

Who does what in the Superintendent's Office

295-8600

Tom DeBalsi - Superintendent

- * Best way to reach him is via email
- * Open office hours: Mondays 3 to 4
- * Personnel
- * Board
- * Facilities
- * Technology
- * Safety/Security
- * Public Relations
- * Pre-K
- * Other

James Vezina - Business Manager

- * Extension 1106
- * Food service
- * Buses
- * Budget
- * Insurances; other than health, dental, life and disability

Nancy Raymond - Food Service

- * Extension 1101
- * Monday through Friday 7:00 - 2:30
- * Free and reduced lunch

Alisha St. George - Accounts Payable

- * Extension 1104
- * Mondays through Fridays 8:30 to 4:30
- * Notary
- * Processes all purchases and payments
- * Processes LSB paperwork after the monthly meeting

Linda Nash - Human Resources

- * Extension 1102
- * Monday through Friday 8:00 to 4:00
- * Office Manager
- * Notary
- * Absences
- * Insurances
- * FMLA
- * Contracts
- * Any other question that needs answering
- * Workers Compensation

Cathy Newton and Roy Hathorn - CIA

- * Cathy Extension 1100; Roy Extension 1111
- * Consolidated Federal Programs - Title 1, 2A, 4A
- * Homeless Coordinator
- * ELL
- * Licensing
- * Nursing
- * Instructional Coaches
- * Curriculum, Instruction & Assessment
- * Proficiency Based Learning & Personalization

Jacob Vezina - Assistant Business Manager

- * Extension 1108
- * Budget information
- * All grants that are not Special Education

Ann Ohaus - Finance

- * finance@hartfordschools.net
- * Accounts Receivable
- * Tuition

Byron Baribeau - Buildings and Grounds

- * We have a work order system in so if you need some work/repairs done, please contact your administrator.

Linda Couture - Payroll

- * Extension 1107
- * Monday - Wed 8:00 to 4:00, Friday 12:00 to 4:00
- * W-4s
- * Timesheets
- * Everything that is payroll related

Technology

- * Bill Yates - he can be reached via email yatesw@hartfordschools.net
- * Infinite Campus
- * STAR
- * SBAC
- * Eric Christie - Network Administrator
Technology support - we have a work order system
support@hartfordschools.net