



**South Portland School**  
**Department**  
**BUSINESS OFFICE**  
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**Employee Contacts**

Director of Finance & HR Operations- Abigail Ketchen  
 email: [ketchen@spsdme.org](mailto:ketchen@spsdme.org)  
 Assistant Superintendent - Johanna Prince  
 Human Resources email: [hr@spsdme.org](mailto:hr@spsdme.org)

<p style="text-align: center;"><b>Sarah Pinault</b> Payroll Specialist</p> <p style="text-align: center;"><b>ext 3013 - pinaulsa@spsdme.org</b></p> <ul style="list-style-type: none"> <li>● Payroll</li> <li>● Direct Deposit</li> <li>● Employee/Stipend Contracts</li> <li>● Employment Contracts</li> <li>● Maine Pers (Public Employees Retirement System)</li> <li>● Frontline Time Sheets</li> <li>● W2s</li> <li>● Lane Change (Degree Status Change)</li> <li>● Employee Self Service (ESS)</li> </ul>	<p style="text-align: center;"><b>Eunette Poyser Lindo</b> Benefits Specialist</p> <p style="text-align: center;"><b>ext 3012 - poysereu@spsdme.org</b></p> <ul style="list-style-type: none"> <li>● New Hire Enrollment</li> <li>● Health, Dental, Life, Vision insurances</li> <li>● Long Term Disability</li> <li>● Flexible Spending Accounts</li> <li>● Retirement Plans (403b/457 Plans &amp; TPA Liaison)</li> <li>● Employee Assistance Program</li> </ul>	<p style="text-align: center;"><b>Stephanie Visciglia</b> Comms Specialist/Exec Asst</p> <p style="text-align: center;"><b>ext 3001 - viscigst@spsdme.org</b></p> <ul style="list-style-type: none"> <li>● Administrative Support</li> <li>● Website/Social Media Updates</li> <li>● Photo/Story Opportunities</li> <li>● Superintendent Waivers</li> <li>● Volunteer Processing</li> <li>● CO Purchase Orders and Invoices</li> <li>● Administrative Support to the Superintendent</li> </ul>
<p style="text-align: center;"><b>Melissa Marston</b> Accounts Payable Manager</p> <p style="text-align: center;"><b>ext 3011 - marstome@spsdme.org</b></p> <ul style="list-style-type: none"> <li>● Accounts Payable</li> <li>● Purchase Orders/Vouchers</li> <li>● Travel/Mileage/Meals/Uniform Reimbursement</li> <li>● Vendor Maintenance</li> <li>● Requisition Assistance</li> <li>● Scholarship Payments (renewable and one-time)</li> </ul>	<p style="text-align: center;"><b>Amy Oliver</b> Accounting Manager</p> <p style="text-align: center;"><b>ext 3014 - oliveram@spsdme.org</b></p> <ul style="list-style-type: none"> <li>● School Activity Account Management and audits</li> <li>● Bank reconciliations</li> <li>● Budget reconciliations/adjustments</li> <li>● Weekly payroll proofing</li> <li>● District Purchasing Cards</li> <li>● Payroll Backup</li> </ul>	<p style="text-align: center;"><b>Alison Spaulding</b> Employee Relations/Exec Support</p> <p style="text-align: center;"><b>ext 3003 - spauldal@spsdme.org</b></p> <ul style="list-style-type: none"> <li>● Recruitment/Job Posting</li> <li>● Certification/Authorization/CHRC</li> <li>● Frontline/Attendance/Sick Bank</li> <li>● Resignations/Terminations</li> <li>● Seniority List</li> <li>● Verification of Employment</li> <li>● Tuition Reimbursement</li> <li>● Support to Asst Superintendent</li> </ul>
<p style="text-align: center;"><b>Carla Irakoze Michaud</b> Leave Specialist **20 Hours Per Week**</p> <p style="text-align: center;"><b>ext 3021 - michaucar@spsdme.org</b></p> <ul style="list-style-type: none"> <li>● Leave Administration</li> <li>● Worker's Compensation</li> <li>● FMLA</li> <li>● ADA Accommodations</li> </ul>	<p style="text-align: center;"><b>Chelsea Garland</b> Office Manager, Instructional Support</p> <p style="text-align: center;"><b>ext 3010 - garlanche@spsdme.org</b></p> <ul style="list-style-type: none"> <li>● Special Education purchase orders and invoices</li> <li>● Special Education referrals</li> <li>● Timesheets and reimbursements for Special Education staff</li> <li>● CDS Meeting Scheduling</li> </ul>	

*When in doubt, please call the District Office and we can direct you to the appropriate person to handle your question.*