
Who Can Help Me With... ?

Resources and contacts when Whitman-Hanson employees have questions.



CTRL+CLICK TO LINK TO EACH DEPARTMENT

- [Professional Development](#)
- [DESE Licensure](#)
- [Human Resources](#)
- [Special Education](#)
- [Student Support Services](#)
- [Payroll/Harper's Employeeforward](#)
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- [Transportation/Registration](#)
- [Food Services](#)



Professional Development



Assistant Superintendent, George Ferro

Oversees all Professional Development and the District Professional Development Plan

- George.Ferro@whrsd.org
- 781-618-7413



Tuition Reimbursement, Course Approval, Travel Requests

- 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

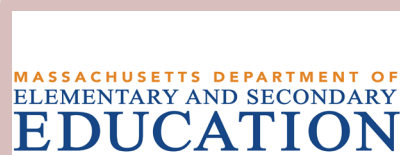
781-618-7460

DESE Licensure



Assistant Superintendent, George Ferro

- 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
- 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 , Jennifer.Kroese@whrsd.org or Charlene.Guzman@whrsd.org for more information

Human Resources



Retirement and Separation Benefit Questions

Michelle Lindberg 781-618-7504 or 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
- Jennifer.Kroese@whrsd.org
- Andrea.Tremblay@whrsd.org

Special Education



Director of Special Education, Michael Losche

- Michael.Losche@whrsd.org
- 781-618-7428



Executive Assistant, Lisa Forbes

Out of District Coordinator, Colleen Madigan

- 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
781-618-7460



Bilingual Liaison, Felicia Barbosa
• Felicia.Barbosa@whrsd.org
• 781-618-7466



Student / Staff - Medicals - Lead Nurse, Lisa Tobin
Lisa.Tobin@whrsd.org
781-618-7430
Or Building-Based School Nurse

Payroll/Harper's Employeeforward



Payroll Specialist, Lori Wright

- 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
- 781-618-7417



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

- Erika.Sherman@whrsd.org
- 781-618-7426



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

- Cynthia.Callahan@whrsd.org
- 781-618-7417

Office of the Superintendent



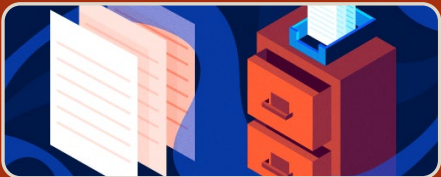
Employment Appointment Letters and Separation Acknowledgements

- 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



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

- George.Ferro@whrsd.org
- 781-618-7413

School Committee



Superintendent Jeffrey Szymaniak

- 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

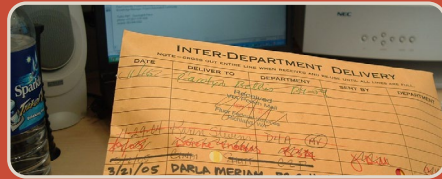
- Jennifer Kroese, Administrative Assistant to the Superintendent and School Committee Support
- Jennifer.Kroese@whrsd.org

Copy Center / Inter-office Mail



SMARTCENTRE – Inter-District Courier and Copy Center

- SMART Centre
- 781-618-7777
- Terrence.Shearer@whrsd.org and 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
- 781-618-8834

Operations/Facilities



District Operations Coordinator/Facilities, Michael Driscoll

- Micheal.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 or call 781-618-8834

Internships/Student Teachers



Jennifer.Kroese@whrsd.org or 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

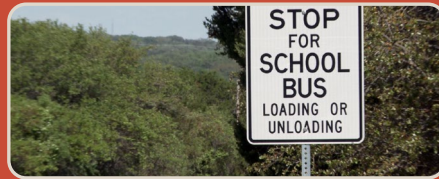
- [Practicum Students, Interns & Observation Hours](#)

Transportation/Registration



George M. Ferro, Jr., Assistant Superintendent

- George.Ferro@whrsd.org
- 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 or 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

781-618-7477



Assistant Director of Food Services, Tina Smith

- Alcina.Smith@whrsd.org
- 781-618-



What's for Lunch?

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