

MANHASSET PUBLIC SCHOOLS

Excellence Through Effort

Central Office “Who do I call?”

Human Resources	
<u>Dina Maggiacomo, Assistant Superintendent</u> Ext. 7730 <u>dina_maggiacomo@manhassetsschools.org</u>	
<u>Arlene Regan, Administrative Officer</u> Ext. 7732 <u>arlene_regan@manhassetsschools.org</u>	<ul style="list-style-type: none">• Certified Staff Matters: MEA; MASA• Certificated Board Personnel Agenda (including coaches)• NYS Certification Information• <i>School Source</i>• Legal/Policy Issues• Workers' Compensation Claims• Unemployment Insurance Claims
<u>Jennifer Pupa, Senior Personnel Clerk</u> Ext. 7792 <u>jennifer_pupa@manhassetsschools.org</u>	<ul style="list-style-type: none">• All Civil Service Staff Matters: MESPA• Civil Service Board Personnel Agenda• All Employee Attendance Matters• Frontline Absence Management• Annual Training• Human Resources Files/Retention
<u>Eudy Marino, Typist Clerk</u> Ext. 7786 <u>eudy_marino@manhassetsschools.org</u>	<ul style="list-style-type: none">• Position Postings: Internal and OLAS• Preparation of Board Meeting Action Letters• On-Boarding of New Employees• Employee Files• RecruitFront/SchoolFront
<u>Catherine Word, Benefits Administrator</u> Ext. 7662 <u>catherine_word@manhassetsschools.org</u>	<ul style="list-style-type: none">• Benefits for all Active and Retired Employees• Benefits On-Boarding of All New Employees• Benefit Billing• Medical Coverage: NYSHIP• Medicare Billing• Dental Coverage• Life Insurance• FSA Claims• Health Care Declination Payments• Retiree HealthCare Receivables• Retiree Health Care Past-Due Notices

Curriculum and Instruction	
<u>Dr. Rebecca Chowske, Assistant Superintendent</u> Ext. 7741 rebecca_chowske@manhassetsschools.org	
<u>Elaine Fenick, Administrative Officer</u> Ext. 7742 elaine_fenick@manhassetsschools.org	<ul style="list-style-type: none"> ● Field trips and conferences ● NYS, AP, and local assessment questions ● Curriculum and instructional materials, alignment, and development ● Professional development ● CTLE, in-service and graduate credit and approval ● T-eval, supervision and evaluation questions ● Crossovers

Office for Student Services	
<u>Laura Peterson, Executive Director for Student Services / DASA</u> Ext. 7671 laura_peterson@manhassetsschools.org	
<u>Laura McDonnell, Administrative Officer</u> Ext. 7678 laura_mcdonnell@manhassetsschools.org	<ul style="list-style-type: none"> ● Office for Student Services contracts with outside providers, vendors, and placements ● Office for Student Services purchase orders; ordering related to AEDs ● Office for Student Services conferences
<u>Nora Wellens-Silva, Principal Account Clerk</u> Ext. 7674 nora_wellens-silva@manhassetsschools.org	<ul style="list-style-type: none"> ● Special education vendor invoices ● Special education billing and related documentation

Business Office	
<u>Gerard Antoine, Assistant Superintendent</u> Ext. 7713 Gerard_Antoine@manhassetsschools.org	
<u>Quinn Paggi, Assistant Business Administrator</u> Ext. 7712 quinn_paggi@manhassetsschools.org	<ul style="list-style-type: none"> ● Capital Project Accounting ● External and Internal Audit Inquiries ● Coordinate Year-End Close ● General Accounting Functions ● Journal Entries ● 1099 Forms

<p>Nicole Rosenberg, Administrative Assistant/District Clerk Ext. 7724 nicole_rosenberg@manhassetsschools.org</p>	<ul style="list-style-type: none"> ● Records Management Officer ● Board of Education Meetings & Announcements (BoardDocs) ● Contract Approval (BOE) ● Annual Budget & Trustee Vote (Meeting) Coordinator ● Voter Registration Coordinator ● Freedom of Information Law (FOIL) ● Family Education Rights Privacy Act (FERPA) ● Board Policy Manual ● NYSIR Contact ● Legal Notices Posting
<p>Suneev Japra, District Treasurer Ext. 7638 suneev_japra@manhassetsschools.org</p>	<ul style="list-style-type: none"> ● Check Printing ● Bank Deposits ● Check Verifications ● Wire Verification ● Monthly Treasurer's Report ● Bank Reconciliations ● Journal Entries
<p>Debbie Jankowski, Assistant Payroll Supervisor Ext. 7718 deborah_jankowski@manhassetsschools.org</p>	<ul style="list-style-type: none"> ● Payroll Processing Inquiries ● Paystub Copies ● Timesheets & Related Inquiries ● Change of Tax Status ● Retirement Inquiries & Processing ● 457/403b Inquiries & Transactions ● W-2 Inquires & Copies ● All Payroll Deductions
<p>Christina McDonnell, Assist. Business Manager Ext. 7702 christina_mcdonnell@manhassetsschools.org</p>	<ul style="list-style-type: none"> ● Purchase Order Inquiry ● RFP, Bid and Sole Source Inquiries ● Creates New Vendors ● Enters P.O. Increases ● Purchase Order Liquidation
<p>Nafisah Harmon, Senior Account Clerk Ext. 7714 nafisah_harmon@manhassetsschools.org</p>	<ul style="list-style-type: none"> ● Accounts Payable ● Budget Transfers ● Create/Print Vendor Checks ● Invoice Inquiry
<p>Mita Gohil, Account Clerk Ext. 7714 mita_gohil@manhassetsschools.org</p>	<ul style="list-style-type: none"> ● Accounts Payable ● Budget Transfers ● Create/Print Vendor Checks ● Invoice Inquiry
<p>Javon Degraffenreid, Accountant Ext. 7638 javon_degraffenreid@manhassetsschools.org</p>	<ul style="list-style-type: none"> ● School Lunch Accounting Functions ● Manage Mosaic and MySchoolBucks ● Issue Food Service Refunds ● Code Cash Receipts ● Bank Deposit Preparation ● Backup Purchasing Agent ● Split Boundary Billing ● Manage nVision Accounts Receivable ● Receive Incoming Check/Cash Payments

Facilities and Security

Jenny Carcana, Director of Facilities and Security

Ext. 7720

Jenny_Carcana@manhassetsschools.org

Kathleen Crawford, Administrative Assistant

Ext. 7723

kathleen_crawford@manhassetsschools.org

- Facilities Office Administrative Assistant
- Event Space Scheduling
- Issue Buildings & Grounds Permits
- Building Use Insurance
- Outside Group(s) Liaison
- Manage Facilities Office Budget Codes
- Facilities Purchase Orders
- Coordinate Vendor Scheduling
- Review Free & Reduced Applications
- Coordinate Facilities Staff Schedule