



Coatesville Area School District

DISTRICT OFFICE DIRECTORY 2021 - 2022

Directory by Department

- 03 Business Office
- 06 Curriculum
- 08 Facilities
- 10 Food Service
- 11 Human Resources
- 13 Payroll
- 14 PIMS
- 14 Police
- 15 Pupil Services
- 17 Special Education
- 18 Superintendent
- 19 Technology
- 22 Transportation
- 23 FAQ - Who to Contact

Business Office

Tax Questions:

General Tax Questions and Tax Certs:

Contact Berkheimer at 610-599-3143

Delinquent Taxes for 2020/21 and 2019/20 Tax Years:

Contact Portnoff at 866-211-9466

Delinquent Taxes for 2018/19 Tax Year or Earlier:

Contact Chester County Tax Claim Bureau at 610-344-6360

Lori Diefenderfer - Director of Business Administration

Email: diefenderferl@casdschools.org Extension: 82409

- ▶ Annual budgeting, financial accounting, and long-term fiscal planning
- ▶ Approval of all purchases and use of procurement card
- ▶ Oversee Food Service and Transportation
- ▶ Board Secretary

Mary Friedberg - Executive Administrative Assistant

Email: friedbergm@casdschools.org Extension: 82428

- ▶ School Board Agenda Items for Finance and Operations Committees (Contracts, Donations, etc.)
- ▶ Logging into CSIU
- ▶ BoardDocs Login & Training
- ▶ Procurement Card Requests
- ▶ Fuel Cards
- ▶ Vendor Contracts
- ▶ Legal Ads
- ▶ Administration Building Phone List
- ▶ Statement of Financial Interests forms

Gail McDonald - Receptionist

Email: mcdonaldg@casdschools.org Extension: 82400

- ▶ Front Desk Reception
- ▶ Manages deliveries

Business Office, cont.

Dolores D'Amore - Interim Assistant Business Administrator

Email: damored@casdschools.org Extension: 82449

- ▶ Assist with overseeing the Business Office
- ▶ Assist with annual budget
- ▶ Prepare all financial and budget reports for PDE
- ▶ Coordination and overseeing Single Audit

Karen Ambrose - Purchasing Coordinator Fiscal Services Specialist

Email: ambrosek@casdschools.org Extension: 82435

- ▶ Obtain and Review Comparative Pricing, Quotations, and Bids
- ▶ Purchase Order Coding
- ▶ Management of Office Supply Business Accounts

Lorie Dunlap - Accounts Receivable

Email: dunlapl@casdschools.org Extension: 82402

- ▶ Prepare and post cash receipts into CSIU
- ▶ Prepare and enter manual checks into CSIU
- ▶ Prepare deposits
- ▶ Prepare and reclass journal entries
- ▶ Prepare Treasurer's Report
- ▶ Maintain daily Cash spreadsheet for ALL funds and PSDLAF Cash Flow Analysis tool for General Fund
- ▶ Provide various duties in the year-end audit process

Business Office, cont.

Pam Kiley - Accounting, Grants, and Federal Programs

Email: kiley@casdschools.org Extension: 82481

- ▶ Accountant for all Grants
- ▶ Requisitions and Purchase Order processing for all Grants
- ▶ Balance tracking for Title I Parent Engagement funds, Title IV PBIS funds, and all other grant-related school allocations
- ▶ CASD Asset Tag Distribution and Tracking
- ▶ CASD Asset Disposal Tracking

Eufy Lopez - Bookkeeper

Email: lopeze@casdschools.org Extension: 82419

- ▶ Processing General fund purchase orders and check requests
- ▶ Logging into CSIU
- ▶ Maintain invoices in alphabetical order
- ▶ Monitoring the Accounts Payable emails
- ▶ Processing and printing reports for check accuracy
- ▶ Process payments for General fund
- ▶ Cross checking batches against purchase order entries for Accounting Secretary

Christopher Roten - Accounting Secretary - Accounts Payable

Email: rotenc@casdschools.org Extension: 82422

- ▶ Processing Capital Projects, Student Activities, Agency and Scholarship funds purchase orders and payments
- ▶ Logging into CSIU
- ▶ Maintain invoices in alphabetical order
- ▶ Monitoring the Accounts Payable emails
- ▶ Entering new vendors into CSIU
- ▶ Cross checking batches against purchase order entries for Bookkeeper
- ▶ Provide various year end audit responsibilities

Curriculum

Jason Palaia - Director of Educational Services

Email: palaiaj@casdschools.org Extension: 82444

- ▶ Curriculum Implementation
- ▶ Title I Programming
- ▶ District-wide Professional Development
- ▶ Field Trip Requests
- ▶ Summer Programming
- ▶ Oversight and Evaluation of Cyber programs
- ▶ Supervises Principals
- ▶ Conference Requests
- ▶ Induction

Lauren Dhanak - Executive Administrative Assistant

Email: dhanakl@casdschools.org Extension: 82518

- ▶ District Calendar on Website
- ▶ Around Our Schools Newsletter
- ▶ My Learning Plan
- ▶ Everyday Math
- ▶ CPM
- ▶ Education Committee School Board Items
- ▶ Student Teachers
- ▶ Teacher Timesheets
- ▶ Social Media publishing

Curriculum, cont.

Cassandra Jones - Administrator on Assignment ELA & Social Studies

Email: jonesc@casdschools.org Cell: 484-744-6824

- ▶ Curriculum Implementation and PA Standards Alignment in ELA and Social Studies
- ▶ Professional Development and Training
- ▶ Implementation of the Multi-Tiered Systems of Support (MTSS)

Lynn Mancinelli - Administrator on Assignment Math & Science

Email: mancinellil@casdschools.org Cell: 484-653-7278

- ▶ Curriculum Implementation and PA Standards Alignment in Math and Science
- ▶ Professional Development and Training
- ▶ Implementation of the Multi-Tiered Systems of Support (MTSS)

Heather Messenger - Administrator on Assignment Online & Innovative Programs

Email: messengerh@casdschools.org Cell: 484-643-9682

- ▶ Development and Implementation of K-12 virtual and STEM courses
- ▶ Principal of Coatesville Cyber Academy
- ▶ Implementation of the Multi-Tiered Systems of Support (MTSS)

Facilities

Dan Pellegrin - Director of Operations and Facilities

Email: pellegrind@casdschools.org Extension: 82452

- ▶ Preparing and managing the annual budgets for the maintenance, grounds and custodial departments; and ensuring optimal utilization of personnel and other resources.
- ▶ Develops and maintains District Comprehensive Plan and Capital Improvement Plan.
- ▶ Plans, schedules and assigns employees to various cleaning, maintenance, repair and renovation and building safety tasks.
- ▶ Plans, coordinates and conducts periodic inspections of all district facilities.
- ▶ Monitors all phases of capital construction projects; acts as liaison between the school district and contractors, or construction managers engaged in providing services to school district projects.
- ▶ Manages all grounds maintenance operations, including mowing, athletic field prep, snow plowing and contracted work.
- ▶ Manages custodial and maintenance operations for the District including interviewing, hiring/evaluating staff, manages coverage and approves timecards.
- ▶ Manages the District facility use and building rental program.
- ▶ Manages District maintenance work order system.
- ▶ Provides project management to all district construction projects
- ▶ Develops long and short-range maintenance plans/programs for the purpose of ensuring that District resources are effectively utilized.
- ▶ Oversees all building operation, maintenance and major repairs in compliance with building code and requirements. (HVAC, Roof, Plumbing, Electrical, Carpentry)

Facilities, cont.

Lisa Trevisan - Executive Administrative Assistant

Email: trevisanl@casdschools.org Extension: 82452

- ▶ Assists the Director of Facilities on the daily operations of the department.
- ▶ Helps manage the maintenance work order system.
- ▶ Acts as liaison between the Director and staff.
- ▶ Contacts Contractors and Vendors to schedule outsourced work
- ▶ Maintain Maintenance budget.
- ▶ Enters all Purchase Orders for maintenance related items/repairs for the District.
- ▶ Matches invoices to purchase orders for Director's approval to send to Accounts Payable to process for payment.
- ▶ Manages department employees' timecards.
- ▶ Helps manage District facility use and building rental program.
- ▶ Manages the District's Vehicle use program.
- ▶ Performs all other duties as deemed necessary for the department's office to run smoothly.

Food Service

Erin Robinson - Supervisor of Food Service

Email: robinsone@casdschools.org Extension: 82405

- ▶ Oversees Menus & Nutritional Information
- ▶ Ensures Compliance with USDA Guidelines and Requirements

Brenda Wolf - Secretary of Food Service

Email: wolfb@casdschools.org Extension: 82480

- ▶ Initial contact for parent food service inquiries
- ▶ Handles accounts payable for food service invoices
- ▶ Supports Supervisor of Food Service & Food Service Managers

Human Resources

General Email: hr@casdschools.org

Carol Heindel - Director of Human Resources

Email: heindelc@casdschools.org Extension: 82429

- ▶ Act 126
- ▶ Injuries & Workers Compensation
- ▶ Substitutes
- ▶ AESOP
- ▶ Employee Relations

Melissa Maloney - Human Resources Generalist

Email: maloneym@casdschools.org Extension: 82480

- ▶ Compensation
- ▶ Intent to Move on the Salary Scale
- ▶ TIMS
- ▶ Moving from Level I to Level II Certification
- ▶ Recruitment
- ▶ Unemployment Compensation
- ▶ Tenure
- ▶ Act 48 Questions
- ▶ Loan Forgiveness Forms

Katie Fitzgerald - Human Resources Generalist

Email: fitzgeraldk@casdschools.org Extension: 82406

- ▶ Recruitment
- ▶ Leaves of Absence
- ▶ FMLA

Human Resources, cont.

Melanie Crescenz - Executive Administrative Assistant

Email: crescenzm@casdschools.org Extension: 82408

- ▶ Tuition Reimbursement
- ▶ Change of Name or Address
- ▶ Clearances
- ▶ Recruitment for Coaches, Extra Duty, Aides, and Secretaries

Pat McLaughlin - Benefits Specialist

Email: mclaughlinp@casdschools.org Extension: 82477

- ▶ Health Benefits

Payroll

Catherine Lark - Payroll Accountant

Email: larkc@casdschools.org Extension: 82442

- ▶ Processing Payroll
- ▶ Direct Deposit
- ▶ Tax Changes
- ▶ Web Portal
- ▶ HSA Contribution Updates
- ▶ TSA's Changes
- ▶ W-2 Forms

Tami Kirby - Payroll Secretary

Email: kirbyt@casdschools.org Extension: 82410

- ▶ Processing Payroll
- ▶ Direct Deposit
- ▶ Tax Changes
- ▶ Web Portal
- ▶ TSA's Changes
- ▶ W-2 Forms

Aesop Reporting

Email: AesopReporting@casdschools.org

- ▶ Updating changes in absences
- ▶ Corrections in Aesop system
- ▶ Send your requests to Aesop Reporting and copy in your supervisor as well. We monitor this inbox daily and will make the necessary updates.

PIMS

Sharon Massey - PIMS Administrator

Email: masseys@casdschools.org Extension: 82502

- ▶ Collects, monitors, and reports district data in accordance with Federal and State guidelines.
- ▶ Assists with the management of eSchool

Police

General Email: police@casdschools.org

Frank J. Galbraith - Chief of Police

Director of School and Public Safety

Email: galbraithf@casdschools.org Station: 484-784-9118

Non-Emergency Dispatch: 610-383-7000

- ▶ Responsible for contracted Security Officers
- ▶ Questions or concerns related to safety and security
- ▶ Traffic Control
- ▶ Criminal activity and crimes occurring on school property or school busses

Pupil Services

Brenda George - Director of Pupil Services

Email: georgeb@casdschools.org Extension: 82510

- ▶ Central Registration Process
- ▶ Special Education Programming
- ▶ Discipline and Adjudication Process
- ▶ Behavior Support Programs
- ▶ Alternative Placements and Programs
- ▶ School Psychology and Mental Health Programming
- ▶ ESL Programming
- ▶ Nursing Services
- ▶ Home School Registration and Participation

Darian Smith - Supervisor of Pupil Services

Email: smithdn@casdschools.org Extension: 82420

- ▶ Attendance
- ▶ Child Accounting
- ▶ Student Registration
- ▶ Student Residency
- ▶ Custody or Guardianship Concerns
- ▶ Homeless Students
- ▶ Foster Care Students
- ▶ eSchoolPlus
- ▶ PowerSchool Enrollment System
- ▶ Social Services Agency or Community Resources
- ▶ Nursing Services

Pupil Services, cont.

OPEN - Pupil Services Secretary

Email: Extension: 82519

- ▶ Submit Special Education records requests
- ▶ Update student contact information in eSchool Plus
- ▶ Maintain Special Education files

Michelle Robinson - ACCESS Administrative Assistant

Email: robinsonm@casdschools.org Extension: 82432

- ▶ School-based ACCESS Program
- ▶ Special Education Aide Professional Development & CPR Training
- ▶ MA/ACCESS Billing
- ▶ IEPWriter (Roster changes, new accounts, finalizing documents, and general support)
- ▶ STaR (MA Billing)

Anne Fabrizio - Central Registration Secretary

Email: fabrizioa@casdschools.org Extension: 82412

- ▶ Student Registration

Special Education

Jeff Kuciapinski - Special Education Supervisor

Email: kuciapinskij@casdschools.org

- ▶ East Fallowfield Elementary
- ▶ Reeceville Elementary
- ▶ Caln Elementary
- ▶ Early Intervention

Christopher Reichert - Special Education Supervisor

Email: reichertc@casdschools.org

- ▶ Rainbow Elementary
- ▶ King's Highway Elementary
- ▶ CASD Cyber Program

Suzanne Laubscher - Special Education Supervisor

Email: laubschers@casdschools.org

- ▶ Scott 6th Grade Center
- ▶ North Brandywine Middle School
- ▶ Coatesville Area Intermediate High School
- ▶ Gifted Education

Steve LeFever - Special Education Supervisor

Email: lefevers@casdschools.org

- ▶ Coatesville Area Senior High School
- ▶ Off-Campus Emotional Support Classroom

Superintendent

Tomás Hanna - Superintendent

Email: hannat@casdschools.org Extension: 82433

- ▶ Oversees the daily operations and the long-range planning of the Coatesville Area School District
- ▶ Point person for all district matters
- ▶ Supervises a senior leadership team, school principals, and district staff
- ▶ Work closely with School Board members to set the direction of the district and to manage fiscal operations
- ▶ Hiring staff, solving problems, and lobbying for additional resources
- ▶ Serves as a member and liaison for district committees and boards
- ▶ Policy development

Melissa Creedon - Executive Administrative Assistant

Email: creedonm@casdschools.org Extension: 82433

- ▶ Prepares Weekly Board Updates
- ▶ Prepares agendas and minutes for Weekly Cabinet meetings
- ▶ BoardDocs: Policy assistance
- ▶ Preparing reports for communication
- ▶ Social Media publishing
- ▶ Communications
- ▶ Handling information requests
- ▶ Scheduling meetings for the Office of the Superintendent
- ▶ Representative for the Office of the Superintendent during school and community events

Technology

General Email: ithelpdesk@casdschools.org

Mike Sobczak - Director of Technology

Email: sobczakm@casdschools.org Extension: 82505

- ▶ Oversees Technology Department
- ▶ Projects
- ▶ Staffing
- ▶ Costs
- ▶ Procurement

Michael Murphy - System Administrator

Email: murphymi@casdschools.org Extension: 82424

- ▶ Servers
- ▶ Accounts
- ▶ Cloud Systems (Canvas, Google, Office 365, etc.)
- ▶ Devices

Peter Fallon - Senior Network Administrator

Email: fallonp@casdschools.org Extension: 82498

- ▶ Switches
- ▶ Routers
- ▶ Access Points/Wireless
- ▶ Access Control
- ▶ Cameras
- ▶ Phones

Technology, cont.

Vikramsinh Shinde - Network Administrator

Email: shindev@casdschools.org Extension: 82501

- ▶ Switches
- ▶ Routers
- ▶ Access Points/Wireless
- ▶ Access Control
- ▶ Cameras
- ▶ Phones

Edwin Rodriguez - Computer Technician

Email: rodrigueze@casdschools.org Extension: 82514

- ▶ Triage
- ▶ End User Support
- ▶ End-to-End Support
- ▶ Escalation Contact

Vu Huynh - Level II Technician

Email: huynhv@casdschools.org Extension: 82411

- ▶ Triage
- ▶ End User Support
- ▶ End-to-End Support

Rob Randler - Level II Technician

Email: randlerr@casdschools.org Extension: 82413

- ▶ Triage
- ▶ End User Support
- ▶ End-to-End Support

Technology, cont.

Barbara Fink - Help Desk

Email: finkb@casdschools.org Extension: 82445

- ▶ Triage
- ▶ End User Support
- ▶ End-to-End Support
- ▶ Phone/Email Support
- ▶ Ticket Routing
- ▶ Inventory
- ▶ Purchase Orders
- ▶ Website
- ▶ Insurance Claims
- ▶ Trainings
- ▶ Scheduling
- ▶ Administrative Duties

Terry D'Angelo - Technical Associate

Email: dangelot@casdschools.org Extension: 23131

- ▶ Triage
- ▶ End User Support
- ▶ End-to-End Support

Irene McNutt - Technical Associate

Email: mcnutti@casdschools.org Extension: 82446

- ▶ Triage
- ▶ End User Support
- ▶ End-to-End Support

Transportation

General Email: schoolbus@casdschools.org

Tracy Foster-Porter - Transportation Specialist

Email: fosterportert@casdschools.org Extension: 82418

- ▶ Transportation Inquiries
- ▶ Routing Information
- ▶ Bus Rosters

Acadience	Heather Messenger	Loan Forgiveness	Melissa Maloney
ACCESS	Michelle Robinson	Math Curriculum	Lynn Mancinelli
Act 126	Carol Heindel	My Learning Plan	Lauren Dhanak
Act 48	Melissa Maloney	Name/Address Change	Melanie Crescenz
Aesop	Carol Heindel	Navance	Building Administrators
Aesop (Corrections and Changes)	AesopReporting@casdschools.org	Network Drives	ithelpdesk@casdschools.org
Around Our Schools Newsletter	Lauren Dhanak	Number Worlds	Casandra Jones
Canvas	ithelpdesk@casdschools.org	NWEA-MAP	Heather Messenger
Clearances	Melanie Crescenz	Operations Committee Board Agenda Items	Mary Friedberg
Computer Login	ithelpdesk@casdschools.org	PA-ETEP	Jason Palaia
Conference Requests	Jason Palaia	Payroll	Catherine Lark, Tami Kirby
ConnectEd	Lauren Dhanak	Performance Tracker	Heather Messenger
CPM	Lauren Dhanak	Policy Committee Board Agenda Items	Melissa Creedon
CSIU Login	Mary Friedberg, Dolores D'Amore	Procurement Card Requests	Mary Friedberg
Cyber	Heather Messenger	Safety/Traffic/Crime	police@casdschools.org
Desk Phone PIN	ithelpdesk@casdschools.org	School Messenger	ithelpdesk@casdschools.org
EDM	Lauren Dhanak	Science Curriculum	Lynn Mancinelli
Education Committee Board Agenda Items	Lauren Dhanak	Social Studies Curriculum	Casandra Jones
ELA Curriculum	Casandra Jones	Sonday System	Casandra Jones
Email	ithelpdesk@casdschools.org	SPIRE	Casandra Jones
eSchoolPlus	Sharon Massey	STaR (MA Billing)	Michelle Robinson
EVERFI	School Counselors	Student Teachers	Lauren Dhanak
Facilities Ticket	FMX	Teacher Access Center	Sharon Massey
Finance Committee Board Agenda Items	Mary Friedberg	Teacher Websites	ithelpdesk@casdschools.org
FMLA	Katie Fitzgerald	Tenure	Melissa Maloney
Food Service	Erin Robinson, Brenda Wolf	Timesheets (Guidance)	Brenda George
Health Benefits	Pat McLaughlin (Part Time)	Timesheets (IEP Meetings)	Pupil Services Secretary
IEP Writer	Michelle Robinson	Timesheets (Nurses)	Darian Smith
Induction	Lauren Dhanak	Timesheets (Teacher/Office Staff)	Lauren Dhanak
Intent to Move on Salary Scale	Melissa Maloney	TIMS	Melissa Maloney
IXL	Lynn Mancinelli	Transportation	schoolbus@casdschools.org
Key FOB	Melanie Crescenz	Tuition Reimbursement	Melanie Crescenz
Keys	FMX	Vehicles	Lisa Trevisan
Leave of Absence	Katie Fitzgerald	Web Portal	Catherine Lark, Tami Kirby
Level II Certification	Melissa Maloney	Wit and Wisdom	Casandra Jones
Lexia Learning	Casandra Jones	Worker's Compensation	Katie Fitzgerald