







Regional School District 13

Central Office Support Staff

Contact Person	Information and Services	Contact Information
<p>Meg Maloney Executive Secretary to Superintendent of Schools</p> 	<ul style="list-style-type: none"> ➤ Point of contact for responsibilities associated with the Superintendent ➤ Certification Coordinator ➤ Board of Education Assistant ➤ Tuition Reimbursement ➤ District Directory manager for State Reporting ➤ BOE Policy Maintenance ➤ Posting of flyers and announcements 	<p>mmaloney@rsd13.org 860-349-7200 x 240</p>
<p>Eileen “Tippi” Popp Senior Accountant</p> 	<ul style="list-style-type: none"> ➤ Business operations ➤ Budget questions ➤ Management of State, Local & Federal Grants ➤ Coordinates Accounting ➤ Vendor / Requisition questions ➤ Pension Plan 	<p>tpopp@rsd13.org 860-349-7200 x 238</p>
<p>Robin Golembieski Administrative Assistant to the Business Office</p> 	<ul style="list-style-type: none"> ➤ Administrator for the Aesop attendance program ➤ Substitute Coordinator ➤ Bus Transportation Coordinator ➤ District Events Calendars ➤ Food Service: <ul style="list-style-type: none"> ○ Fiscal Support ○ Free/Reduced Lunch Application Processing ➤ Grant support 	<p>rgolembieski@rsd13.org 860-349-7200 x237</p>




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<p>Melinda Torgerson Payroll, Benefits & Payables Coordinator</p> 	<ul style="list-style-type: none"> ➤ Payroll ➤ Direct Deposit ➤ Payroll Deductions ➤ Prepare and distribute W2's ➤ TRB ➤ Health Insurance – New Enrollments & Changes in Plans ➤ HSA/HRA ➤ COBRA 	<p>mtorgerson@rsd13.org 860-349-7200 x490</p>
<p>Patty Smith Administrative Assistant to the Director of Curriculum, Instruction, and Assessment</p> 	<ul style="list-style-type: none"> ➤ Assistant to the Director of Curriculum, Instruction and Assessment ➤ Protraxx ➤ Assessments ➤ Curriculum Activities ➤ Kindergarten Inventory ➤ Student Data Privacy ➤ Professional Development: <ul style="list-style-type: none"> ● Scheduling of PD activities ● PD sub request forms 	<p>psmith@rsd13.org 860-349-7206</p>
<p>Maureen Johnson Financial Administrative Assistant</p> 	<ul style="list-style-type: none"> ➤ Accounts Payable for District and Schools ➤ Monthly purchasing reports ➤ Vendor Maintenance ➤ W9s and 1099s ➤ Accounts Payable/Receivables for Food Service Dept & MTA ➤ Accounts payable for CRHS Activity Account 	<p>mjohnson@rsd13.org 860-349-7200 x 233</p>

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<p>Ashley Hillier Administrative Assistant to the Director of Organizational Development and Human Resources</p> 	<ul style="list-style-type: none"> ➤ Human Resources ➤ New Hire Processing ➤ Staff Changes Processing ➤ Staff Training Assistance ➤ Job Postings ➤ Worker's Compensation ➤ Family Medical Leave (FMLA) ➤ Assistant to the Director of Organizational Development 	<p>ahillier@rsd13.org 860-349-7200 x 281</p>
<p>Crystal Castro Administrative Assistant to the Director of Student Services and Special Education</p> 	<ul style="list-style-type: none"> ➤ Special Education and Pupil Services ➤ 504 Plans ➤ Safe School Climate Plan (Bullying) ➤ Discrimination ➤ Sexual Harassment ➤ IEP Direct/504 Direct/Medicaid Direct ➤ Preschool/Birth to 3 	<p>ccastro@rsd13.org 860-349-7208</p>
<p>Lori Woznyk Administrative Assistant to the Director of Student Services and Special Education</p> 	<ul style="list-style-type: none"> ➤ Special Education and Pupil Services ➤ 504 Plans ➤ DCF and Mandated Reporting ➤ Safe School Climate Plan (Bullying) ➤ Discrimination ➤ Sexual Harassment ➤ IEP Direct/504 Direct ➤ Special Transportation 	<p>lwoznyk@rsd13.org 860-349-7208</p>