

Who Does What in the Superintendent's Office

Catherine Van Eyck Sutton – Superintendent

- * Best way to reach her is via email; ext. 1111
- * Personnel
- * Board
- * Public Relations
- * Strategic initiatives and reporting
- * CIP/SIP
- * Collaboration and communication with HEA
- * Budgetary planning and HR
- * Supervision and evaluation of district administration
- * Other

Aron Tomlinson - Assistant Superintendent

- * Extension 1100
- * Strategic initiatives and reporting
- * Board policies
- * CPI
- * EOP
- * Technology
- * Facilities
- * Academic support and professional development
- * Title IX

Sarah Hisman - Director of Curriculum, Instruction, and Assessment

- * Extension 1101
- * Curriculum, Instruction, and Assessment
- * Grant management and federal programs
- * Licensing
- * Instructional Coaches
- * Teacher and ESP Mentor Coordination
- * Pre-K
- * MTSS

Jacob Vezina – Director of Finance

- * Extension 1106
- * Food service
- * Buses
- * Budget
- * Insurances; other than health, dental, life & disability

Kimberly Dumont – Business Operations Manager

- * Extension 1108
- * Monday through Friday 8:00 to 4:00
- * Manages all Grants that are not Special Education
- * Assists with Budget and Accounting
- * Manages Student Activities accounts

Julia Lau – Equity Coordinator

- * Extension 1099
- * Diversity, Equity, Inclusion
- * Anti-Racism
- * Coaching
- * Curriculum & Instruction
- * Restorative Justice

April McCoy - Operations Support Specialist

- * Extension 1104
- * Monday through Friday 8:30 to 4:00
- * Staff Time and Absence Management
- * Notary
- * Maintains and processes District Volunteers
- * Timesheets
- * Processes LSB paperwork after the monthly meeting
- * Collects and Maintains Staff Evaluations

Jamie Goodwin- Accounts Payable Specialist

- * Extension 1107
- * Monday through Friday 8:00 to 3:30
- * Processes all purchases and payments
- * 1099 Processing

Nicole Dexter – Payroll Coordinator

- * Extension 1098
- * Monday through Friday 7:45 to 3:15
- * W-2s
- * 403 B
- * Vermont Teacher Retirement
- * Notary
- * Everything that is payroll related

Alisha St. George – Human Resources Coordinator

- * Extension 1102
- * Monday through Friday 8:00 to 4:00
- * Contracts
- * FMLA – (Family Medical Leave), ADA
- * Health, Dental, and Life Insurance
- * Notary
- * Office Manager
- * Workers Compensation

Other District Contacts

Bill Yates - Data Management

- * Can be reached via email yatesw@hartfordschools.net
- * Infinite Campus
- * STAR
- * SBAC

Eric Christie – Director of Technology

- * Extension 2236
- * Technology support – we have a work order system support@hartfordschools.net

Jonathan Garthwaite – Director of Facilities

- * Extension 1110
- * We have a work order system in place. Please use this link to submit a work order.
hartfordschools.gofmx.com

Karen Ibey– Work Process Administrator

- * Extension 7116
- * Monday through Friday 7:00 to 3:00
- * Processes Maintenance Requests
- * Creates, assigns and monitors work orders
- * Processes maintenance related purchase orders and invoices

Erica Rogstad – Director of Student Support Services

- * Extension 7111

Krista Mock – Associate Director of Elementary Student Support Services

- * Extension 7101
- * Dothan Brook, Ottaquechee School, White River School

Stephen Stuntz – Associate Director of Secondary Student Support Services

- * Extension
- * Hartford Memorial Middle School, Hartford High School

Chelsea Gray – Early Childhood Program Coordinator

- * Extension 7102
- * Universal Pre-K
- * ACT 166