

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

Topic	Questions about...	Name	Extension	Email
Attendance /Time Sheet	<ul style="list-style-type: none"> -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	cwest@onteora.k12.ny.us
Personnel	<ul style="list-style-type: none"> -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	<ul style="list-style-type: none"> -Expiring Certification -Moving from Initial Certificate -Additional Certifications 	Amanda Gates	1010	agates@onteora.k12.ny.us
Facility Problems	<ul style="list-style-type: none"> -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	<ul style="list-style-type: none"> -Questions -Payments -Enrollment 	Amanda Gates	1030	agates@onteora.k12.ny.us
IT - Computer/Printer Problems	<ul style="list-style-type: none"> -Can't Log Into Computer -Email Won't Work -Equipment Won't Work -Need Equipment 	<ul style="list-style-type: none"> -Anything technology related Put in "Incident IQ" available on the website under Staff Resources		
Orders Internally/ Inventory Direct	<ul style="list-style-type: none"> -Basic Supplies (paper, pencils, pens, batteries, chalk/markers, toner, etc.) -Cleaning Supplies (hand sanitizer, air freshener) 	Ray Szajko	1080	rszajko@onteora.k12.ny.us
Orders to Outside Vendors	<ul style="list-style-type: none"> -Purchase Orders -Requisitions (which is your order) 	Cheryl Berryann	1033	cberryann@onteora.k12.ny.us
Pay/Salary	<ul style="list-style-type: none"> -Deposit -Deductions -Extra Duty Pay (i.e. PAY for stipends, After School Work, PD) -Flex Spending Account -NYS Deferred Comp -Overtime 	Carol West	1034	cwest@onteora.k12.ny.us

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Professional Development/ My Learning Plan (MLP)	<ul style="list-style-type: none"> -Using & Problems with MLP -Approval/Payment for Professional Development -Conference Attendance -In-service Hours & Graduate Credits -Salary Advancements -Hotel for Travel 	Sharon Wood	1023	swood@onteorak12.ny.us
Reimbursement/Remuneration/ District Money	<ul style="list-style-type: none"> -Meal and Mileage Reimbursement -Independent Contractors -Budget 	Deb D'Aprile	1032	ddaprile@onteorak12.ny.us
Substitute Calling (AESOP)	<ul style="list-style-type: none"> -Need Account -Problems -Questions 	subservice@onteorak12.ny.us		
Website Issues	<ul style="list-style-type: none"> -Need Account -Problems -Questions 	John Reimer	1093	jreimer@onteorak12.ny.us