

As of September 11, 2017

If calling from outside BSD, please dial 864-2159 and select the appropriate extension
 If calling from within BSD please dial only the extension below.

HR STAFF

Kathy Mathis, Interim HR Operations Manager
Peg Manrique, Benefits Specialist
Rich Cormier, Employee & Labor Relations Manager

Christopher Celotto, HR Associate(hiring)
Candace Lafreniere, HR Assistant
Karl Tremblay, HR Associate (hiring & benefits)

**Nikki Fuller, Esq.,
 Senior Director HR & Equity Affairs**

New Employees/ Orientation	Contact	Extension	Email
New Employee Orientation/Onboarding	Chris Celotto	71702	ccelotto@bsdvt.org
	Karl Tremblay	71707	ktrembla@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
	Peg Manrique	71705	pmanriqu@bsdvt.org
Background Checks/Fingerprinting	Rich Cormier	71706	rcormier@bsdvt.org
	Candace LaFreniere	71701	clafreni@bsdvt.org
	Karl Tremblay	71707	ktrembla@bsdvt.org
Badges	Candace LaFreniere	71701	clafreni@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
Licensing	Kathy Mathis	71704	kmathis@bsdvt.org
	Rich Cormier	71706	rcormier@bsdvt.org
	Nikki Fuller	71701	nfuller@bsdvt.org
Hiring Process			
Requisitions to Post, Postings, Job Pool Certification, Interview Teams, Closing Posting, Hire Process: Classification, Salary, Contract, Onboarding, Employee Exit, Resignation, Retirement	Chris Celotto 71702 ccelotto@bsdvt.org Responsible for the following:	Karl Tremblay 71707 ktrembla@bsdvt.org Responsible for the following:	Kathy Mathis 71704 kmathis@bsdvt.org Responsible for the following:
	School/Department	School/Department	School/Department
	Ontop/Horizons	Business Office	Paraeducators
	Champlain	Curriculum	BTC
	EEE	Extracurricular	Nurses
	EES	Food Services	PropertyServices
	EMS	Grants	
	Flynn	Afterschool	
	Hunt	BHS	
	IAA		
	SA		
	Smith		
	Contact	Extension	Email
New Positions (executive council)	Kathy Mathis	71704	kmathis@bsdvt.org

Reclassification Requests	Kathy Mathis	71704	kmathis@bsdvt.org
Job Descriptions	Kathy Mathis	71704	kmathis@bsdvt.org
	Candace LaFreniere	71701	clafreni@bsdvt.org
Consent Agenda	Candace LaFreniere	71701	clafreni@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
Benefits and Risk Management	Contact	Extension	Email
Workers' Comp / Claims	Peg Manrique	71705	pmanriqu@bsdvt.org
	Karl Tremblay	71707	ktrembla@bsdvt.org
Health / Dental / Life Insurance	Peg Manrique	71705	pmanriqu@bsdvt.org
	Karl Tremblay	71707	ktrembla@bsdvt.org
FMLA, MEDICAL LEAVES ONLY	Peg Manrique	71705	pmanriqu@bsdvt.org
	Karl Tremblay	71707	ktrembla@bsdvt.org
Employee ADA accomodation requests	Peg Manrique	71705	pmanriqu@bsdvt.org
	Karl Tremblay	71707	ktrembla@bsdvt.org
Retirement/Retirement Disability(City)	Peg Manrique	71705	pmanriqu@bsdvt.org
	Nikki Fuller	71701	nfuller@bsdvt.org
Resignations	Peg Manrique	71705	pmanriqu@bsdvt.org
	Candace LaFreniere	71701	clafreni@bsdvt.org
Unemployment Claims	Rich Cormier	71706	nfuller@bsdvt.org
	Nikki Fuller	71701	nfuller@bsdvt.org
Sick Bank Requests	Peg Manrique	71705	pmanriqu@bsdvt.org
Wellness	Peg Manrique	71705	pmanriqu@bsdvt.org
Employee Relations	Contact	Extension	Email
Contract Revisions	Karl Tremblay	71707	ktrembla@bsdvt.org
	Chris Celotto	71702	ccelotto@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
Tuition Reimbursement--Teacher/Paraeducators	Karl Tremblay	71707	ktrembla@bsdvt.org
Tuition Reimbursement--Non-Teacher	Candace LaFreniere	71701	clafreni@bsdvt.org
Lateral Moves	Kathy Mathis	71704	kmathis@bsdvt.org
	Karl Tremblay	71707	ktrembla@bsdvt.org
Teacher/ Para Substitute Services (Kelly Services)	Kathy Mathis	71704	kmathis@bsdvt.org
	Nikki Fuller	71701	nfuller@bsdvt.org
Leave Requests (Non-Medical)	Kathy Mathis	71704	kmathis@bsdvt.org
	Rich Cormier	71706	rcormier@bsdvt.org
Principal substitute requests	Candace LaFreniere	71701	clafreni@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
Employee recognition program	Kathy Mathis	71704	kmathis@bsdvt.org
	Candace LaFreniere	71705	clafreni@bsdvt.org
Conflict Resolution/Mediation	Rich Cormier	71706	rcormier@bsdvt.org
	Nikki Fuller	71701	nfuller@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
Employee Exit Surveys	Kathy Mathis	71704	kmathis@bsdvt.org

Labor Relations:	Contact	Extension	Email
Seniority Reports	Karl Tremblay	71707	ktrembla@bsdvt.org
	Rich Cormier	71706	rcormier@bsdvt.org
Master Agreement Interpretation/Questions (District)	Nikki Fuller	71701	nfuller@bsdvt.org
	Rich Cormier	71706	rcormier@bsdvt.org
Grievances	Nikki Fuller	71701	nfuller@bsdvt.org
	Rich Cormier	71706	rcormier@bsdvt.org
Negotiations	Nikki Fuller	71701	nfuller@bsdvt.org
	Rich Cormier	71706	rcormier@bsdvt.org
Discipline/Performance/Termination (Administrator Support)	Nikki Fuller	71701	nfuller@bsdvt.org
	Rich Cormier	71706	rcormier@bsdvt.org
Record Management and Retention	Contact	Extension	Email
Employee review/copy personnel file (by appointment)	Candace LaFreniere	71701	clafreni@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
Evaluations (to be placed in files)	Candace LaFreniere	71701	clafreni@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
TalentEd™ Recruit & Hire Support	Chris Celotto	71702	ccelotto@bsdvt.org
	Karl Tremblay	71707	ktrembla@bsdvt.org
TalentEd™ Records Support	Karl Tremblay	71707	ktrembla@bsdvt.org
Equity Affairs	Contact	Extension	
Deputy Title IX Coordinator (students)	Henri Sparks	865-4168	hsparks@bsdvt.org
Deputy Title IX Coordinator (adults)	Rich Cormier	71706	rcormier@bsdvt.org
Title IX Coordinator	Nikki Fuller	71701	nfuller@bsdvt.org
ADA Coordinator (Students)	Laura Nugent	864-8456	lnugent@bsdvt.org
ADA Coordinator (Adults)	Peg Manrique	71705	pmanriqu@bsdvt.org
Harassment/Discrimination Complaints (Employees)	Nikki Fuller	71701	nfuller@bsdvt.org
	Rich Cormier	71706	rcormier@bsdvt.org
	Kathy Mathis	71704	kmathis@bsdvt.org
Harassment/Discrimination Complaints (Students)	Henri Sparks	865-4168	hsparks@bsdvt.org
Other Complaints & Investigations	Rich Cormier	71706	rcormier@bsdvt.org
Equal Employment Opportunity Questions (EEOC)	Nikki Fuller	71701	nfuller@bsdvt.org
	Rich Cormier	71706	rcormier@bsdvt.org