



# VERNON PUBLIC SCHOOLS

Human Resources

30 Park Street • P.O. Box 600

Vernon, CT 06066-0600

(860)870-6000 x150 / Fax (860) 870-6006

Website: [www.vernonpublicschools.org](http://www.vernonpublicschools.org)

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## **WHO TO CONTACT AT CENTRAL OFFICE**

### **SUPERINTENDENT'S OFFICE –Contact – Trish Buchanan x124 (Fax 860-870-6005)**

Unapproved absence requests, certified staff resignation and retirement letters, certified staff evaluations, district website home page and district Facebook page, approval of flyers, Volunteer/Chaperone applications, BOE meeting agenda requests/information, enrollment, BOE policies

### **ASSISTANT SUPERINTENDENT'S OFFICE- Christine Black x143 (Fax 860-870-6005)**

Certification, home schooling, magnet schools, curriculum information, certified staff evaluations, school climate surveys

### **HUMAN RESOURCES – Cindy Schnell x150 (Fax 860-870-6006)-**

All employee changes, including but not limited to – address & name changes, insurance, FMLA or other leaves, medical notes, DOL, non-certified staff resignation and retirement letters, change of work schedules, non-certified staff evaluations

### **BUSINESS OFFICE - Cheryl Pedemonti x 123 (Fax 860-870-6008)**

Budget management, accident and incident reporting, worker's compensation, Health and Safety Committee, risk management, 403b distribution, bank business (open accounts, change authorized signers, bank statements), competitive bidding and contract negotiation, tax exempt forms, record retention, tuition billing (VoAg).

### **PAYROLL – Dana Albert x117, Maryanne Sacerdote x130 (Fax 860-870-6008)**

Pay inquiries, NOVAtime system, W-4 changes, W-2 forms, direct deposit, wage garnishments, 403b deductions.

### **ACCOUNTS PAYABLE – “Vacant” x 120 (Fax 860-870-6008)**

Purchase requisitions and orders, invoices and packing slips for payment, missing orders, vendor set-up, W-9 forms, 1099 forms, mileage reimbursement forms, purchase cards.

### **FACILITIES – Deb Fortin x 115 (Fax 860-870-6008)**

Work orders, School Use requests and billing, construction/project management, physical plant safety, and climate control.

### **LOGISTICS/TRANSPORTATION – Cory LaFontaine x 135 (Fax 860-870-6008)**

Mail operations, student transportation, trucking requests, identification cards, access control systems, CCTV systems, alarm systems, asset and inventory management including disposal of assets, portable radios, cell phones, mobile concession trailer.

### **BUDGET MONITOR/INTERNAL CONTROL – Cathy Rebai x 122 (Fax 860-870-6008)**

Budget inquiries, budget transfers and amendments, grants management, MUNIS training, audit liaison.

### **FOOD AND NUTRITION SERVICES – Chris Avtges x 151 (Fax 860-870-6008)**

Free and Reduced applications, student meal accounts, cafeteria menu, catering.

*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*