

# 2022-2023 Central Office Administrator/Director Assignments

	<b>Daniel P. Sullivan, III</b> Superintendent	<b>Dr. Charles E. Hewes</b> Assistant Superintendent	<b>Shannon Ramsby</b> Director of Human Resources	<b>Rachel Linkkila</b> Business Director
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>Assistant Superintendent</li> <li>Executive Assistant to the Superintendent</li> <li>Human Resources Director</li> <li>Director of Educational Operations (Facilities)</li> <li>Director of Pupil Services and Special Education</li> <li>School Principals</li> <li>Business Director</li> </ul>	<ul style="list-style-type: none"> <li>Director of Digital Learning and Innovation (IT)</li> <li>Executive Assistant to the Assistant Superintendent</li> </ul>	<ul style="list-style-type: none"> <li>HR Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Accountant</li> <li>Finance Associates (2)</li> </ul>
<b>Assignments</b>	<ul style="list-style-type: none"> <li>CEO of District</li> <li>Evaluation of Assistant Superintendent</li> <li>Evaluation of Executive Assistant to the Superintendent</li> <li>Evaluation of administrators in concert with Assistant Superintendent</li> <li>Evaluation of Directors</li> <li>School Safety</li> <li>District Budget</li> <li>Interview, hiring of new staff</li> </ul>	<ul style="list-style-type: none"> <li>Educational programs and services for the district</li> <li>Curriculum development, budgeting, and implementation</li> <li>Professional development and training for all staff</li> <li>Grant funding for Title I, II, III, IV and Esser II, ARPA and Perkins</li> <li>Scientific Research-based Interventions</li> <li>Interviewing and hiring of instructional staff</li> <li>TEAM</li> <li>Systems of evaluation for all staff</li> <li>Evaluations of Principals and Executive Assistant</li> <li>Negotiations</li> </ul>	<ul style="list-style-type: none"> <li>Benefits administration</li> <li>FMLA</li> <li>Workers Comp</li> <li>Unemployment claims</li> <li>Negotiations</li> <li>Non-union contracts</li> <li>Recruiting and onboarding</li> <li>Employee records</li> </ul>	<ul style="list-style-type: none"> <li>Teachers Retirement Board</li> <li>BOE Budget</li> <li>Review all purchase orders and invoices</li> <li>Enter employee payroll</li> <li>Quarterly taxes</li> <li>Review 1099s</li> <li>Produce W2s and file to the appropriate tax units</li> <li>Self-billing for life insurance</li> <li>Budget transfers</li> <li>Bargain insurance / RFPs</li> <li>Evaluation of finance associates and accountant</li> <li>W-2</li> <li>1095</li> <li>Employee Set Up</li> </ul>
<b>State / Federal Reporting</b>	<ul style="list-style-type: none"> <li>Approvals of all</li> </ul>	<ul style="list-style-type: none"> <li>Profile and Performance Report (PPR) narratives</li> <li>Educator Evaluation Data Collection (EEDC)</li> <li>ED 205</li> </ul>	<ul style="list-style-type: none"> <li>Non-certified staff collection</li> <li>Occupational Injury and Illness Report</li> <li>EEO-5</li> </ul>	<ul style="list-style-type: none"> <li>Healthy food certification</li> </ul>

# 2022-2023 Central Office Administrator/Director Assignments

	<b>Heather Petit</b> Executive Assistant to the Superintendent	<b>Michelle Flynn</b> Executive Assistant to the Assistant Superintendent	<b>Dawn LePage</b> Human Resources Assistant	<b>Michelle Marceau</b> Accountant	<b>Suzie Clark &amp; Alexis Cook</b> Finance Associates
<b>Assignments</b>	<ul style="list-style-type: none"> <li>Office Manager</li> <li>Anticipate needs of Superintendent/CO</li> <li>Scheduling meetings, calendar</li> <li>Communication (Press Releases, BOE, Memoranda, Press Calls, Superintendent, et al.)</li> <li>Residency</li> <li>Liaison between Central Office, BOE, parents, students, Town departments, CPS Staff and public</li> <li>FOI Requests</li> <li>Website (CO, HR, etc.)</li> <li>Draft Policy</li> <li>Prepare and post all documents associated with the BOE Mtgs.</li> <li>School Messenger</li> <li>News/Radio Announcements</li> </ul>	<ul style="list-style-type: none"> <li>Central registration</li> <li>Digital Backpack</li> <li>Volunteers</li> <li>Answer main telephone line; backup Executive Assistant and Superintendent line when needed</li> <li>Track employee PD/training completion</li> <li>Reconciliation of Title grants</li> <li>Creating orders &amp; remitting payment for curriculum related items</li> <li>Record keeping for Student Teachers</li> <li>Posting Teaching and Learning info on district website</li> </ul>	<ul style="list-style-type: none"> <li>Vacancies</li> <li>New hire set up (Frontline, Munis initial entry)</li> <li>New employee and volunteer background checks and employer verifications</li> <li>Frontline accrual updates, reconcile timesheet inaccuracies</li> <li>Employee files (new employee set up, close of files)</li> <li>Address changes</li> <li>Personnel Report for BOE meetings</li> </ul>	<ul style="list-style-type: none"> <li>BOE Budget</li> <li>Salary analysis</li> <li>FTEs</li> <li>Grant drawdowns in EGMS</li> <li>Grant budget and accounts in Munis</li> <li>SPED/Tuition billing</li> <li>Student Activity account reconciliation in Munis</li> <li>Cafeteria financials and posting in Munis</li> <li>Cash postings from schools and MPP</li> <li>Monthly Financials for BOE meeting</li> <li>Monthly Insurance Report for BOE Mtg.</li> <li>MOE for IDEA Grant</li> <li>Excess Cost for IDEA Grant</li> <li>Medicaid Cost Report</li> <li>Quarterly Salary reports for claiming services</li> </ul>	<ul style="list-style-type: none"> <li>Accounts payable</li> <li>Payroll</li> <li>Maintain and update deduction and employer contribution records for all union and non-union employees</li> <li>1099</li> <li>Convert Purchase Orders; including placing orders</li> </ul>
<b>State / Federal Reporting</b>	<ul style="list-style-type: none"> <li>EDS (transitioning to HR)</li> <li>ED 165</li> <li>CPS Safe Return to In-Person Instruction and Continuity of Services Plan</li> <li>CRDC</li> </ul>			<ul style="list-style-type: none"> <li>EFS</li> </ul>	