

Tri-Town School Union

28 Middleton Road

Boxford, MA 01921

Serving the Towns of Boxford, Middleton, and Topsfield



Who in Central Office can help me with...

Questions or info needed about	Name & Location	Phone
- Paycheck - Direct deposit - Deductions - Withholdings - Absence Management (Aesop) - MTRS Retirement Part 2 Applications	Jean McNamara Nancy Chavez-Alferez Central Office	978-887-0771 x230 978-887-0771 x227
- Taking a PD course - Professional Growth	Peggy McElhinney Fuller Meadow	978-956-4514
- Benefits - Changing my name/address - CORI checks/Fingerprinting - Personnel matters - Recruiting - Retirement information - Mentoring/Induction - Evaluations - Title IX - Worker's Compensation	Brian Middleton-Cox Coleen Anderson Central Office	978-887-0771 x221
- Tuition reimbursement - Graduate Credit Movement on Salary Scale	Karen Rourke Fuller Meadow	978-750-4756
- Workshop or Conference reimbursement	Mary Farley Fuller Meadow	978-750-4756

- Purchase order questions - Reimbursement (not tuition reimbursement) - Is a vendor in our system?	Ryan Liston Central Office	978-887-0771 x226
- Questions for the Superintendent and scheduling an appointment	Antonette Valcourt Central Office	978-887-0771 x222
- Special Education/504 questions and scheduling an appointment with the Assistant Superintendent for Student Services	Melissa Panagos Michelle Hughes Central Office	978-887-4119
- Educational Technology - Information Technology - SchoolBrains - Frontline access - G-Suite (Gmail, Drive, etc.) - TTU website	Julie Kelley Proctor	
- Business Office - Operations - Transportation	Steve Greenberg Central Office	978-887-0771 x 223
- Questions for the Assistant Superintendent of Operations and scheduling an appointment - Public Records	Coleen Anderson Central Office	978-887-0771 x 221
- Facilities - Custodians	Steve Clifford Cole	978-887-0771 x 225
- Questions for the Facilities Director and scheduling an appointment - Facilities related purchase orders	Laurie Gagnon Cole	978-887-0771 x 236