



**TELEPHONE INQUIRIES
2019-2020**

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 • Aesop Approvals • Identified Subject Coordinators will assist 	Anne Bernard-Bourgeois Director of Schools Sackville Education Centre Email: anne.bernard-bourgeois@nbed.nb.ca	856-3621
	Cindy Mitton , Admin. Assistant	364-4785
	Pamela Wilson Director of Schools Riverview Education Centre Email: pamela.wilson@nbed.nb.ca	856-3126
	Janice Caissie , Admin. Assistant	856-3490

EDUCATIONAL SUPPORT SERVICES

<ul style="list-style-type: none"> • Administration of Educational Support Services Team • Inclusion • Crisis Team Management • Questions regarding Policies (ie:703, 322, 704) 	Krista Allen Director Educational Support Services Office of the Superintendent Email: krista.allen@nbed.nb.ca	856-3635
	Cheryl Farquhar , Admin. Assistant	856-3462
<ul style="list-style-type: none"> • Parent concerns already discussed with principals • 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: Autism, transition planning, Alternative Education, Positive Behavior and Intervention Supports, LGBTQ and Personalization • Staffing and Professional Learning Resource, Guidance and Educational Assistants • 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
	Donna Lagacy , Acting Subject Coordinator RHS Family of Schools Email: donna.lagacy@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@nbed.nb.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@nbed.nb.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:		

CURRICULUM & INSTRUCTION

INQUIRY	CONTACT	TELEPHONE #
<ul style="list-style-type: none"> Curriculum and Instruction 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 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>Nancy Matthews Director, Curriculum & Instruction ASD-E Email: nancy.matthews@nbed.nb.ca</p> <p>Amelia Coneen Admin Assistant</p>	<p>869-7063 871-0611</p> <p>856-3222</p>
<p>French Immersion Grades 1 - 5 (registration, information)</p> <ul style="list-style-type: none"> 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) 	<p>Janice Belliveau – Ingersoll Subject Coordinator French Second Language Grades K - 5 Email: Janice.belliveau-ingersoll@nbed.nb.ca</p>	856-3061
<p>French Immersion Grades 6 - 12 (registration, information)</p> <ul style="list-style-type: none"> 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 	<p>Charlene Vienneau Subject Coordinator French Second Language 6 – 12 Art, Music and Drama Email: charlene.vienneau@nbed.nb.ca</p>	856-3968
<p>Literacy K-5 Curriculum</p> <ul style="list-style-type: none"> Look Fors Reading & Writing Achievement Standards K-2 PDU Literacy Supervisor of Education Support Teachers - Literacy Libraries/Learning Commons FastForwor Kindergarten Emergent Learners Pilot <p>Numeracy K – 5</p> <ul style="list-style-type: none"> K-2 PDU Numeracy Math Leads Supervisor of Education Support Teachers – STEM K - 5 Math and Science Curriculum Chess Tournament 	<p>Heather Wood Subject Coordinator K – 5 Literacy Email: heather.wood@nbed.nb.ca</p>	856-2491
<p>Literacy 6 - 12 Curriculum</p> <ul style="list-style-type: none"> Look Fors Reading & Writing Achievement Standards Supervisor of Education Support Teachers – Literacy Locally Developed Courses Independent Studies HS Electives 	<p>Jason Burns Subject Coordinator 6 – 12 Literacy Email: JasonJ.Burns@nbed.nb.ca</p>	869-6077
<p>Numeracy 6 – 12</p> <ul style="list-style-type: none"> Science Curriculum 6-12 STEM Expo Supervisor of Education Support Teachers – STEM 6 - 12 UNB Math Competition HS Electives 	<p>Bryan Ouellette Subject Coordinator STEM 6 – 12 Email: bryan.ouellette@nbed.nb.ca</p>	856-3618
<p>Technology in the Classroom K-12</p> <ul style="list-style-type: none"> Ordering New IT Equipment Skills Trades HS Electives Supervisor of Education Support Teachers – Technology K - 12 Cyber Security/Coding/Freshgrade I3 – The Learning Partnership/ICubed Middle School Technology Broad Based Technology eLibraries Physical Education, Health and Wellness Curriculum K - 12 	<p>Ken Menchions Subject Coordinator Technology K – 12 Email: ken.menchions@nbed.nb.ca</p>	856-3623
<p>First Nations Education K – 12</p> <ul style="list-style-type: none"> 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>	856-2202
EARLY CHILDHOOD SERVICES		
<ul style="list-style-type: none"> Early Childhood Services Anglophone East Supervises Talk With Me Team Transition to Kindergarten including Kindergarten Registration Kick-Off to Kindergarten; Welcome to Kindergarten; and Kindergarten Orientation 	<p>Clare Archibald, Director clare.archibald@nbed.nb.ca</p> <p>Debbie Morrell, Admin Assistant Talk With Me Debbie.morrell@nbed.nb.ca</p>	<p>856-3378</p> <p>856-3617</p>

<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@nbed.nb.ca	875-9803
HUMAN RESOURCES		
<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
Processing pay for: <ul style="list-style-type: none"> Maintenance Repair Workers, 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
Processing pay for: <ul style="list-style-type: none"> Maintenance Repair Workers, 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 	Amelia Babineau Payroll Clerk Email: amelia.babineau@nbed.nb.ca	869-6398
Processing pay for: <ul style="list-style-type: none"> Maintenance Repair Workers, 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
Processing pay for: <ul style="list-style-type: none"> Maintenance Repair Workers, 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		
<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: Christopher.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 	Nicole Carter , Admin Assistant, Facilities Email: nicole.carter@nbed.nb.ca	856-3611
FINANCE & ADMINISTRATION - TRANSPORTATION		
<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
	Carolyn Lawson , Admin Assistant 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 • Accounts Receivable • Photocopier meter readings • Purchasing • Telephones 	Alyson Simmons , Senior Accounting clerk Email: Alyson Simmons@nbed.nb.ca	869-6175
<ul style="list-style-type: none"> • BMO Purchase Updates • School Cash Net • Oracle – School Report Inquiries • School Rentals 	Christine Wilton , Admin. Support Representative, Sackville Education Centre Email: Christine.wilton@nbed.nb.ca	871-9023
	Jill Matthews , Admin. Support Representative, Riverview Education Centre Email: jill.matthews@nbed.nb.ca	871-1861
<ul style="list-style-type: none"> • BMO Purchase Cards – new card set up • I Expense Inquiries • Scholarship Inquiries 	Lise Richard , Assistant Budget Manager Email: liserichard@nbed.nb.ca	869-6178
<ul style="list-style-type: none"> • Budget/Financial Issues • School Reviews • Departmental Inquiries 	Guy Richard , Manager Budget & Accounting Email: guyrichard@nbed.nb.ca	869-6136
<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 	Aubrey Kirkpatrick , Director of Finance and Administration Email: aubrey.kirkpatrick@nbed.nb.ca	856-3616

OFFICE OF THE SUPERINTENDENT

<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 • University Interns • Early Career Teachers • English as a Second Language • Welcome Centre • International Students 	Katherine Arsenault Education Support Teacher EAL 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 • PowerSchool - Educational • Clevr • Website Design • SafeArrival & SchoolMessenger Support • My One Space Support 	Cathi Poplar Supervisor of Data & Accountability Email: cathi.poplar@nbed.nb.ca	856-3351
	Helen Melanson Website/Data Base Development Email: helen.melanson@nbed.nb.ca	856-3125
<ul style="list-style-type: none"> • Community Liaison • 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	

POWER SCHOOL

<ul style="list-style-type: none"> • Power School – Technical 	Shanda Cormier , SIS Specialist/Tech Support Email: shanda.cormier@nbed.nb.ca	869-6557
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