MANHASSET PUBLIC SCHOOLS

Excellence Through Effort

Central Office "Who do I call?"

Human Resources	
Dina Maggiacomo, Assistant Superintendent Ext. 7730 dina_maggiacomo@manhassetschools.org	
Arlene Regan, Administrative Officer Ext. 7732 arlene_regan@manhassetschools.org	• Certified Staff Matters: MEA; MASA • Certificated Board Personnel Agenda (including coaches) • NYS Certification Information • Policy Issues • Unemployment Insurance Claims
Jennifer Pupa, Senior Personnel Clerk Ext. 7792 jennifer_pupa@manhassetschools.org	• All Civil Service Staff Matters: MESPA • Civil Service Board Personnel Agenda • All Employee Attendance Matters • Frontline Absence Management • Annual Training • Workers' Compensation Claims • Human Resources Files/Retention
Eudy Marino, Typist Clerk Ext. 7786 eudy_marino@manhassetschools.org	• Position Postings: Internal and OLAS • Preparation of Board Meeting Action Letters • On-Boarding of Instructional New Employees • RecruitFront/SchoolFront
Catherine Word, Benefits Administrator Ext. 7662 catherine_word@manhassetschools.org	• 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	
Dr. Rebecca Chowske, Assistant Superintendent Ext. 7741 rebecca_chowske@manhassetschools.org	
Elaine Fenick, Administrative Officer Ext. 7742 elaine_fenick@manhassetschools.org	• 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	
Laura Peterson, Executive Director for Student Services / DASA Ext. 7671 laura_peterson@manhassetschools.org	
Laura McDonnell, Administrative Officer Ext. 7678 laura_mcdonnell@manhassetschools.org	• 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
Nora Wellens-Silva, Principal Account Clerk Ext. 7674 nora_wellens-silva@manhassetschools.org	• Special education vendor invoices • Special education billing and related documentation

Business Office	
Gerard Antoine, Assistant Superintendent Ext. 7713 Gerard_Antoine@manhassetschools.org	
Quinn Paggi, Assistant Business Administrator Ext. 7712 quinn_paggi@manahssetschools.org	• Capital Project Accounting • External and Internal Audit Inquiries • Coordinate Year-End Close • General Accounting Functions • Journal Entries • 1099 Forms

Nicole Rosenberg, Administrative Assistant/District Clerk Ext. 7724 nicole_rosenberg@manhassetschools.org	• 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
Suneev Japra, District Treasurer Ext. 7638 suneev_japra@manhassetschools.org	• Check Printing • Bank Deposits • Check Verifications • Wire Verification • Monthly Treasurer's Report • Bank Reconciliations • Journal Entries
Debbie Jankowski, Assistant Payroll Supervisor Ext. 7718 deborah_jankowski@manhassetschools.org	• 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
Christina McDonnell, Assist. Business Manager Ext. 7702 christina_mcdonnell@manhassetschools.org	• Purchase Order Inquiry • RFP, Bid and Sole Source Inquiries • Creates New Vendors • Enters P.O. Increases • Purchase Order Liquidation
Nafisah Harmon, Senior Account Clerk Ext. 7714 nafisah_harmon@manhassetschools.org	• Accounts Payable • Budget Transfers • Create/Print Vendor Checks • Invoice Inquiry
Mita Gohil, Account Clerk Ext. 7714 mita_gohil@manhassetschools.org	• Accounts Payable • Budget Transfers • Create/Print Vendor Checks • Invoice Inquiry
Javon Degraffenreid, Accountant Ext. 7638 javon_degraffenreid@manhassetschools.org	• 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@manhassetschools.org	
Kathleen Crawford, Administrative Assistant Ext. 7723 kathleen_crawford@manhassetschools.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