

QUICK REFERENCE GUIDE
SCHOOL YEAR 2021-22

Roles of Main Office Staff

If you have questions regarding:	Speak with:
Routine Questions – Field Trips, Early Dismissal, Transportation, Paperwork, Routine Information	Tammy Laporte for Melissa Devine’s Programs Natally De Arruda for Kim Munroe’s Programs
Purchase Order Request	Send to Supervising Administrator
Online Purchasing (WB Mason & Amazon)	Tammy Laporte
Purchase Order Follow-up	Tammy Laporte
Purchase Order Slips for Items Received	Ruthe Materna
Miscellaneous Reimbursements	Send to Supervising Administrator
Professional Development - Workshop/Course Reimbursements	Send to Supervising Administrator
Mileage	Finance Director
Staff Time Slips (Salaried and Hourly)	payroll@casecollaborative.org
Payroll	Brigette Bell
Employee Web Portal	Regina Erickson
Email	Regina Erickson
Insurance, Retirement, and Personnel Questions	Regina Erickson
Staff Injury Reports	Regina Erickson
Online Sub Request Reporting Form	Susan Campbell
DESE Assessments - MCAS/WIDA	Kim Munroe
Student Attendance	Tammy Laporte