna@casecollaborative.org
Purchase Order Slips for Items Received	Ruthe Materna rmaterna@casecollaborative.org
Miscellaneous Program Reimbursements	Supervising Administrator
Professional Development - Workshop/Course Reimbursements	Supervising Administrator
Mileage Forms	Ruthe Materna rmaterna@casecollaborative.org
Staff Time Slips (Hourly)	payroll@casecollaborative.org
Payroll Questions	payroll@casecollaborative.org
Staff Attendance/Leave Plans	Martha Johnson hr@casecollaborative.org
OKTA	Bill Lesniak blesniak@casecollaborative.org
Email - Password Reset; Access	hr@casecollaborative.org
Personnel Questions, Benefits, Insurance, FMLA, and Retirement	Leslie Harrower hr@casecollaborative.org
Staff Injury Reports	Leslie Harrower hr@casecollaborative.org
Substitute Coordinator @ 978-273-6610	Natasha Rivera nrivera@casecollaborative.org
DESE Assessments - MCAS/WIDA	Amanda Martinage/Carla Chioda
Student Attendance	Tammy Laporte and Patti Naylor