

Hello BPS faculty and staff!

Following is a list of Central Office Staff with their roles and key responsibilities:

**Erin Crowley – Executive Assistant to the Superintendent & Assistant Superintendent**

- Supports Superintendent Conrad and Assistant Superintendent Dr. Clifford in all administrative matters
- Supports the School Committee
- Tracks IDEAS compliance
- Oversees District Professional Development Requests including Registration & payment
- Home School & Homeless Liaison
- Generates PDP certificates & sends to staff per direction of Assistant Superintendent

**Gillian Chartier – Director of Human Resources**

- Docusign forms, Interviewing & Hiring
- Leave of Absences/FMLAs
- Sick Bank Requests
- Lane Changes
- Grievances
- Employment Verification – Salaries
- Employee Benefits
- Questions about Employee Contracts
- Licensure Questions
- Annual Mandatory Trainings
- Unemployment Claims
- Longevity/Seniority Lists
- Frontline Absence Management
- Resignations/Retirements

**Linda Donovan– HR Administrative Assistant**

- Supports HR Coordinator with all HR functions
- Onboarding paperwork with new staff
- Job Postings Internally & SchoolSpring
- InService Credit: generates certificates & sends to staff, records credits
- PDC & Graduate Study Reimbursements
- CORIs & SAFIS Fingerprinting, Letters of Suitability
- Employment Verification (excluding salary)
- Student Teacher Program
- Maintaining & Updating Personnel Files – past & present
- Update Staff Aspen Accounts (Educator Status, Change of Address, Status change)
- Processes Extracurricular Curricular stipend salary sheets (Excludes METCO)
- Back up to Executive Assistant to Superintendent & Assistant Superintendent when out of office

**Vacant – Financial Operations Supervisor**

- MUNIS Staff Liaison
- Budget Inquiries, Adjustments and Journal Entries
  - Account balances
  - Fund transfers
- Grant manager for grant holders, BEF grant awards and other gift awards
  - Questions about gift awards
  - Questions about BEF awards
  - Grant balances and questions
- Receives all requisitions, requisition/purchasing approval for purchases under \$50,000.00
- Assist Director of Finance with procurement
- Receives all documentation for Student Activity Accounts from School Administrative Assistants
- WB Mason, Amazon and Office Depot user account management and approval/release of all orders

**Linda Barbacano – Accounts Coordinator/Payroll Specialist**

- Payroll/Paycheck Assistance:
  - Administration
  - Nurses
  - Facilities
- Verification of Salary
- Accounts Payable
  - Utilities
  - Special Education
  - Bedford Charter
- Manages Stop and Shop Purchasing Inquiries and Authorization
- Handles copier/mail machine service contracts and information
- Bulk Mail assistance

**Vacant – Payroll Specialist**

- Payroll/Paycheck Assistance:
  - Teachers
  - TA's
  - EA's
  - Food Service
- Verification of Salary
- Timesheets
- School Dude Building Rentals, and space assignment for staff/recreation and outside agencies for rentals after 3 pm and weekends
- TEC Bid

**Richard Dovidio – Finance Administrative Assistant/Accounts Coordinator**

- Accounts Payable –
  - All General Purchases
  - Athletic Buses
  - Athletic Officials
  - Foodservice Schedules
- Receiving Copies/Quotes/Invoices
  - All E-copies must be submitted to [invoices@bedfordps.org](mailto:invoices@bedfordps.org)
- New Vendor Creation – receives all W9s from staff for new vendors
  - All Requests must be submitted to [newvendor@bedfordps.org](mailto:newvendor@bedfordps.org)
- Provides Tax Exempt Information to Vendors
- Assists with Purchase Order questions for staff and vendors
- Order placement for all purchase orders
- Receives all:
  - Special Revenue
  - Checks/tuition for school side with the exception of Student Activity funds
- Vendor Liaison payment info/price changes/discrepancies/credits
- PL74 processing and reporting
- Census processing and reporting
- Assists Director of Finance with Transportation and Bus information