

**Onteora Central School District  
Who Do I Call?**

<b>Topic</b>	<b>Questions about...</b>	<b>Name</b>	<b>Extension</b>	<b>Email</b>
Attendance /Time Sheet	-Time Off Requests (i.e. personal/, vacation, bereavement) -Leave Requests -Your Allotted Days (i.e. number of Sick/personal/vacation days) -Medical Screening	Carol West	1034	<a href="mailto:cwest@onteora.k12.ny.us">cwest@onteora.k12.ny.us</a>
Personnel	-Medical Leave -Appointment to Position (i.e. stipend, leave replacement) -Personnel Agenda on Bd Mtg	Amanda Gates	1030	agates@onteora.k12.ny.us
Certification/TEACH	-Expiring Certification -Moving from Initial Certificate -Additional Certifications	Fern Amster	1010	<a href="mailto:famster@onteora.k12.ny.us">famster@onteora.k12.ny.us</a>
Facility Problems	-Non-Immediate – Something Broken/Needs to be Moved or Fixed -Additional Furniture Needed, etc.	Put in "Maintenance Direct" available on the website under Staff Resources		
Health Insurance	-Questions -Payments -Enrollment	-Change of Name -Additional Family Members on Insurance	Amanda Gates	1030 <a href="mailto:agates@onteora.k12.ny.us">agates@onteora.k12.ny.us</a>
IT - Computer/Printer Problems	-Can't Log Into Computer -Email Won't Work -Equipment Won't Work -Need Equipment	-Anything technology related	Put in "Incident IQ" available on the website under Staff Resources	
Orders Internally/ Inventory Direct	-Basic Supplies (paper, pencils, pens, batteries, chalk/markers, toner, etc.) -Cleaning Supplies (hand sanitizer, air freshener)	-Help with Inventory Direct -Internal Order Status	Don Clark	1080 <a href="mailto:dclark@onteora.k12.ny.us">dclark@onteora.k12.ny.us</a>
Orders to Outside Vendors	-Purchase Orders -Requisitions (which is your order)	-Bills from/Payment to Vendors -Order Status	Cheryl Berryann	1033 <a href="mailto:cberryann@onteora.k12.ny.us">cberryann@onteora.k12.ny.us</a>
Pay/Salary	-Deposit -Deductions -Extra Duty Pay (i.e. PAY for stipends, After School Work, PD) -Flex Spending Account -NYS Deferred Comp -Overtime	-Paycheck -Payroll -Retirement -Tax Sheltered Annuity -W-2 Form -Withholding Taxes	Carol West	1034 <a href="mailto:cwest@onteora.k12.ny.us">cwest@onteora.k12.ny.us</a>

Topic	Questions about...	Name	Extension	Email
Professional Development/ My Learning Plan (MLP)	<ul style="list-style-type: none"> <li>-Using &amp; Problems with MLP</li> <li>-Approval/Payment for Professional Development</li> <li>-Conference Attendance</li> <li>-In-service Hours &amp; Graduate Credits</li> <li>-Salary Advancements</li> <li>-Hotel for Travel</li> </ul>	Fern Amster	1010	<a href="mailto:famster@onteor.k12.ny.us">famster@onteor.k12.ny.us</a>
Reimbursement/Remuneration/ District Money	<ul style="list-style-type: none"> <li>-Meal and Mileage Reimbursement</li> <li>-Independent Contractors</li> <li>-Budget</li> </ul>	Deb D'Aprile	1032	<a href="mailto:ddaprile@onteor.k12.ny.us">ddaprile@onteor.k12.ny.us</a>
Substitute Calling (AESOP)	<ul style="list-style-type: none"> <li>-Need Account</li> <li>-Problems</li> <li>-Questions</li> </ul>	<a href="mailto:subservice@onteor.k12.ny.us">subservice@onteor.k12.ny.us</a>		
Website Issues	<ul style="list-style-type: none"> <li>-Need Account</li> <li>-Problems</li> <li>-Questions</li> </ul>	Fern Amster	1010	famster@onteor.k12.ny.us