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# Who Can Help Me With... ?

Resources and contacts when Whitman-Hanson employees have questions.



# CTRL+CLICK TO LINK TO EACH DEPARTMENT

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- [DESE Licensure](#)
- [Human Resources](#)
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- [Internships/Student Teachers](#)
- [Transportation/Registration](#)
- [Food Services](#)



# Professional Development



Assistant Superintendent, George Ferro

Oversees all Professional Development and the District Professional Development Plan

- [George.Ferro@whrsd.org](mailto:George.Ferro@whrsd.org)
- 781-618-7413



Tuition Reimbursement, Course Approval, Travel Requests

- [Lisa.Forbes@whrsd.org](mailto:Lisa.Forbes@whrsd.org)
- SMARTPD WEBSITE



Professional Development for English Learners, MTSS, Equity, Diversity and Inclusion

Director of Equity & MTSS, Dr. Nicole Semas-Schneeweis

[Nicole.Semas-Schneeweis@whrsd.org](mailto:Nicole.Semas-Schneeweis@whrsd.org)

781-618-7460

# DESE Licensure



Assistant Superintendent, George Ferro

- [GEORGE.FERRO@WHRSD.ORG](mailto:GEORGE.FERRO@WHRSD.ORG)
- 781-618-7413



DESE has created and posted an extensive series of videos to assist educators in navigating the licensure process.

[Office Of Educator License Video Series](#)

[SEI information](#) and the [SEI MTEL](#)



Titles of videos found on this site include:

[Moving from an Emergency License to Provisional or Initial License](#)

[Emergency Extension Special Education and ESL](#)

[Emergency License](#)

# Human Resources



HR/Benefits Coordinator, Michelle Lindberg

- [Michelle.Lindberg@whrsd.org](mailto:Michelle.Lindberg@whrsd.org)
- 781-618-7504



Employee Benefits

- New Hire Onboarding, Health Insurance, Benefit Eligibility, Life Events, Address/Name Changes
- Employee Assistance Program Username: MEGA The password is: perspectives - also available 24/7 **at 1.800.456.6327**
- Employee Mandated Training, Leaves of Absence, FMLA, Accommodations, PTO Accruals



Absence Management through Frontline, formerly Aesop

- Frontline Absence Management
- Contact [Michelle.Lindberg@whrsd.org](mailto:Michelle.Lindberg@whrsd.org) , [Jennifer.Kroese@whrsd.org](mailto:Jennifer.Kroese@whrsd.org) or [Charlene.Guzman@whrsd.org](mailto:Charlene.Guzman@whrsd.org) for more information



# Human Resources



Retirement and Separation Benefit Questions

Michelle Lindberg 781-618-7504 or [michelle.lindberg@whrsd.org](mailto:michelle.lindberg@whrsd.org)

- [MA Teacher's Retirement \(MTRS\)](#)
- [Plymouth County Retirement \(PCR\)](#)



Collective Bargaining Agreements, Contracts, Faculty Handbook

- [WHEA CBA's](#), Food Services: [Café Worker Rates](#) and [Manager Rates](#), [Substitute Rates](#)
- [WHRSD Faculty Handbook](#)



A variety of Quick Links for Staff can be found on the District Website

- [WHRSD Website for Staff](#)
- [Civil Rights Coordinators](#)



Background Checks/CORI/Fingerprinting

- [Charlene.Guzman@whrsd.org](mailto:Charlene.Guzman@whrsd.org)
- [Jennifer.Kroese@whrsd.org](mailto:Jennifer.Kroese@whrsd.org)
- [Andrea.Tremblay@whrsd.org](mailto:Andrea.Tremblay@whrsd.org)

# Special Education



Director of Special Education, Michael Losche

- [Michael.Losche@whrsd.org](mailto:Michael.Losche@whrsd.org)
- 781-618-7428



Executive Assistant, Lisa Forbes

Out of District Coordinator, Colleen Madigan

- [Lisa.Forbes@whrsd.org](mailto:Lisa.Forbes@whrsd.org)
- 781-618-7462



Student Van Transportation

McKinney-Vento Act – Student Homeless Assistance

504 Accommodations, Out of District Students, etc.

# Student Support Services



Director of EL, Equity & MTSS, Dr. Nicole Semas-Schneeweis  
English Learners, MTSS, Equity Diversion and Inclusion  
[Nicole.Semas-Schneeweis@whrsd.org](mailto:Nicole.Semas-Schneeweis@whrsd.org)  
781-618-7460



Bilingual Liaison, Felicia Barbosa  
• [Felicia.Barbosa@whrsd.org](mailto:Felicia.Barbosa@whrsd.org)  
• 781-618-7466



Student / Staff - Medicals - Lead Nurse, Lisa Tobin  
[Lisa.Tobin@whrsd.org](mailto:Lisa.Tobin@whrsd.org)  
781-618-7430  
Or Building-Based School Nurse



# Payroll/Harper's Employeeforward



Payroll Specialist, Lori Wright

- [Lori.Wright@whrsd.org](mailto:Lori.Wright@whrsd.org)
- 781-618-7483



Payroll Questions, Payroll Deductions, W2, Employment Verifications, Prior Service Buybacks, etc.



MA Teachers Retirement/Plymouth County Retirement Deductions and other info

- [MA Teachers Retirement System MTRS](#)
- [Plymouth County Retirement Association](#)

# Budget/Finance



Budget / Account Information

Director of Business and Finance, John Stanbrook

- [John.Stanbrook@whrsd.org](mailto:John.Stanbrook@whrsd.org)
- 781-618-7417



Workplace Injury, Claim Forms, Accounts Receivable, receives payments due to WH District  
Staff Accountant, Erika Sherman

- [Erika.Sherman@whrsd.org](mailto:Erika.Sherman@whrsd.org)
- 781-618-7426



Purchase orders, Reimbursement, Vendors for WHRSD, Accounts Payable, Cynthia Callahan

- [Cynthia.Callahan@whrsd.org](mailto:Cynthia.Callahan@whrsd.org)
- 781-618-7417

# Office of the Superintendent



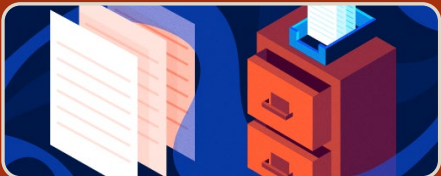
Employment Appointment Letters and Separation Acknowledgements

- [Jennifer.Kroese@whrsd.org](mailto:Jennifer.Kroese@whrsd.org)
- 781-618-7412



Job Postings, Level Change Requests

- Send Level Change Request form and copy of transcripts
- [Jennifer.Kroese@whrsd.org](mailto:Jennifer.Kroese@whrsd.org)



Public Records Request, Records Access Officer, George M. Ferro, Jr.

- [George.Ferro@whrsd.org](mailto:George.Ferro@whrsd.org)
- 781-618-7413

# School Committee



Superintendent Jeffrey Szymaniak

- [Jennifer.Kroese@whrsd.org](mailto:Jennifer.Kroese@whrsd.org)
- 781-618-7412



School Committee & Subcommittee Meeting Dates and District Policies

- [WHRSD Website Public Meetings](#)
- [WHRSD Website District Policies](#)



Meeting Minutes, Votes of the School Board

- Jennifer Kroese, Administrative Assistant to the Superintendent and School Committee Support
- [Jennifer.Kroese@whrsd.org](mailto:Jennifer.Kroese@whrsd.org)

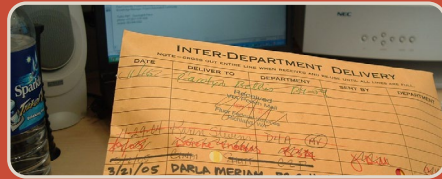


# Copy Center / Inter-office Mail



## SMARTCENTRE – Inter-District Courier and Copy Center

- [SMART Centre](#)
- 781-618-7777
- [Terrence.Shearer@whrsd.org](mailto:Terrence.Shearer@whrsd.org) and [Peter.Caines@whrsd.org](mailto:Peter.Caines@whrsd.org)



- Printing, Copying and Mailing Services
- Order copies for class via the SmartCentre website
- Send inter-office mail through the "Pony" to other schools

Do you  
want  
to learn  
more?



## [SMARTCentre Quick Guide](#)

# Operations/Technology



Director of Technology, Gideon Gaudette

- Urgent matters: call x7438 or x 8834 from any school building or visit the help desk in person at High School
- Phone system and all phone related issues are supported by IT.



Technology Incident IQ System

- [Click Here to create a Help Desk Ticket](#)
- 781-618-7438



To Report issues or for Emergency Technical Issues -

Contact Jan Hurstak, Administrative Assistant

- [Jan.Hurstak@whrsd.org](mailto:Jan.Hurstak@whrsd.org)
- 781-618-8834

# Operations/Facilities



District Operations Coordinator/Facilities, Michael Driscoll

- [Micheal.Driscoll@whrsd.org](mailto:Michael.Driscoll@whrsd.org)
- 781-618-7474



To report issues and schedule repairs use the on-line Maintenance Program or Contact Jan Hurstak, Admin Assistant

- [MySchoolBuilding](#)
- [Jan.Hurstak@whrsd.org](mailto:Jan.Hurstak@whrsd.org) or call 781-618-8834

# Internships/Student Teachers



[Jennifer.Kroese@whrsd.org](mailto:Jennifer.Kroese@whrsd.org) or [Andrea.Tremblay@whrsd.org](mailto:Andrea.Tremblay@whrsd.org)  
781-618-7412 or ext. 7481



All internships and student teaching positions **MUST** be approved by the Superintendent and principal..



Visit the WHRSD website for forms and information

- [Practicum Students, Interns & Observation Hours](#)

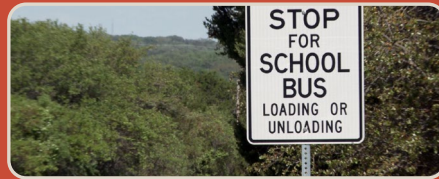


# Transportation/Registration



George M. Ferro, Jr., Assistant Superintendent

- [George.Ferro@whrsd.org](mailto:George.Ferro@whrsd.org)
- 781-618-7413



Director of Transportation, Karen Villanueva - Admin Support, Andrea Tremblay

- Karen Villanueva at 781-618-7483 or Andrea Tremblay at 781-618-7420
- [Karen.Villanueva@whrsd.org](mailto:Karen.Villanueva@whrsd.org) or [Andrea.Tremblay@whrsd.org](mailto:Andrea.Tremblay@whrsd.org)
- Transportation – First Student – Bus /Van issues
- Home School, School Choice – Andrea Tremblay



Registration and Admin Support, Charlene Guzman

- 781-618-7981
- New Student Registration

# Food Services

## FOOD SERVICES

### Meal Services

The Franklin Public Schools will continue to provide meals for all students on site and in remote learning environments. Meals for students in all grades can be pre-ordered for pick up at Franklin High School and Parmenter Elementary Schools. Meals can also be pre-ordered for students who are on site at all of our schools. We strongly encourage



Director of Food Services, Nadine Doucette

[Nadine.Doucette@whrsd.org](mailto:Nadine.Doucette@whrsd.org)

781-618-7477



Assistant Director of Food Services, Tina Smith

- [Alcina.Smith@whrsd.org](mailto:Alcina.Smith@whrsd.org)
- 781-618-



What's for Lunch?

- [Food Services Website Link](#)
- Contact Food Services for special events/meetings