

## **PLEASE NOTE:**

An on-line searchable directory of BOCES personnel including department, location, extension, and phone number is available at:

<http://pnwboces.org/PersonnelListing.aspx>

**POLICE, AMBULANCE AND FIRE DEPARTMENT  
DIAL 911  
AND INFORM SWITCHBOARD – x0 or 377**

## **B**OCES PHONE NUMBERS – outside callers may direct dial extensions by dialing the following:

Main Yorktown Campus (switchboard) 914 -245-2700

Yorktown campus (excluding 3800 series) 914 -248-2+ extension.

Yorktown campus (if the extension number is part of the 3800 series) 914- 248-3+ 800 extension.

Fox Meadow campus 914-248-3+ extension (regardless of what the extension number is).

# QUICK DIRECTORY and FAX NUMBERS

Outside callers may direct dial extensions by dialing the following: *Main Yorktown Campus (switchboard) 914- 245-2700. Yorktown campus (excluding 3800 series) 914- 248-2+ extension. Yorktown campus (if the extension number is part of the 800 series) 914-248-3+ extension. Fox Meadow campus 914- 248-3+ extension (regardless of what the extension number is).*

<i>Department/FAX</i>		<i>Contact Person</i>	<i>Phone Extension</i>
Administration	248-2308	District Superintendent/James M. Ryan	302
	248-2308	Assistant Superintendent/John McCarthy	304
	248-2308	Assistant Superintendent/Lynn Allen	311
Board of Cooperative Educational Services	248-2308	Richard Kreps, President	302
		Cathy Lilburne, Vice President	302
		Anita Feldman, Trustee	302
		Douglas Glickert, Trustee	302
		Tina Mackay, Trustee	302
		Mary Cay Nilsen, Trustee	302
		Frank Schnecker, Trustee	302
Business Office	245-4540	Business Director/Todd Currie	320
	245-4540	Accounts Payable-A-L/Janice Taylor	324
	245-4540	Accounts Payable-M-L/Beth Melagrano	326
	245-4540	Accounts Receivable/Mike Feldman	323
	245-4540	School Business Administrator/Joy Myke	325
	245-4540	Banking/Stella Marchionna	319
	245-4540	Certificates of Insurance/Mike Feldman	323
	245-4540	Medicare/Stella Marchionna	319
	245-4540	Payroll/Nancy Mazza	327
	245-4540	Nextel Bills/Petty Cash/Fixed Assets/Stella Marchionna	319
	245-4540	Purchase Orders-Forms, Numbers/Meilisa Artl	316
	245-4540	Purchasing/Mona Kelly	318
	245-4540	Special Aid Fund/Stella Marchionna	315
	245-4540	Student Accidents/Mike Feldman	323
	245-4540	Thefts/Incidents/Mike Feldman	323
	245-4540	Travel & Expense Claims/Mona Kelly	318
	245-4540	Treasurer/Sharifa Carbon	315
245-4540	Workers Comp/Mike Feldman	323	
Career & Technical Education	248-2387	Director/Catherine Balestrieri	452
	248-2472	Executive Principal Tech Center/Stephen Lowery	424
	248-2206	Career Academy Principal Tech South & Building E/ James Bellucci	212
	248-2410	Coordinator of Adult & Continuing Education/Alyson Trudeau	408
	248-2387	Administrative Assistant/Carol Chiara	409
	245-2472	Admissions Counselor/Karen Carey	427
	962-4787	Attendance/Mary Ellen Cassidy	451
		<b>Continuing Education</b>	
	248-2410	Adult & Continuing Education Programs	430
	248-2410	Adult Career & Technical Education Programs	412
	248-2410	Adult Literacy Programs/TASC	416
	248-2410	Adult Admissions/Lauren McGuire	436
	248-2410	Adult CNA/Practical Nursing	413
		<b>Secondary Class Listings</b>	
	248-2472	Alternative Options/TASC	404
	NA	Animal Care	834
	NA	Animation & Motion Graphics	213
	NA	Architectural Design & Modeling	418
	NA	Auto Body	589/473
	NA	Auto Mechanics:	
	Tech Center	471	
	Building "E"	239	
248-3882	Baking & Pastry Arts	236	
NA	Carpenter's Assistant Trainee	476	

<i>Department/FAX</i>	<i>Contact Person</i>	<i>Phone Extension</i>
NA	Carpentry	476
NA	Childcare Aide	214
NA	Child Development and Education	214
NA	CNA (Certified Nurse Aide)	442
NA	Computer Graphics	808
NA	Construction Electricity	480
NA	Construction Technology	240
NA	Cosmetic Services & Manicuring/Nail Sculpturing	499
NA	Cosmetology	468/496/497/499
NA	Cosmetology Appointments	245-4869
NA	Culinary Arts	236/827/238
NA	Digital Media	213
NA	Emergency Medical Technician	427
NA	ENL Auto Body	589/473
NA	ENL Auto Mechanics	471
NA	ENL Business & Computer Technology	833
NA	ENL Carpentry	489/476
NA	ENL Computer Graphics	808
NA	ENL Cosmetology	468
NA	ENL Medical Assistant	263
NA	ENL Plumbing	477
NA	ENL Retail Services	482
NA	ENL TASC/Alternate Options	898
NA	ENL Immersion	465
NA	Employability through the Arts	214
NA	Fashion Design and Merchandising	219
NA	Food Preparation Assistant	238/827
NA	Food Service Transition to Work	210
NA	Heating, Ventilation & Air Conditioning (HVAC)	477
NA	Introduction to Health Occupations	429
NA	Introduction to Pre-Engineering	480
NA	Law Enforcement/EMS	483
NA	Masonry	240
NA	Medical Assistant	877
NA	Microcomputer Technology	441
NA	New Visions - Engineering	479
NA	New Visions - Health	442
NA	Plumbing/Pipe Fitting	877
NA	Preservation/Restoration/Commercial Masonry	240
NA	Retail Services	482
NA	Small Engine Repair/Motorcycle Technology	474
NA	Sports Medicine	773
248-2206	Summer Camp	220
NA	TASC Testing/Screening (Secondary)	
NA	Tilly Foster Educational Institute	845-808-1651 x40304
NA	TV Production & Digital Film	225
NA	Urban Forestry/Arboriculture	481
NA	Veterinary Science	834
NA	Video & Technology Specialist/Ed Catapano	226
NA	Welding	241
NA	Custodian's Office Tech Center	466
NA	Custodian's Office Tech South	218
248-2410	Financial Aid/Bursar/Antonio Paone	425
	Notary Public/Alyson Trudeau, Catherine Connolly	408/417
962-4787	<b>Nurse/Patricia Cartelli</b>	444
248-2472	School Counselor/Maggie Almonte	404
248-2206	School Counselor/Gerry Battista	220
248-2472	Tech Center-Main Office	210
248-2206	Tech South-Main Office	451
Copy Center	248-2419 Copy Center/Lori Boffi	396, 819
Curriculum and Instructional Services (CIS)	248-2390 Director of CIS/ Marla Gardner	332
	248-2390 Administrative Assistant/Rosemarie Miraglia	340
	248-2390 Administrative Mentoring Program	330
	248-3838 Arts in Education/Stacy Chryssikos	349

<i>Department/FAX</i>		<i>Contact Person</i>	<i>Phone Extension</i>
	248-2390	Assistant Director of CIS/Fred Ende	333
	248-2390	Center for Environmental Education/Dorna Schroeter	335
	248-2390	Curriculum Staff Development	333
	245-3049	Elementary Science Program	685
	845-228-1297	Madden Outdoor Education Center	845-225-9256
	248-2390	Regional Science Coordinator/David Jacobs	336
	248-2390	Science 21/David Jacobs	336
	248-2390	Summer Regents Administration	340
	248-2390	Teacher Center/Jackie Levine	343
	248-2390	Young Authors' Conference	330
<b>Emergencies</b>		<b>Police, Ambulance and Fire Department also notify Switchboard</b>	<b>Dial 9 and then 911</b>
	<b>245-4550</b>	<b>Bldg. A/Karen Fuchs</b>	<b>310</b>
		<b>Longview Associates</b>	<b>1-800-666-5327</b>
	<b>962-6819</b>	<b>Projects</b>	<b>854</b>
	<b>248-3801</b>	<b>Pines Bridge</b>	<b>250</b>
		<b>Poison Control</b>	<b>1-800-222-1222</b>
	<b>248-3659</b>	<b>RAHS/Sandy Rosenblatt</b>	<b>660 or 640</b>
	<b>962-4787</b>	<b>Tech Center</b>	<b>444</b>
	<b>245-2427</b>	<b>Walden/Cynthia Scinto/Lorraine Macko</b>	<b>282</b>
	<b>962-6819</b>	<b>Safety and Risk Management/Michael Sellet</b>	<b>457</b>
Employee Assistance Program		Longview Associates	1-800-666-5327
Guidance & Child Study	248-2387	Coordinator Guidance & Child Study Center – Neil Boyle	352
	248-2387	Testing/Assessments – Janice Belloise	
Health Benefits Consortium	962-6819	Kim Weisgerber/David Stern	455, 459
Human Resources & Professional Development	248-2308	Director of Hum. Res. & Prof. Dev./Michael Skerritt	306
		Aetna – Health Insurance	1-877-223-1685
		Prescriptions ONLY – Express Scripts	1-866-790-8282
	248-2308	Attendance/Lisa Perrone	314
	248-2308	Benefits/Linda Quicci	313
	248-2308	Certification/Michael Skerritt	306
	285-2009	Civil Service Office: Exam Unit	995-2122
		Civil Service Job Descriptions	westchestergov.com
	248-3896	Classified Staff Development/Nancy Organ	309
	248-3896	Fingerprinting/Felecia Morris	855
		Employee Assistance Program-Longview Assoc.	1-800-666-5327
		Guardian	
		- Dental	
		- DG-PPO	1-800-541-7846
		- DHMO	1-888-618-2016
		- Vision Insurance – Davis Vision	1-877-393-7363
	248-2308	Mentor Teacher/Intern Program	367
	518-486-4382	NYS & Local Retirement System	
		Membership Services	1-518-474-7736
		Disability Retirement	1-518-474-2078
		NYS Teachers' Retirement System Membership Services	1-800-348-7298
			1-518-447-2828
	248-2308	Personnel/Donna Ardovini	312
		Records Access Officer/Michael Skerritt	306
		Social Security Office	1-800-772-1213
Information Technology	248-2308	Director/Jamie Molina	370
	248-2308	Manager/Diane Dursi	328
	248-2308	Help Desk	371
	248-2308	WinCap/Michele Wilson	373
Library System (School)	248-2419	School Library Systems Coordinator/Joseph Mannozi	391/392
		Library Clerk/Kathy Friedlander	

<i>Department/FAX</i>		<i>Contact Person</i>	<i>Phone Extension</i>
Mailroom/SSB	248-4540	Mail Clerk/Kathy Rochet	376
Negotiation Clearinghouse Services	962-6819	Marie Ackerman/Evelyn Case/David Stern	458/454/459
NY State Ed-Special Ed in Hudson Valley, Vesid Office – Violet McCallop	245-2952	Outside Agency	245-0010
Operations and Maintenance	245-0182	Director of Facilities/Katharina Cerreta	203
	245-0182	Secretary to School Administrator/Patti Pfister	201
Pool	245-2427	Walden	267
Regional Information Center	248-2308	Regional Coordinator/John Hall	375
<b>Center for Educational Leadership and HR Services</b> (formerly Regional Personnel Services)	<b>248-3896</b>	Program Developer/Renée Gargano & Joan Thompson	395/864
		Manager/Nancy Organ	309
		Director of Center for Educational Leadership	
		Joan Thompson	864
		Classified Staff Development Workshops (BOCES and districts)/Nancy Organ	309
	248-3896	EAP Co-Ser/Nancy Organ	309
	248-3896	Educational Policy Fellowship Program	309
	248-3896	Future School Leaders Academy/Joan Thompson	864
	248-3896	Job Postings Online/Maria Biagini	358
	248-3896	Online Application System/Maria Biagini	358
Risk Management	962-6819	Risk Manager/Dave Stern	459
Safety	962-6819	Regional Safety Coordinator/Michael Sellet	457
	962-6819	Regional Safety Technician/Carol Sneyd	854
School Communications	248-2233	School Communications Director/Ellen Lane	235
Special Education	248-2387	Director of Special Education/Shelley Einbinder-Fleischmann	350/351
	248-2387	Administrative Assistant/Debra LaPadula	383
	NA	Adult Dining Room	266
	NA	Gym-Large Green Gym	270
	NA	Gym-Small White Gym	270
	248-3801	Pines Bridge/SE Supervisor/Csilla Mate	250/252
	NA	Pines Bridge Custodian's Office	262
	248-3801	Pines Bridge Nurse/Kelly Damiano	254
	245-2427	LSB, ITSP, Related Services/SE Program Supervisor/Lisa Hammel	248-3680
	248-3659	High School & Middle School Programs at Fox Meadow/SE Supervisor/ Nicole Murphy	248-2357
	248-3659	High School Programs at Fox Meadow/Nurse/Sandy Rosenblatt	248-3660 248-3640
	245-2891	Coordinator Lower Hudson Special Education Technical Assistance & Support Center/Patti Slobogin	290
	NA	Swimming Pool	267
	245-2427	Walden/LC Grades K-9/SE Supervisor/ Michael Sowul	272
	NA	Walden Custodian's Office	283
	245-2427	Walden Special Ed Library	284
	245-2427	Walden Nurse/Cindy Scinto/Lorraine Macko	282
Switchboard	245-4540	Katherine Quas/ Arlene Creighton	245-2700
United Staff Association	NA		962-9579
Welfare Fund		Cook Associates	914-250-0700

## CONFERENCE ROOMS

<i>LOCATION</i>	<i>ROOM</i>	<i>PHONE</i>
<b><i>Pines Bridge</i></b>	Conference Room	253
	Dining Room	No phone
<b><i>Projects Building</i></b>	Conference Room Annex	374
	Main Hall	185
	Room 200	189
<b><i>School Services Building</i></b>	Apple	914-248-3673
	Birch	914-607-6742
	Elm	914-248-2355
	Maple	914-248-2448
	Oak	914-607-6739
	Pine	914-607-6744
	Redwood	914-607-6740
	Spruce	914-248-2385
<b><i>Walden</i></b>	Willow	914-607-6743
	Adult Dining Room	265
	Student Lunchroom	No Phone
	Teacher's Lounge	140

## LABS

<i>LOCATION</i>	<i>ROOM</i>	<i>PHONE</i>
<b><i>Tech Center</i></b>	Computer Lab 119A	490
	Computer Lab 119B	491
	Computer Lab 119C	492
	Computer Lab 119D	418
	Computer Lab 119E	482
	Computer Lab 231	874
<b><i>Tech South</i></b>	Computer Lab	808
<b><i>Building E</i></b>	Computer Lab	242

# **A**CRONYMS

<b>ACES</b>	Administrative Committee for Effective Solutions
<b>AIE</b>	Arts in Education
<b>AHS</b>	Alternative High School
<b>APPR</b>	Annual Professional Performance Review
<b>ASA</b>	Administrators and Supervisors Association
<b>ASBO</b>	Association of School Business Officials
<b>BCEA</b>	BOCES Classified Employees Association
<b>BOCES</b>	Board of Cooperative Educational Services
<b>CADD</b>	Computer Assisted Drawing & Design
<b>CASSTLE</b>	Collaborative Academics and Social Skills in a Transitional Learning Environment
<b>CNA</b>	Certified Nurse Aide
<b>CD</b>	Communication Disorder
<b>CEC</b>	Council for Exceptional Children
<b>CEE</b>	Center for Environmental Education
<b>CEL</b>	Center for Educational Leadership
<b>CEL &amp; HRS</b>	Center for Educational Leadership and HR Services
<b>CIS</b>	Curriculum and Instructional Services
<b>C.L.A.S.S.</b>	Collaborative Learning and Social Skills
<b>CLASS-NY</b>	Cooperative Liquid Assets Securities System - NY
<b>COP</b>	Community Outreach Program
<b>CO-SER</b>	Cooperative Service
<b>CSA</b>	Chief School Administrator
<b>CSE</b>	Committee on Special Education
<b>CTE</b>	Career and Technical Education
<b>DI</b>	Destination Imagination
<b>DMO</b>	Dental Maintenance Organization
<b>EAP</b>	Employee Assistance Program
<b>EFS</b>	Education for Sustainability
<b>ELA</b>	English Language Arts
<b>EPE</b>	Employment Preparation Equivalent
<b>ELL</b>	English Language Learners
<b>ESOL</b>	English for Speakers of Other Languages
<b>ESP</b>	Elementary Science Program
<b>ESY</b>	Extended School Year
<b>FAWL</b>	Family Adult Workplace Literacy
<b>FERPA</b>	Family Educational Rights and Privacy Act
<b>FMLA</b>	Family and Medical Leave Act
<b>FSLA</b>	Future School Leaders Academy
<b>HBC</b>	Health Benefits Consortium
<b>HMO</b>	Health Maintenance Organization
<b>HR</b>	Human Resources
<b>IDT</b>	Intensive Day Treatment
<b>IT</b>	Information Technology
<b>JMT</b>	Joint Management Team
<b>JPC</b>	Joint Policy Committee
<b>LHAPPA</b>	Lower Hudson Association of Pupil Personnel Administrators
<b>LHEC</b>	Lower Hudson Education Coalition
<b>LHCSPA</b>	Lower Hudson Council of School Personnel Administrators
<b>LHRIC</b>	Lower Hudson Regional Information Center

<b>LOTE</b>	Language Other Than English
<b>LPN</b>	Licensed Practical Nurse
<b>LSB</b>	Local School Building
<b>MD</b>	Multiply Disabled
<b>NASP</b>	National Association of School Psychologists
<b>NTHS</b>	National Technical Honor Society
<b>NYASBO</b>	New York Association of School Business Officials
<b>NYASP</b>	New York Association of School Psychologists
<b>NYSASPA</b>	New York State Association of School Personnel Administrators
<b>NYSKOSS</b>	New York State Council of School Superintendents
<b>NYSGFOA</b>	New York State Government Finance Officers Association
<b>NYSSBA</b>	New York State School Boards Association
<b>OC21</b>	Online Courses for the 21 <sup>st</sup> Century
<b>OLAS</b>	Online Application System
<b>O&amp;M</b>	Operations and Maintenance
<b>PBIS</b>	Positive Behavioral Incentives and Supports
<b>PDP</b>	Professional Development Plan
<b>PO</b>	Purchase Order
<b>PSN</b>	Program Serial Number
<b>RAHS</b>	Regional Alternative High School
<b>RIC</b>	Regional Information Center
<b>RSE-TASC</b>	Regional Lower Hudson Special Education Technical Assistance and Support Center
<b>RSS</b>	Regional Summer School
<b>RTTT</b>	Race to the Top
<b>RYLO</b>	Regional Youth Leadership Organization
<b>SAANYS</b>	School Administrators Association of New York State
<b>SBA</b>	School Business Administrators
<b>SCD</b>	Severe Communication Disorder
<b>SCS</b>	School Communications Service
<b>SED</b>	State Education Department
<b>SLSA</b>	School Library System Association
<b>SPA</b>	School Purchasing Association
<b>SS/ELA</b>	Social Studies/English Language Arts
<b>TAH</b>	Teaching American History
<b>TBI</b>	Traumatic Brain Injury
<b>TC</b>	Hudson River Teacher Center
<b>USA</b>	United Staff Association
<b>VATEA</b>	Vocational and Technical Education Act
<b>VESID</b>	Vocational and Educational Services for Individuals with Disabilities
<b>VICA</b>	Vocational Industrial Clubs of America (Skills USA)
<b>WEP</b>	Welfare Education Program
<b>WHGWC</b>	Women Helping Girls with Choices
<b>WIA</b>	Workforce Investment Act
<b>WPRCA</b>	Westchester Putnam Rockland Counseling Association
<b>WPSBA</b>	Westchester Putnam School Boards Association
<b>YAC</b>	Young Author's Conference



<b>What</b>	<b>Where</b>	<b>Who</b>	<b>Ext.</b>
Accounts Payable:			
Vendors A-L	Business Office	Janice Taylor	324
Vendors M-Z	Business Office	Beth Melagrano	326
Accounts Receivable/Billing	Business Office	Mike Feldman	323
Administrative Mentoring Program	CIS	Marla Gardner	332
Administrative Workshops-BOCES	Hum. Res. & Prof. Dev.	Michael Skerritt	306
Administrative Workshop—Component Districts	Center for Educational Leadership and HR Services	Nancy Organ	309
Admissions Counselor-Secondary Ed.	Career & Technical Ed.	Karen Carey	427
Adult & Continuing Ed Programs	Career & Technical Ed	Gloria Vazquez	430
Adult Admissions	Career & Technical Ed	Lauren McGuire	436
Adult Dining Room	Business Office	Leo Penzine	266
Adult Ed - Literacy Programs	Career & Technical Ed.	Alyson Trudeau/Jean Giordano	408/414
Aetna	Outside Agency		1-877-223-1685
AHERA 2 hour training	Risk & Safety	Michael Sellet/Cynthia Braden	457/456
Alternative High School - AHS	Special Education	Nicole Murphy/MaryEllen Matranga	248-3640
Apprentice Gourmet	Career & Technical Ed	Christina Holic	264/265
Archives – BOCES	School Communications	Ellen Lane	235
Arts in Education	CIS	Stacy Chryssikos/Iris Niwinsky	349/339
Assistant Business Manager	Business Office	Joy Myke	325
Attendance Information/Employees	Hum. Res. & Prof. Dev.	Lisa Perrone	314
Attendance - Tech Center	Career & Technical Ed	Mary Ellen Cassidy	451
<b>Bank Deposits</b>	Business Office	Stella Marchionna	319/315
BEDS Forms/BEDS Number	Hum. Res. & Prof. Dev.	Lisa Perrone	314
Benefits/BOCES	Hum. Res. & Prof. Dev.	Linda Quicci	313
Benefits/Consortium	Risk & Safety	Dave Stern/Cynthia Braden/Kim Weisgerber	459/456/455
Bids & Bid Information	Business Office	Meilisa Arlt	316
Billing/Accounts Receivable	Business Office	Michael Feldman	323
Bloodborne Pathogen Training	Risk & Safety	Michael Sellet/Cynthia Braden	457/456
Board Members	Administration	Richard Kreps, President	302
		Cathy Lilburne, Vice President	302
		Anita Feldman	302
		Douglas Glickert	302
		Tina Mackay	302
		Mary Cay Nilsen	302
		Frank Schneckner	302
Board Policies	Administration	John McCarthy	304
BOCES Aid to Districts	Business Office		315
BOCES Archives	School Communications	Ellen Lane	235
BOCES Seal	Administration	Mary Lorenzo	302
BOCES School Calendar	Administration	John McCarthy/Amy Gasparini	304/303
Brochures/Pamphlets/Public info.	School Communications	Ellen Lane	235
Center for Educational Leadership	Center for Educational Leadership and HR Services	Marguerite Guglielmo/Michelle Marello	309/864
Center for Environmental Education	CIS	Dorna Schroeter/Iris Niwinsky	335/339
Certificates of Insurance	Business Office	Todd Currie/Michael Feldman	320/323
Certification/BOCES internal	SW BOCES	Regional Certification Officer/Cynthia Bambace	914-937-6107
Certification/Public inquiries	SED Office of Teaching	Automated voice menu <a href="http://www.highered.nysed.gov/tcert">www.highered.nysed.gov/tcert</a>	1-518-474-3901
Challenge Course	CIS	Dorna Schroeter/Iris Niwinsky	335/339
Chemical Removal-Science Classes	Risk & Safety	Michael Sellet/Cynthia Braden	457/456
Child Abuse Workshop for Teachers	CIS/Teacher Center	Jackie Levine/Julie Darling	343/345
Childcare Services	Career & Technical Ed	James Bellucci/Gerry Battista/Dawn Michetti	212/220/210
Civil Service Exams/Test Applications	Hum. Res. & Admin. Svcs.	Lisa Perrone	314
Civil Service Job Descriptions	Outside Agency	<a href="http://www.westchestergov.com">www.westchestergov.com</a>	
Civil Service-White Plains Office	Outside Agency	Exam Unit	914 995-2122
CLASS	Special Education	Mike Sowul/Patricia Foster-Tomaskovic	272/247
Classified Staff Development—BOCES	Hum. Res. & Admin. Svcs.	Michael Skerritt	306

<b>What</b>	<b>Where</b>	<b>Who</b>	<b>Ext.</b>
Classified Staff Development - Component districts	Center for Educational Leadership and HR Services	Marguerite Guglielmo/Michalle Marelo	309/867
Coaching Licenses	Hum. Res. & Admin. Svcs.	Donna Ardovini	312
COBRA/BOCES Employees	Hum. Res. & Admin. Svcs.	Linda Quicci	313
COBRA/Component Districts	Risk & Safety	Dave Stern/Kim Weisgerber	459/455
College Conference/Clinic	Tech	Cathy Balestrieri	450
College Courses	CIS/Teacher Center	Jackie Levine/Julie Darling	343/345
Communications Academy-Tech.	Career & Technical Ed	Ed Catapano	226
Communications Workshops	School Communications	Ellen Lane	235
Computer Networking	Information Technology	Tom Colwell	372/370
Computer Programming	Information Technology	Jamie Molina	370
Computer Purchasing	Information Technology	Jamie Molina	370
Continuing Education/Evening Class	Career & Technical Ed	Gloria Vazquez	431
Cook Associates	Outside Agency		914-250-0700
Coordinator of Adult Education	Career & Technical Ed	Alyson Trudeau/Jean Giordano	408/414
Copy Center	Copy Center	Lori Boffi	824
Co-Ser Application	Administration	John McCarthy/Amy Gasparini	304/303
Co-Ser Documents	Business Office	Mike Feldman	323
Cosmetology Appointments	Career & Technical Ed		245-4869
Course Credits-BOCES Employees	Hum. Res. & Admin. Svcs.	Donna Ardovini	312
Credit Union, Mid-Hudson Valley Federal	Outside agency	<a href="http://www.mhvcu.org">www.mhvcu.org</a>	914 666-0133 1-800-451-8373
Crisis, Regional Team	Guid & Child Study Ctr	Lynn Allen	311/351
Cross Contracts	Business Office	Michael Feldman	323
Curriculum & Instructional Services	CIS	Marla Gardner/Jennifer Del Vecchio	332/330
Curriculum Director	CIS	Marla Gardner/Jennifer Del Vecchio	332/330
Curriculum Assistant Director	CIS	Fred Ende/Jennifer Del Vecchio	333/330
Deductions/Payroll Voluntary	Business Office	Nancy Mazza	327
Defensive Driving	Career & Technical Ed	Gloria Vazquez	431
Destination Imagination	CIS	Rosemarie Miraglia/Julie Darling	340/345
Directors:			
Business Office	Business Office	Todd Currie	320
Career & Technical Ed.	Career & Technical Ed	Catherine Balestrieri/Debbie Lividini	452/450
Curriculum	CIS	Marla Gardner/Jennifer Del Vecchio	332/330
Human Resources	Hum. Res. & Admin. Svcs.	Michael Skerritt/Linda Quicci	306/313
Information Technology	Information Technology	Jamie Molina	370
Operations & Maintenance	O&M	Katharina Cerreta/Patti Pfister	203/201
Special Ed	Special Ed	Shelley Einbinder-Fleischmann/Louise Dutra	350/351
School Communications	Communciations	Ellen Lane	235
Disability Retirement	Outside Agency		1-518-474-2603
Educated Palate - Reservations	Career & Technical Ed	Dawn Michetti	210
Education Policy Fellowship Program	Center for Educational Leadership and HR Services	Marguerite Guglielmo	309
Employee Assistance (EAP)/BOCES	Hum. Res. & Admin. Svcs.	Michael Skerritt	306
Employee Assistance (EAP)/districts	Center for Educational Leadership and HR Services	Marguerite Guglielmo Direct Number (Longview Associates)	309 914-946-0525 1-800-666-5327
Employment Verification	Hum. Res. & Admin. Svcs.	Lisa Perrone	314
ENL/TASC Secondary	Career & Tech Ed	Maggie Almonte/Stephen Lowery	404/424
English Speakers of Other Languages - ESOL (Adults)	Career & Technical Ed	Alyson Trudeau/Jean Giordano	408/414
ESP Elementary Science Program	CIS	David Jacob/Teresa DeBellis	685
ESY-Extended School Year Program	Special Education	Shelley Einbinder-Fleischmann	350
Executive Coaching for Administrators	CIS	Marla Gardner/Joan Thompson/Gina Pullissio	332/864/338
Facilities Usage	O&M	Patti Pfister	201
Financial Aid/Bursar	Career & Technical Ed	Antonio Paone	425
Fitzharris & Co. Inc.:	Outside Agency		1-800-321-1336
Dental & Vision Insurance			
Fixed Assets/Inventory Control	Business Office	Mona Kelly	318
Family Medical Leave Coverage	Hum. Res. & Admin. Svcs.	Lisa Perrone	314

<b>What</b>	<b>Where</b>	<b>Who</b>	<b>Ext.</b>
(FMLA) - BOCES employees Freedom of Information Act Future School Leaders Academy	Hum Res. & Admin. Svcs.	Michael Skerritt Joan Thompson/Karen Fuchs	306 864/310
Grants/Special Aid Projects Grant Questions	Business Office SED-Vesid Office - Violet McCallop	Stella Marchionna Outside Agency	319 245-0010
Graphics Design Requests Grievance Procedures – Adult and Continuing Ed Guidance & Child Study Center	Information Technology Administration Guidance	Tricia O’Neill Mary Lorenzo Neil Boyle/Janice Belloise	891 302 352/380
Health Claims/Appeals/Problems Health Courses, High School Students Health Courses, Adults Health Insurance Health Insurance/BOCES staff only Health Newsletters Health Questions/Enrollment- Districts Health & Safety Hazard Reporting Healthnet: Health Insurance Hearing Impaired Help Desk - Information Technology Home Page/Internet/Web Site address Hudson River Teacher Center Human Resources-Internal Issues	Risk & Safety Career & Technical Ed Career & Technical Ed Risk & Safety Hum. Res. & Admin. Svcs. Risk & Safety Risk & Safety Risk & Safety Risk & Safety Outside Agency Special Education Information Technology Information Technology CIS Hum. Res. & Admin. Svcs.	Dave Stern/Kim Weisgerber Stephen Lowery/Karen Carey Cathy Balestrieri/Lauren McGuire/Terri LaRocco Dave Stern/Kim Weisgerber Linda Quicci Cynthia Braden Dave Stern/Kim Weisgerber Michael Sellet/Cynthia Braden Shelley Einbinder-Fleischmann Tricia O’Neill <a href="http://www.pnwboces.org">www.pnwboces.org</a> Jackie Levine/Julie Darling Michael Skerritt	459/455 424/427 452/436/413 459/455 313 456 459/455 457/456 1-212-856-4500 350 371 891 343/345 306
Indoor Air Quality Testing (IAQ) Information Tech Help Desk Internet/Web Site/Home Page address Inventory Control/fixed assets Instructional Science Kits, Science 21	Risk & Safety Information Technology Information Technology Business Office CIS	Michael Sellet/Cynthia Braden Tricia O’Neill <a href="http://www.pnwboces.org">www.pnwboces.org</a> Mona Kelly Debra Maiorano	457/456 371 891 318 346
Jason JJ Stanis & Co.: Life Insurance Job Openings: BOCES Job Search/applications BOCES Web site postings Job Search/non-BOCES Special Ed/BOCES Student Job Opportunity	CIS Outside Agency Hum. Res. & Admin. Svcs. Information Technology Center for Educational Leadership and HR Services Special Ed Career & Technical Ed	Dorna Schroeter/Iris Niwinsky Lisa Perrone Tricia O’Neill Marguerite Guglielmo/Maria Biagini Shelley Einbinder-Fleischmann/Louise Dutra Gerry Battista	335/339 516-465-3900 314 891 309/358 350/351 220
Laminating Service Lead Inspection Learning Center at Walden/ES,MS Learning Center LSB Learning Center Fox Meadow/MS,HS Library/School Library System Literacy Program ESOL Longview Associates Lower Hudson Valley Online Application System for Educators	Copy Center Risk & Safety Special Education Special Education Special Education CIS Career & Technical Ed Employee Assistance Program Center for Educational Leadership and HR Services	Lori Boffi Michael Sellet/Cynthia Braden Michael Sowul/Patti Foster-Tomaskovic Lisa Hammel Nicole Murphy/Mary Ellen Matranga Joseph Mannozi/Kathy Friedlander Alyson Trudeau/Jean Giordano Maria Biagini <a href="http://www.olasjobs.org/lhv">http://www.olasjobs.org/lhv</a>	824 457/456 272/247/270 248-3680 2357/3640 392/391 408/414 914-946-0525 1-800-666-5327 358
Madden Outdoor Education Center Mentoring Program for Administrators Mentor Teacher/Intern Program Mail Room Medicare/premium reimbursement info	CIS CIS Hum. Res. & Admin. Svcs. Business Office Hum. Res. & Admin. Svcs.	Dorna Schroeter/Iris Niwinsky Rachel Wade Marla Gardner/Gina Pullissio Josephine Scala Kathy Rochet Linda Quicci	335/339 845-225-9256 332/338 482 376 313

<b>What</b>	<b>Where</b>	<b>Who</b>	<b>Ext.</b>
Multiply Disabled	Special Education	Robert Kelderhouse/Maureen O'Shea	250/252
Negotiations Clearinghouse Services	Risk & Safety	David Stern/Marie Ackerman/Evelyn Case	459/458/454
New Hires	Hum. Res. & Admin. Svcs.	Donna Ardovini	312
New York State Alternate Assessment	Special Education	Csilla Mate/Kathy Reardon	250/251
New York State Teachers' Retirement System: Membership Services	Outside Agency	<a href="http://www.nystrs.albany.ny.us">www.nystrs.albany.ny.us</a> To request a form: To speak to a representative:	1-800-782-0289 1-800-348-7298 or 1-518-447-2828
New York State & Local Retirement System: Membership Services Disability Retirement	Outside Agency	<a href="http://www.osc.state.ny.us">www.osc.state.ny.us</a>	1-518-474-7736 1-518-474-2603
Northern Westchester Putnam Teacher Center	BOCES Campus	Bob LaRoche/Barbara Klemmann	361/368
Notary Public	CIS	Gina Pullissio	338
	Career & Technical Ed	Alyson Trudeau	408
	Career & Technical Ed	Catherine Connolly	417
	Human Resources	Linda Quicci	313
	Special Education	Louise Dutra	351
<b>OASIS</b>	Special Education	Shelley Einbinder-Fleischmann	350
Occupational Therapists	Special Education	Shelley Einbinder-Fleischmann	350
Online Application System	Center for Educational Leadership and HR Services	Maria Biagini <a href="http://www.olasjobs.org">http://www.olasjobs.org</a>	358
Online Courses for the 21st Century	CIS	Greg Brown/Silvia Siciliano	382/331
On-Site Consultant Services	CIS	Fred Ende/Gina Pullissio	333/338
Outdoor Education	CIS	Dorna Schroeter/Iris Niwinsky	335/339
Outside Facilities Usage (communities)	O&M	Patti Pfister	201
Pamphlets/Brochures/Public info	School Communications	Ellen Lane	235
Payroll/Contracts	Business Office	Nancy Mazza	327
Payroll/Time sheets	Business Office	Nancy Mazza	327
Photo ID Badges	Hum Res & Admin Svcs	Linda Quicci	313
Physical Therapists	Special Education	Shelley Einbinder-Fleischmann	350
Pines Bridge/Multiply Developmentally Disabled	Special Education	Csilla Mate	250/252
Playground Supervisory Training	Risk & Safety	Michael Sellet/Cynthia Braden	457/456
Prescriptions-Benefits/Consortium	Risk and Safety	Kim Weisgerber/Dave Stern	455/459
Prescriptions-BOCES/Cards, Forms	Hum. Res. & Admin. Svcs.	Linda Quicci	313
Principal/Tech Center - Main Office	Career & Technical Ed	Stephen Lowery	424/420
Principal/Tech So./Bldg.E-Main Office	Career & Technical Ed	James Bellucci/Dawn Michetti	212/210
Professional Development Workshops	CIS	Marla Gardner/Jennifer Del Vecchio	332/330
Professional Library	CIS	Joseph Mannozi/Kathy Friedlander	392/391
Public Relations for BOCES and Outside districts	School Communications	Ellen Lane	235/230
Purchase Orders			
Vendors A-L	Business Office	Janice Taylor	324
Vendors M-Z	Business Office	Beth Melagrano	326
Purchasing Technology-Approval	Information Technology	Jamie Molina	370
Putnam Schools - General Info.	Outside Agency	Westchester-Putnam School Boards Assoc.	345-8737
Records Access Officer	Hum. Res. & Admin. Svcs.	Michael Skerritt	306
Records Storage- Internal/External	Fox Meadow		
Regents	Hum. Res. & Admin. Svcs.	Lisa Perrone	314
Regents-Regional Center	CIS	Joseph Mannozi/Kathy Friedlander	392/391
Regional Alternative High School- RAHS	Special Education	Nicole Murphy/MaryEllen Matranga	2357/3640
Regional Coordinator of Social Studies and Blended Learning	CIS	Greg Brown/Silvia Siciliano	382/331
Regional Science Coordinator	CIS	David Jacob/Nancy Piscioti	336/346
Regional Summer Regents	CIS	Marla Gardner/Rosemarie Miraglia	331/340
Regional Youth Leadership Organization (RYLO)	Guidance & Child Study	Artie Buchman, College and Career Coordinator	382

<b>What</b>	<b>Where</b>	<b>Who</b>	<b>Ext.</b>
Remedial Reading	Special Education	Shelley Einbinder-Fleischmann	350
Resignations/Terminations	Hum. Res. & Admin. Svcs.	Donna Ardovini	312
Retirement/General Information	Hum. Res. & Admin. Svcs.	Linda Quicci	313
Right-to-Know Training	Risk & Safety	Michael Sellet/Cynthia Braden	457/456
Room Reservations/Approver	Bldg. A/Projects	Kathy Quas	377
	Tech Labs - During School	Stephen Lowery	424/420
	Tech Labs - After School	Alyson Trudeau/Jean Giordano	408/414
	Tech South	Mary Ellen Cassidy	451
Room Reservations/Outside groups	2 Gyms, Adult Dining, Walden Conf. Rm.	Patti Pfister	201
	All rooms	Switchboard	377
RSE-TASC (Lower Hudson Special Education Technical Assistance and Support Center)	Special Education	Patti Slobogin/Leslie Zedlovich	290/289
Safety & Health Regulations	Risk & Safety	Michael Sellet/Cynthia Braden	457/456
Regional Safety Technician/Districts	Risk & Safety	Carol Sneyd	854
School Calendar	Administration	John McCarty/Amy Gasparini	304/303
School Communications	Projects Building	Ellen Lane	235
School Districts of Westchester & Putnam-General Info.	Outside Agency	Westchester-Putnam School Boards Assoc.	345-8737
School Library System	CIS	Joseph Mannozi/Kathy Friendlander	392/391
School Report Card	Local Districts		
School Report (SED)	CIS	Marla Gardner/Jennifer Del Vecchio	332/330
Science 21	CIS	David Jacob/Nancy Piscioti	336/346
Science 21 Kit Materials	CIS	Teresa DeBellis	685
Seal, BOCES	Administration	Mary Lorenzo	302
SED-Special Ed in Hudson Valley	Vesid Office	Violet McCallop	245-0010
Social Security Office	Outside Agency		1-800-772-1213
Special Aid Projects/Grants	Business Office	Stella Marchionna	319
Special Education Director	Special Education	Shelley Einbinder-Fleischmann/Louise Dutra	350/351
Step Movement (Salary)	Hum. Res. & Admin. Svcs.	Donna Ardovini	312
Student Accident Claims	Business Office	Todd Currie/Mike Feldman	320/323
Student Records	Special Education	Lisa Faivre	360
Student Records – Secondary	Career & Technical Ed	Mary Ellen Cassidy	451
Student Records – Secondary/Adult PN	Career & Technical Ed	Terri LaRocco	413
Substitutes: How do I become one?			
Career & Technical Ed		Stephen Lowery	424
Special Ed		Shelley Einbinder-Fleischmann/Louise Dutra	350/351
Summer Camp	Career & Tech Ed	Gerry Battista	220
Summer Camp - Center for Environmental Education	Madden Outdoor Education Center	Dorna Schroeter/Iris Niwinsky/Rachel Wade	335/339 845-225-9256
Summer Regents Administration	CIS	Marla Gardner/Rosemarie Miraglia	331/340
Switchboard	Business Office	Arlene Creighton/Katherine Quas	"0"/245-2700
TASC-Adult Programs	Career & Technical Ed	Alyson Trudeau/Jean Giordano	408/414
TASC Testing Secondary	Career & Technical Ed	Karen Carey	427
Teaching Assistant (State Qualifications)	SED	Teaching Unit <a href="http://www.nysed.gov">www.nysed.gov</a>	518-474-3901
Teacher Center/Workshops	CIS	Jackie Levine	343
Tech Center/Admissions Office	Career & Technical Ed	Karen Carey	427
Tech Center/Attendance Office	Career & Technical Ed	Mary Ellen Cassidy	451
Tech Center/College, Career Liason	Career & Technical Ed		450

<b>What</b>	<b>Where</b>	<b>Who</b>	<b>Ext.</b>
Tech Center/Pupil Personnel Services	Career & Technical Ed		450
Terminations/Resignations	Hum. Res. & Admin. Svcs.	Donna Ardovini	312
Testing/assessment-psychological- -bilingual-psychiatric- -neurological-neuropsych-consult.	Guidance	Neil Boyle/Janice Belloise	352/380
Theft/Vandalism Reports	Business Office	Todd Currie/Michael Feldman	320/323
Time Sheets/Payroll	Business Office	Nancy Mazza	327
Transcripts (high school)-districts:	Home District		
Career & Technical Ed Secondary	Career & Technical Ed	Mary Ellen Cassidy	451
Career & Technical Ed Secondary PN	Career & Technical Ed	Terri LaRocco	413
Career & Technical Ed Adult PN	Career & Technical Ed	Terri LaRocco	413
Special Education	Special Education	Lisa Faivre	360
Transitions	Special Education	Csilla Mate	250
Transportation	Special Education	Lisa Faivre	360
Transportation	Career & Technical Ed	James Bellucci/Dawn Michetti	212/210
Traumatic Brain Injury-TBI	Special Education	Csilla Mate	250/252
Treasurer	Business Office		315
Unemployment Insurance	Hum. Res. & Admin. Svcs.	Lisa Perrone	314
USA Welfare Fund	Outside Agency	Hours 9 AM-5 PM	914-250-0700
Unum Provident	Outside Agency		1-800-356-5817
Long-Term Disability Insurance			
Vacancy notices:			
BOCES	Hum. Res. & Admin. Svcs.	Lisa Perrone <a href="http://www.pnwboces.org/jobs">www.pnwboces.org/jobs</a>	314
Districts	Center for Educational Leadership and HR Services	Maria Biagini <a href="http://www.olasjobs.org">www.olasjobs.org</a>	358
Variance questions	State Ed-Vesid Office Violet McCallop	Outside Agency	245-0010
Video Production Service	School Communications	Ellen Lane	235
Visually Impaired	Special Education	Shelley Einbinder-Fleischmann	680
Vocational Assessment-Adults	Career & Technical Ed	Lauren McGuire	436
Vocational Evaluation Center	Career & Technical Ed	Lauren McGuire	436
High School Students			
Voluntary Employee Deductions	Business Office	Nancy Mazza	327
Web Design Service	School Communications	Ellen Lane	235
Web site/Internet/Home Page address	Information Technology	Tricia O'Neill <a href="http://www.pnwboces.org">www.pnwboces.org</a>	891
Welfare Fund	Outside agency	Cook Associates	914-250-0700
Westchester Schools-General Info	Outside agency	Westchester-Putnam School Boards Assoc.	833-0094
WinCap	Information Technology	Michele Wilson	373
Workers' Compensation Claims	Business Office	Mike Feldman	323
Working Spouse Rule Certification	Risk and Safety	Kim Weisgerber/Evelyn Case/Marie Ackerman	455/454/458
Young Authors Conference	CIS	Fred Ende/Jennifer DelVecchio	333/330

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