

**QUICK REFERENCE GUIDE (School Year 2023-24)**

**Roles of Main Office Staff**

<b><u>If you have questions regarding:</u></b>	<b><u>Contact:</u></b>
Routine Questions – Field Trips, Early Dismissal, Transportation, Paperwork, Routine Information	<b><u>District Programs</u></b> - Tammy LaPorte <a href="mailto:tlaporte@casecollaborative.org">tlaporte@casecollaborative.org</a> <b><u>Colebrook School</u></b> - Patti Naylor <a href="mailto:pnaylor@casecollaborative.org">pnaylor@casecollaborative.org</a>
Purchase Order Request	Supervising Administrator
Online Purchasing (WB Mason & Amazon)	Ruthe Materna <a href="mailto:rmaterna@casecollaborative.org">rmaterna@casecollaborative.org</a>
Purchase Order Follow-Up	Ruthe Materna <a href="mailto:rmaterna@casecollaborative.org">rmaterna@casecollaborative.org</a>
Purchase Order Slips for Items Received	Ruthe Materna <a href="mailto:rmaterna@casecollaborative.org">rmaterna@casecollaborative.org</a>
Miscellaneous Program Reimbursements	Supervising Administrator
Professional Development - Workshop/Course Reimbursements	Supervising Administrator
Mileage Forms	Ruthe Materna <a href="mailto:rmaterna@casecollaborative.org">rmaterna@casecollaborative.org</a>
Staff Time Slips (Hourly)	<a href="mailto:payroll@casecollaborative.org">payroll@casecollaborative.org</a>
Payroll Questions	Robin Hulsoor <a href="mailto:rhulsoor@casecollaborative.org">rhulsoor@casecollaborative.org</a>
Staff Attendance/Leave Plans	Martha Johnson <a href="mailto:hr@casecollaborative.org">hr@casecollaborative.org</a>
OKTA	Bill Lesniak <a href="mailto:blesniak@casecollaborative.org">blesniak@casecollaborative.org</a>
Email - Password Reset; Access	<a href="mailto:hr@casecollaborative.org">hr@casecollaborative.org</a>
Personnel Questions, Benefits, Insurance, FMLA, and Retirement	Leslie Harrower <a href="mailto:hr@casecollaborative.org">hr@casecollaborative.org</a>
Staff Injury Reports	Leslie Harrower <a href="mailto:hr@casecollaborative.org">hr@casecollaborative.org</a>
Substitute Coordinator @ 978-273-6610	Natasha Rivera <a href="mailto:nrivera@casecollaborative.org">nrivera@casecollaborative.org</a>
DESE Assessments - MCAS/WIDA	Amanda Martinage/Carla Chioda
Student Attendance	Tammy Laporte and Patti Naylor