

# How Can We Help You?

**SAU 39**  
**Superintendent's Office**  
 1 School Street, PO Box 849  
 Amherst, NH 03031

**Phone: 673-2690**

**Fax: 672-1786**



	<u>Title / Areas of Expertise</u>	<u>Contact</u>	<u>Extension</u>	<u>Email</u>	
<b>Reception</b>	Receptionist	Pam Boilard	X 2100	<a href="mailto:pboilard@sprise.com">pboilard@sprise.com</a>	Provide general assistance and direct inquiries to the appropriate staff member and schedule the Community Room at the Brick School. Assist the Business office during budget season.
	Mail Courier	Richard Balsama	X 2100		Delivers mail between the schools in SAU 39.
<b>Superintendent</b>	Superintendent of Schools	Peter Warburton	X 2104	<a href="mailto:pwarburton@sprise.com">pwarburton@sprise.com</a>	Responsible to the school boards for the total operation of the Amherst, Mont Vernon and Souhegan Cooperative School Districts.
	Executive Assistant to Superintendent	Maryanne Buonadonna	X 2104	<a href="mailto:mbuonadonna@sprise.com">mbuonadonna@sprise.com</a>	Appointments with the Superintendent, web site maintenance for Superintendent's Office, School Board agendas, and home school information.
<b>Human Resources</b>	Benefits for: Amherst, MVVS, SAU & Souhegan	Pat Walz	X 2110	<a href="mailto:pwalz@sprise.com">pwalz@sprise.com</a>	Responsible for new hire orientation paperwork and insurance enrollment, changes and resolution of issues. Coordinate worker's compensation, FMLA and LTD leaves of absences. In charge of Aesop including the system set up for staff and substitutes, training, and importing of leave time by employees and the acceptance of assignments by subs. Process payroll for Mont Vernon and all payroll deductions.
	Payroll for MVVS				
	Director of Human Resources	Carrie Wildes Morneau	X 2101	<a href="mailto:cmorneau@sprise.com">cmorneau@sprise.com</a>	Responsible for the administration of the human resources function for all districts including Benefits, Recruitment, Employee Relations, Compliance, JLMC, 403(b) / 457 Plan Administration, Contracts and Collective Bargaining Agreements.

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<b>Finance / Business</b>	Bookkeeper	Katie Hannan	X 2105	<a href="mailto:khannan@sprise.com">khannan@sprise.com</a>	Responsible for recording cash receipts, general grant tracking and questions, monthly expenditure, reconciliations, revenue and finance issues.
	Accounts Payable Specialist	Melanie Grasset	X 2117	<a href="mailto:mgrasset@sprise.com">mgrasset@sprise.com</a>	Responsible for the accounts payable functions including tracking of invoices and purchase orders for Mont Vernon and all districts' Food Services. Responsible for tracking transportation charges.
	Senior Accounts Payable Specialist	Bonnie Hillsgrove	X 2108	<a href="mailto:bhillsgrove@sprise.com">bhillsgrove@sprise.com</a>	Responsible for the accounts payable functions including tracking of invoices and purchase orders for Souhegan, Amherst and SAU.
	Payroll for Amherst, SAU & Souhegan	Kim Fredette	X 2109	<a href="mailto:kfredette@sprise.com">kfredette@sprise.com</a>	Responsible for the processing of paychecks, W-4, W-2, direct deposit, payroll deductions, quarterly taxes, Hampshire Hills, 403(b) and 457 deductions.
	Director of Finance	Karen Taylor	X 2119	<a href="mailto:ktaylor@sprise.com">ktaylor@sprise.com</a>	Responsible for the business and financial activities for all districts including budget, expenditure, revenue and finance issues and payroll oversight.
	Business Administrator	Elizabeth Shankel	X 2100	<a href="mailto:eshankel@sprise.com">eshankel@sprise.com</a>	Responsible for the business and financial activities for all districts including budget, expenditure, revenue and finance issues and payroll oversight.
<b>Buildings &amp; Grounds</b>	Director of Buildings & Grounds	Jim Miner	X 2111	<a href="mailto:jminer@sprise.com">jminer@sprise.com</a>	Responsible for the overall custodial, maintenance and grounds function for all districts. Coordinates sub-contracted services, safety and environmental compliance and facility upgrades.
<b>Food Service</b>	School Nutrition Director	Danielle Collins	X 2114	<a href="mailto:dcollins@sprise.com">dcollins@sprise.com</a>	Responsible for the menu and nutrition management for the food service program in all districts. Handle inquiries regarding kitchen usage for rentals. Respond to concerns regarding food allergies and menu selections and state eligibility for the breakfast and lunch program.

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<b>Special Instructional Services</b>	Director of Special Instructional Services	Renea Sparks	X 2113	<a href="mailto:rsparks@sprise.com">rsparks@sprise.com</a>	Responsible for compliance with state and federal special education laws and regulations. Prepare and administer the Special Instructional Services in conjunction with building Principals and the Superintendent. Assists in mediating unresolved special education issues for IEP teams, teachers, staff and building administration.
	Secretary to Director of Special Instructional Services	Paula Learoyd	X 2113	<a href="mailto:plearoyd@sprise.com">plearoyd@sprise.com</a>	To schedule appointments for the Director of Special Educational Services. Order supplies and equipment for all special education services. Coordinate in- district transportation and placement meetings. Process Medicaid billings. Input Spedis data and Catastrophic Aid for all 3 districts.
	Assistant Director of Special Instructional Services	Amy Sarsfield	X 2118	<a href="mailto:asarsfield@sprise.com">asarsfield@sprise.com</a>	Responsible for the out of district placements, Medicaid management and reimbursement and Catastrophic Aid. Assist the Director of Special Instructional Services in the administration of Special Instructional Services. Assist building level administrators and professional development coordinator with trainings for special education for para educators.
	Secretary to Assistant Director of Special Instructional Services	Janeen Stokes	X 2116	<a href="mailto:jstokes@sprise.com">jstokes@sprise.com</a>	To schedule appointments for the Assistant Director of Special Educational Services. Coordinate out-of district transportation and placement meetings. Gather, compile and input the information to complete the Catastrophic Aid recovery/cost reimbursement systems. Assist the Director of Food Service as needed.

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<b>Curriculum &amp; Professional Development</b>	Professional Development Coordinator	Sue Leger	X 2112	<a href="mailto:sleger@sprise.com">sleger@sprise.com</a>	Professional development including re-certification, para and professional development clock hours, Alternative certification, and course reimbursement. Process transcripts showing any additional credits earned on the teachers' salary schedule.
	Literacy Coordinator	Nancy Maguire	X 2121	<a href="mailto:nmaguire@sprise.com">nmaguire@sprise.com</a>	Supports teacher and coaches' implementation of literacy strategies across the curriculum. Works with the Director of Curriculum and Principals on curriculum, instruction, and assessment.
	Director of Curriculum & Professional Development	Nicole Heimarck	X 2112	<a href="mailto:nheimarck@sprise.com">nheimarck@sprise.com</a>	Responsible for the development and implementation of professional development activities and curriculum, instruction and assessment across all districts.
<b>Technology</b>	Director of Technology	Bruce Chakrin	X 2120	<a href="mailto:bchakrin@sprise.com">bchakrin@sprise.com</a>	For Technical Support issues please email your request based on your building location: MVVS – <a href="mailto:mv-support@sprise.com">mv-support@sprise.com</a> Clark – <a href="mailto:clark-support@sprise.com">clark-support@sprise.com</a> Wilkins – <a href="mailto:ws-support@sprise.com">ws-support@sprise.com</a> AMS – <a href="mailto:ams-support@sprise.com">ams-support@sprise.com</a> SHS – <a href="mailto:shs-support@sprise.com">shs-support@sprise.com</a>

**Insurance Contacts:**

<ul style="list-style-type: none"> <li>• <b>LGC (Local Government Center) – Medical and Dental</b></li> <li>• <b>LifeResources – Member Assistance Program</b></li> </ul>	1-800-852-3358 1-800-579-8122	<a href="http://www.nhlgc.org">www.nhlgc.org</a>
<ul style="list-style-type: none"> <li>• <b>NHRS (New Hampshire Retirement System)</b></li> </ul>	1-877-600-0158	<a href="http://www.nh.gov/retirement">www.nh.gov/retirement</a>