

Who does What in the Superintendent's Office

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

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 – Business Manager

- * Extension 1106
- * Food service
- * Buses
- * Budget
- * All Grants that are not Special Education
- * Insurances; other than health, dental, life & disability

Maggi Ibrahim – Equity Coordinator

- * Extension 1099
- * Diversity, Equity, Inclusion
- * Anti-Racism
- * Coaching
- * Curriculum & Instruction
- * Restorative Justice

Jonathan Garthwaite – Buildings, Grounds & Safety

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

Bill Yates - Data Management

- * Can be reached via email yatesw@hartfordschools.net
- * Infinite Campus
- * STAR
- * SBAC

Eric Christie – Technology

- * Technology support – we have a work order system support@hartfordschools.net

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

Nicole Dexter – Payroll

- * Extension 1098
- * Nicole – Mondays through Fridays 8:00 to 4:00
- * W-4s
- * Timesheets
- * Everything that is payroll related

Linda Nash – Human Resources

- * Extension 1102
- * Monday through Friday 7:00 to 3:30
- * Absences
- * Contracts
- * FMLA – (Family Medical Leave)
- * Insurances
- * Notary
- * Office Manager
- * Workers Compensation
- * Any other question that needs answering