



**TELEPHONE INQUIRIES
2018-2019**

DIRECTORS OF SCHOOLS

INQUIRY	CONTACT	TELEPHONE #	
<ul style="list-style-type: none"> • Principal Leadership • First point of contact for Principal's daily operation questions • First point of contact for Crisis Response • First point of contact for VTRAs • School concerns already discussed with principals • School / class placement • New placements / overcrowding • Long Term Suspensions and Re-entry meetings for suspensions • Child Youth Advocate Inquiries • Teacher Performance • Teacher Leave Requests (pre-retirement, maternity, long-term illness, etc.) • School Improvement Plans and End of Year Principal's Report • School Level and District Level Appeals • Teacher Staffing • Questions regarding policies (i.e. 722, 710) • Home Schooling • School Reviews? • Aesop Approvals • <i>Identified Subject Coordinators will assist)</i> 	Diane Gillis, Director of Schools Sackville Education Centre Email: diane.gillis@nbed.nb.ca Admin. Assistant, Cindy Mitton	856-3621	
	-----	Pamela Wilson, Director of Schools Riverview Education Centre Email: pamela.wilson@nbed.nb.ca Admin. Assistant, Colleen Horsman	364-4785
			856-3126
		856-3490	

EDUCATIONAL SUPPORT SERVICES

INQUIRY	CONTACT	TELEPHONE #
<ul style="list-style-type: none"> • Parent concerns already discussed with principals relating to: • Personalized Learning Plans Individualized (PLP), • Individual Behavior Support Plans (IBSP) • Positive Learning and Working Environments • Principals and ESS Team Chair’s district contact for all things ESS including Personalization • Staffing and Professional Learning Resource, Guidance and Paraprofessionals • Complex case behavior planning (interdepartmental) • Child Youth Advocate inquiries • Integrated Service Delivery (ISD) Child and Youth (C&Y Teams) 	Chantal Frenette, Subject Coordinator BMHS Family of Schools Email: chantal.frenette@nbed.nb.ca	856-3607
	----- Katherine Colpitts Beers, Subject Coordinator CRHS/JMS/PRHS Family of Schools Email: Katherine.colpitts-beers@nbed.nb.ca	856-3635
	----- Kelly Sweet, Subject Coordinator HTHS Family of Schools Email: kelly.sweet@nbed.nb.ca	856-3607
	----- Kim Oakley, Subject Coordinator MHS Family of Schools Email: kim.oakley@nbed.nb.ca	856-2573
	----- Krista Thorne, Subject Coordinator RHS Family of Schools Email: krista.thorne@nbed.nb.ca	856-3103
	----- Chiara Pacione, Subject Coordinator THRS Family of Schools Email: Chiara.pacione@nbed.nb.ca	856-3632
	----- Kathleen (Katie) Smyth Child and Youth BMHS - Clinical Coordinator Email: Kathleen.smyth@gnb.ca	380-0468
	----- Elva Allain-Goguen Child and Youth CRHS/JMS/PRHS – Clinical Coordinator Email: elva.allain-goguen@horizonnb.ca	380-0485
	----- Michelle MacPherson Child and Youth HTHS – Clinical Coordinator Email: michelle.macpherson@gnb.ca	380-0470
----- Raquelle Leclerc Child and Youth –MHS Clinical Coordinator Email: raquelle.leclerc@horizonnb.ca	380-4971	

	Vacant Child and Youth – RHS Clinical Coordinator Email: ----- Vacant Child and Youth – TRHS Clinical Coordinator Email:	
• Administration of Educational Support Services Team	Krista Allen, Director Educational Support Services, ASD-E Office of the Superintendent Email: krista.allen@nbed.nb.ca Admin. Assistant, Janice Caissie	856-3635 856-3462

CURRICULUM & INSTRUCTION		
INQUIRY	CONTACT	TELEPHONE #
<ul style="list-style-type: none"> • French Immersion Grades 1 - 5 (registration, information) • Policy 309 • French Second Language Monitors • FI Curriculum Grades 1 – 5 (Early) • Supervisor of Education Support Teachers – FSL Literacy • FLORA • Good for Kids • Bilingual Learning Environment • Intensive French (pre-intensive; intensive) 	Janice Belliveau - Ingersoll, Subject Coordinator French Second Language Grades K - 5 Email: Janice.belliveau-ingersoll@nbed.nb.ca	856-3061
<ul style="list-style-type: none"> • French Immersion Grades 6 - 12 (registration, information) • Policy 309 • FI Curriculum Grades 6 – 12 (Early and Late) • Supervisor of Education Support Teachers – FSL Literacy • Good for Kids • Bilingual Learning Environment • Post Intensive French • Art • Music • Drama Festivals 	----- Charlene Vienneau, Subject Coordinator High School Electives Art, Music and Drama Email: charlene.vienneau@nbed.nb.ca	856-3968

<ul style="list-style-type: none"> • New Pedagogies for Deep Learning • Coop Education • Virtual Coop • Distance Education • Entrepreneurship 	<p>Mario Chiasson, Subject Coordinator Innovative Learning Email: mario.chiasson2@nbed.nb.ca</p>	<p>_____</p>
<ul style="list-style-type: none"> • First Nations Education K – 12 • Social Studies K – 12 • You and Your World • Heritage Fair • HS Electives 	<p>Tracy Landry, Subject Coordinator First Nations Email: tracy.landry@nbed.nb.ca</p>	<p>856-2202</p>
<ul style="list-style-type: none"> • University Interns • Early Career Teachers • English as a Second Language • Welcome Centre • International Students 	<p>Katherine Arsenault Education Support Teacher EAL Email: katherine.arsenault@nbed.nb.ca</p>	<p>878-7542</p>
<p>Curriculum and Instruction</p> <ul style="list-style-type: none"> • Curriculum Pilots • PDU – 10 year Education Plan • Curriculum Implementation • Global Competencies • Professional Learning for Curriculum • Co-curricular projects • Graduation Requirements • Curriculum Subject Coordinators Portfolios • Power School / Power Teacher Pro (assessment) • Report Cards • Formative Assessment • Provincial Assessments • Teacher Staffing re: Leaves for classroom teachers to be directed to individual Subject Coordinator portfolio areas • HS Teacher Staffing • Transcripts Inquiries beyond requests managed at the school level 	<p>Liz Nowlan Director, Curriculum & Instruction ASD-E Email: Elizabeth.nowlan@nbed.nb.ca</p> <p>Admin Assistant: Heather Sutherland Email: heather.sutherland@nbed.nb.ca</p>	<p>869-7063</p> <p>856-3222</p>

HUMAN RESOURCES

INQUIRY	CONTACT	TELEPHONE #
<ul style="list-style-type: none"> • Staffing / Recruitment, All Employee Groups 	Jackie Cantin, HR Officer Staffing & Recruitment, ASD-E Email: Jackie.cantin@nbed.nb.ca	856-3625
<ul style="list-style-type: none"> • Duty to Accommodate • Health & Wellness & EFAP (In-Confidence) • In Education Every Day Counts (Employee Attendance) 	Jacqui Eadle, HR Officer Occupational Health and Wellness Coordinator Email: Jacqui.Eadle@nbed.nb.ca	869-6137
<ul style="list-style-type: none"> • CUPE 2745 • NBUPPE • Absence Management (Aesop) • Health & Safety • Maternity Leaves • Pension & Benefits • Retirement/Resignation • WorkSafe NB (REC) 	Haley Johnson, HR Officer Riverview Education Centre (REC) Email: haley.johnson@nbed.nb.ca	856-3802
<ul style="list-style-type: none"> • CUPE 1253 • NBTF • PSAC – Public Service Alliance of Canada • Non-Bargaining & Office of the Superintendent • Absence Management (Aesop) • First Aid • Health & Safety • Maternity Leaves • Pension & Benefits • Retirement/Resignation • WorkSafe NB (SEC) 	Shelley Manderville-Murphy, HR Officer Sackville Education Center (SEC) Email: Shelley.Manderville-Murphy@nbed.nb.ca	869-6134
<ul style="list-style-type: none"> • Policy 701 • Workplace Harassment • NBTF (Specifically Labour Relations) 	Todd Silliphant, Director of Human Resources Email: todd.silliphant@nbed.nb.ca	869-6633
<ul style="list-style-type: none"> • Distribution of Teacher Contracts • Job Postings • Updates to Employee Personal Information 	Jean Smith-Metivier, HR Administrative Assistant Email: Jean.Smith-Metivier@nbed.nb.ca	869-6690

<ul style="list-style-type: none"> Supervision of Payroll Department 	Frances Marshall, Payroll Supervisor Email: frances.marshall@nbed.nb.ca	856-3420
<p>Processing pay for:</p> <ul style="list-style-type: none"> Maintenance Repairworkers, Custodians, Supply Teachers, & Casual Workers (surnames beginning with A-E) Arnold H McLeod, Bessborough, Bus Drivers (surnames A-J), Edith Cavell, Harrison Trimble High, EST/ Instructional Leads, Office of the Superintendent, Mountain View, Queen Elizabeth, Secondments, Shediac Cape, Sunny Brae Middle 	Phyllis Steeves, Payroll Clerk Email: phyllis.steeves@nbed.nb.ca	869-6173
<p>Processing pay for:</p> <ul style="list-style-type: none"> Maintenance Repairworkers, Custodians, Supply Teachers, & Casual Workers (surnames beginning with F-L) Dorchester School, Bernice MacNaughton, Evergreen Park School, Lou MacNarin, Magnetic Hill, Marshview Middle, Moncton High, Northrup Frye, Port Elgin, Sackville Ed Centre, Salem Elementary, Tantramar Regional 	Lindsay Cann, Payroll Clerk Email: lindsay.cann@nbed.nb.ca	869-6398
<p>Processing pay for:</p> <ul style="list-style-type: none"> Maintenance Repairworkers, Custodians, Supply Teachers, & Casual Workers (surnames beginning with M-O) Caledonia Regional High, Claude D Taylor, EST / Resource & Autism, Frank L Bowser, Hillsborough Elementary, Riverside Consolidated, Riverview East, Riverview Ed Centre, Riverview High, Riverview Middle, Salisbury Elementary, West Riverview 	Melissa Colpitts, Payroll Clerk Email: melissa.colpitts@nbed.nb.ca	856-7668
<p>Processing pay for:</p> <ul style="list-style-type: none"> Maintenance Repairworkers, Custodians, Supply Teachers, & Casual Workers (surnames beginning with P-Z) Beaverbrook / Alternate Sites, Birchmount, Bus Drivers (surnames K to Z), Facilities Department, Forest Glen, Havelock Elementary, Hillcrest, JMA / Salisbury Middle, Lewisville Middle, Petitcodiac Regional, Speech Language Pathologists, TESS (formerly known as Alt Site) 	Shelley Mullin, Payroll Clerk Email: shelley.mullin@nbed.nb.ca	869-6172

FINANCE & ADMINISTRATION - FACILITIES		
INQUIRY	CONTACT	TELEPHONE #
<ul style="list-style-type: none"> • Facility issues • Facility emergencies (water breaks, gas leaks, electrical outages) • Issues with contracts (plowing/garbage) • Custodial Issues • Community Projects 	Candace Scott, Manager, Facilities Email: candace.scott@nbed.nb.ca	856-3334
	----- Denis Sears, Assistant Manager, Facilities Email: denis.sears@nbed.nb.ca	869-6754
	----- Chris Carhart, Assistant Manager, Facilities Email: chris.carhart@nbed.nb.ca	856-2394
<ul style="list-style-type: none"> • Employees of Facilities Department issues (custodial / maintenance) • Emergencies if Assistants can't be reached <ul style="list-style-type: none"> • School Rentals 	Admin Assistant – Amelia Babineau Email: amelia.babineau@nbed.nb.ca	856-3611
	----- Wilton, Christine, Admin. Services Coordinator, Sackville Education Centre Email: Christine.wilton@nbed.nb.ca	871-9023
	Jill Matthews Admin. Services Coordinator, Riverview Education Centre Email: jill.matthews@nbed.nb.ca	875-1861
FINANCE & ADMINISTRATION - TRANSPORTATION		
INQUIRY	CONTACT	TELEPHONE #
<ul style="list-style-type: none"> • Bus transportation • Bus issues • Weather Closures / Early dismissals • Bus Driver Issues • Professional Development for Bus Drivers 	David McCormick, Manager, Transportation Email: david.mccormick@nbed.nb.ca	856-3402
	----- Pat Steeves, Assistant Manager, Transportation Email: pat.steeves@nbed.nb.ca	856-3976
	Admin Assistant: Carolyn Lawson Email: Carolyn.lawson@nbed.nb.ca	856-2526
FINANCE & ADMINISTRATION – BUDGET & ACCOUNTING		
INQUIRY	CONTACT	TELEPHONE #
<ul style="list-style-type: none"> • Accounts payable • Purchase card reports • Travel claims • Petty cash 	Alyson Simmons, Senior Accounting clerk Email: Alyson Simmons@nbed.nb.ca	869-6175
	<ul style="list-style-type: none"> • Accounts Receivable • Photocopier meter readings • Purchasing • Telephones 	Alyson Simmons, Senior Accounting clerk Email: Alyson Simmons@nbed.nb.ca

<ul style="list-style-type: none"> • BMO Purchase Updates • School Cash Net • Oracle – School Report Inquiries 	<p>Christine Wilton, Admin. Support Representative, Sackville Education Centre Email: Christine.wilton@nbed.nb.ca</p> <p>Jill Matthews, Admin. Support Representative, Riverview Education Centre Email: jill.matthews@nbed.nb.ca</p>	<p>871-9023</p> <p>871-1861</p>
<ul style="list-style-type: none"> • BMO Purchase Cards – new card set up • I Expense Inquiries • Scholarship Inquiries 	<p>Lise Richard, Assistant Budget Manager Email: liserichard@nbed.nb.ca</p>	<p>869-6178</p>
<ul style="list-style-type: none"> • Budget/Financial Issues • School Reviews • Departmental Inquiries 	<p>Guy Richard, Manager Budget & Accounting Email: guyrichard@nbed.nb.ca</p> <p>Lise Richard, Assistant Budget Manager Email: liserichard@nbed.nb.ca</p>	<p>869-6136</p> <p>869-6178</p>
<ul style="list-style-type: none"> • Facilities & Transportation • Major Capital and Capital Requests • Municipal Relations and Reciprocal Agreements • Budget & Accounting • Food Services • Emergency Measures (EMO) • Health & Safety • Playgrounds & Playfields Community Projects • Contracts and Leases • Fundraising • Audit and Legal Services 	<p>Aubrey Kirkpatrick, Director of Finance and Administration Email: aubrey.kirkpatrick@nbed.nb.ca</p>	<p>856-3616</p>

EARLY CHILDHOOD SERVICES

	CONTACT	TELEPHONE #
<ul style="list-style-type: none"> • Early Childhood Services Anglophone East (Supervises Talk With Me Team) 	Clare Archibald Director clare.archibald@gnb.ca	856-3378
<ul style="list-style-type: none"> • Transition to Kindergarten including Kindergarten Registration; Kick-Off to Kindergarten; Welcome to Kindergarten; and Kindergarten Orientation 	Lorraine Kennedy Assistant Director Early Childhood Services lorraine.kennedy@gnb.ca	856-2131
	Admin Assistant – Nancy Fowler Nancy.fowler@gnb.ca	856-2674
	Admin Assistant Talk With Me – Debbie Morrell Debbie.morrell@nbed.nb.ca	856-3617
<ul style="list-style-type: none"> • EYE-DA and Follow-Up Groups 	Ruth Boyd, Executive Director Family & Early Childhood Anglophone East Inc. Ruth.boyd@nbed.nb.ca	853-3061
<ul style="list-style-type: none"> • Supervises Early Learning and Child Care (Licensing of Day Cares) 	Christelle Babin Manager, Early Learning and Child Care Christelle.Babin@gnb.ca	875-9803

OFFICE OF THE SUPERINTENDENT

INQUIRY	CONTACT	TELEPHONE #
<ul style="list-style-type: none"> • International Students – Registration 	Caroline Gingles, IWC Admissions Officer Email: caroline.gingles@nbed.nb.ca	856-2216
<ul style="list-style-type: none"> • English as an Additional Language – Tutors • Home Stay Coordinators 	----- Katherine Arsenault, EST-EAL Lead Email: katherine.arsenault@nbed.nb.ca	878-7542
<ul style="list-style-type: none"> • Attendance Data • Assessment Data • Perception Surveys • School Data • Supports schools in interpreting and analyzing data 	Cathi Poplar, Supervisor of Data & Accountability Email: cathi.poplar@nbed.nb.ca	856-3351
<ul style="list-style-type: none"> • Website Design 	----- Helen Melanson, Website/Data Base Development Email: helen.melanson@nbed.nb.ca	856-3125

<ul style="list-style-type: none"> • Community Liaison • Good news stories • Southern Exposure • Community Schools Coordinators 	Heather Stordy, Community Engagement Coordinator Office of the Superintendent Email: heather.stordy@nbed.nb.ca	869-6004
<ul style="list-style-type: none"> • Good News Stories • Catch Us at Our Best • Media contact • RTIPPA requests • School and District Communications 	Stephanie Patterson, Director of Communications Email: stephanie.patterson@nbed.nb.ca	
INFORMATION TECHNOLOGY		
INQUIRY	CONTACT	TELEPHONE #
<ul style="list-style-type: none"> • District Technicians • Network Infrastructure • User Accounts 	Marc Leger, Technology Support Email: marc.legere@nbed.nb.ca	
<ul style="list-style-type: none"> • Help Desk (Hardware and Software) 		1-888-636-3131
POWER SCHOOL		
INQUIRY	CONTACT	TELEPHONE #
<ul style="list-style-type: none"> • Power School – Technical 	Shanda Cormier, SIS Specialist/Tech Support Email: shanda.cormier@gnb.ca	869-6557
<ul style="list-style-type: none"> • Power School - Pedagogical 	----- Scott Steeves, Student Information System Specialist Email: scott.steeves@nbed.nb.ca	874-7598