

Christopher Malone
Superintendent (x203)
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Sheri-Lynne Matthews
Director of Business Services (x216)
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Tewksbury Public Schools

School Administrative Offices

Teacher Support Matrix

(978) 640-7800

Celebrating Excellence



- **Dave Libby (x220)**
 - Finance & Operations Manager
 - Student Transportation
- **Michele Rivera (x222)**
 - Human Resources Administrator
 - Benefits
 - Salary & Employment Verifications
 - Leaves of Absence (e.g., Unpaid, FMLA, MMLA)
 - Licensure Tracking
 - Teacher Subscriptions
 - Retirement Administration
- **Patricia Kearns (x214)**
 - Accounts Payable Specialist
 - Accounts Payable
 - Vendor Questions
 - Accrual Balances (e.g., sick and personal)
 - Requests for Personal Days (e.g., personal, jury, bereavement)
- **Susie Meuse (x221)**
 - Student Data Specialist
 - X2 Support & Training
 - Student Data Management & Reporting
 - Progress & Report Card Administration
- **Patricia Meuse (x215)**
 - Procurement Coordinator
 - Purchase Orders
 - Field Trip Transportation Requests
 - 403B Plan Administration
 - E-Rate
 - Facilities Request and Billing
 - Student Work Permits
- **Kaitlyn Paquette (x213)**
 - Payroll Specialist
 - Payroll Processing
 - Deductions
 - MTRS Reporting
- **Gail Johnson (x203)**
 - Assistant to the Superintendent
 - Credit Attainment / Movement on Salary Scale
 - Emergency Day requests
 - Requests to address the School Committee through Citizens Forum
- **Jan LaRocque (x202)**
 - Assistant to the Assistant Superintendent
 - Tuition Reimbursement Requests
 - Requests for Professional Development Days
 - Requests for Curriculum Implementation and Adoption
- **Cameron Carey (x233)**
 - Digital Learning Specialist
 - Student Digital Applications
 - Assistive Technology
- **Technology Support**
 - Visit TSS website to report any problems
 - <http://goo.gl/VDAl8>
 - Password: tewksbury (lower case)
- **Facilities & Custodial Support**
 - Contact your Building Principal
 - Submit a completed "Maintenance Work Request" Form to the Business Office
- **Maura Rauseo (x218)**
 - Community Services Financial Coordinator
 - Community Pass
 - Extended Day
 - Adult Education