

Contact Directory

ANWSD Central Office



Superintendent

Name	Title	Role	Email & Phone
Sheila Soule	Superintendent	Chief administrator and is responsible for the management and administration of all schools in ANWSD.	ssoule@anwsd.org 802-870-8901 Ext. 2101
Glory Martin	Executive Administrative Assistant	<ul style="list-style-type: none"> • Employee files • Prof Dev Requests • Criminal Record Checks • Substitute Registration • Volunteers • Additional Work Agreements • Board Recording Secretary 	gmartin@anwsd.org 802-870-8903 Ext. 2103

Student Support Services

Name	Title	Role	Email & Phone
Laura Nugent	Assistant Superintendent for Student Support	<ul style="list-style-type: none"> • Student Support Services • Homeless Liaison • LEA Plan • PreK/EEE Services • Service Plans 	lnugent@anwsd.org 802-870-8913 Ext. 2113
Tammy Petersen	Administrative Assistant & Medicaid Clerk	<ul style="list-style-type: none"> • Child Count • Medicaid Billing • Supplies for Student Supports • Tracks & maintains files for IEP students • Tracks & reports State Placed Students • Transportation coordination for special ed students 	tpetersen@anwsd.org 802-870-8914 Ext. 2114

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Office of Learning

Name	Title	Role	Email & Phone
Gabriel Hamilton	Director of Learning	<ul style="list-style-type: none"> • Consolidated Federal Programs monitoring • MTSS • Professional Development Programming (In-Service) • Teacher Mentoring Program 	ghamilton@anwsd.org 802-870-8909 Ext. 2109
Melissa Strong	Data Management	<ul style="list-style-type: none"> • Assessments <ul style="list-style-type: none"> ◦ Fastbridge ◦ TeachPoint/Vector Solutions ◦ ADAM ◦ Panorama • Educator Census • eduCLIMBER • PowerSchool • School Messenger/Safe Arrival 	mstrong@anwsd.org 802-870-8902 Ext. 2102

Human Resources

Name	Title	Role	Email & Phone
Elissa Galvez	HR Benefits Administrator	<ul style="list-style-type: none"> • All Benefits - health, dental, vision, long-term disability, Section 125 HRA, FSA, DCAP, HSA, and Voluntary Retirement programs • COBRA • FMLA/PFLA • Leaves of Absences • Onboarding new employees • Open Enrollment • Worker's Compensation 	egalvez@anwsd.org 802-870-8907 Ext. 2107

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Business Office			
Name	Title	Role	Email & Phone
Stephanie Hurlburt	Business Manager	<ul style="list-style-type: none"> • Accounting Software Support • Audits (financial) • Certificates of Insurance (COI) • Contracts (preparation) • Financial Reports • Insurance (Property/Liability) • Lease of Equipment Contracts • State Reporting • Tax Exemption Certificate • Transportation Contracts 	shurlburt@anwsd.org 802-870-8910 Ext. 2110
<Vacant>	Fiscal Analyst	<ul style="list-style-type: none"> • Bank Reconciliations • Budget Adjustments • Contracts (preparation) • Grants - research, applying & writing and Financial Reporting • Procurement • VSTRS & VMERS Retirement Reporting 	802-870-8906 Ext. 2106
Vicky Rao	Accounts Payable & Payroll Specialist	<ul style="list-style-type: none"> • Accounts Payable <ul style="list-style-type: none"> ◦ 1099 for contractors ◦ Invoices (paid, pending, coding) ◦ Purchase orders submitted for payment • Cash Receipts & Deposits • Employee Savings Plan (Support Staff) • Payroll <ul style="list-style-type: none"> ◦ Timesheets, payments, distribution of checks • ReadySub • Reimbursements to Staff • Vendor Management 	vrao@anwsd.org 802-870-8911 Ext. 2111



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Technology			
Name	Title	Role	Email & Phone
Tim White	Technology Director	<ul style="list-style-type: none">• Equipment Inventory Control Management (Technology)• Systems Administration or troubleshooting• Technology troubleshooting	twhite@anwsd.org 802-870-8912 Ext. 2112



Sheila



Glory



Laura



Tammy



Gabe



Melissa



Elissa



Stephanie



Vicky



Tim