### Rochester City School District

#### School Chiefs and Principals 2023-2024

**OHC Service Guide**

<table>
<thead>
<tr>
<th>Network 1</th>
<th>Maika Rivera, Staff Relations Recruiter&lt;br&gt;Picard, Staff Relations Recruiter&lt;br&gt;Food Service, PreK</th>
<th>Chief of Schools - Network 1&lt;br&gt;LaJuan White</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maika Rivera: x.8904</td>
<td>Ricky Frazier: x.8513</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Network 3</th>
<th>Liz Camp, Staff Relations Recruiter&lt;br&gt;SPED, Transportation, Finance</th>
<th>Chief of Innovation and School Reform - Network 3&lt;br&gt;Rhonda Morien</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liz Camp: x.8588</td>
<td>Tonya Dickerson, Recruiter&lt;br&gt;Spied, Transportation, Finance</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Network 4</th>
<th>Aneli Rivera-Nothnagle, Staff Relations Recruiter&lt;br&gt;Safety &amp; Security, Facilities</th>
<th>Chief of Innovation and School Reform - Network 4&lt;br&gt;Brenda Torres-Santana</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aneli Rivera-Nothnagle: x.8586</td>
<td>Marvic Aguero: x.8531</td>
<td></td>
</tr>
</tbody>
</table>

#### OHC Key Contacts

<table>
<thead>
<tr>
<th>Network 2</th>
<th>Chief of Innovation and School Reform - Network 3&lt;br&gt;Dr. Carmine Peluso</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network 3</td>
<td>Executive Director of Early Childhood Education&lt;br&gt;Robin Hooper</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Network 4</th>
<th>Chief of Human Capital (ASAR Bracket 1, 2)</th>
<th>Chief of Human Capital (ASAR Bracket 3, 4, 5 Haring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network 5</td>
<td>Sr. Director Staff &amp; Educator Effectiveness (BENTE &amp; ASAR)</td>
<td>Director of Recruitment (Civil Service)</td>
</tr>
</tbody>
</table>

#### Staff Relations Support by Network

Performance concerns, counseling, discipline, discharge, tenure, transfer for discipline, incentive payments, workers’ compensation, unemployment, teleworking, resignations, retirements, certificate of personal illness (CPI), assault, non-medical leave of absence, job abandonment, investigations

<table>
<thead>
<tr>
<th>Office of Adult and Career Education Services (OACES)</th>
<th>Rochester International Academy&lt;br&gt;Mary Andreollo-Montesano, Principal</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Human Capital Phone: 585-262-8597</th>
<th><a href="mailto:humancapital@rcsdk12.org">humancapital@rcsdk12.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Benefits Phone: 585-262-8206</td>
<td><a href="mailto:benefits@rcsdk12.org">benefits@rcsdk12.org</a></td>
</tr>
<tr>
<td>Employee Verifications: <a href="mailto:employee_verification@rcsdk12.org">employee_verification@rcsdk12.org</a></td>
<td></td>
</tr>
</tbody>
</table>

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**OHC Update 7/11/2023, Chiefs’ Updated 6/28/2023**

**Network 1**
- Maika Rivera: x.8904<br>- Ricky Frazier: x.8513

**Network 3**
- Liz Camp: x.8588<br>- Tonya Dickerson: x.8531

**Network 4**
- Aneli Rivera-Nothnagle: x.8586<br>- Marvic Aguero: x.8721

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**OHC Service Guide**

<table>
<thead>
<tr>
<th>Executives</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Mother For K School 4&lt;br&gt;Karen Jackson, Principal</td>
<td>765-585-262-8206&lt;br&gt;<a href="mailto:benefits@rcsdk12.org">benefits@rcsdk12.org</a></td>
</tr>
<tr>
<td>John Williams School 5&lt;br&gt;Terryl Hammond, Principal</td>
<td>765-585-262-8206&lt;br&gt;<a href="mailto:benefits@rcsdk12.org">benefits@rcsdk12.org</a></td>
</tr>
<tr>
<td>George Mother For K School 4&lt;br&gt;Karen Jackson, Principal</td>
<td>765-585-262-8206&lt;br&gt;<a href="mailto:benefits@rcsdk12.org">benefits@rcsdk12.org</a></td>
</tr>
</tbody>
</table>

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**Staff Relations Support**

- Performance concerns
- Counseling
- Discipline
- Discharge
- Tenure
- Transfer for discipline
- Incentive payments
- Workers compensation
- Unemployment
- Teleworking
- Resignations
- Retirements
- Certificate of personal illness (CPI)
- Assault
- Non-medical leave of absence
- Job abandonment
- Investigations

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**OHC Update 7/11/2023, Chiefs’ Updated 6/28/2023**

**Human Capital Phone:** 585-262-8597  humancapital@rcsdk12.org

**Employee Benefits Phone:** 585-262-8206  benefits@rcsdk12.org

**Employee Verifications:** employee_verification@rcsdk12.org
# Recruit, Develop, Support, & Retain
## OHC Service for Hiring & Support

<table>
<thead>
<tr>
<th>Position Type/Union</th>
<th>Lead on Recruitment, Selection Process &amp; Posting Positions</th>
<th>Selection Contact</th>
<th>Onboarding, Data Entry Processing</th>
<th>Staff Support &amp; Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEG, BEG</td>
<td>Dr. Chris Miller</td>
<td>Dr. Chris Miller</td>
<td>Annette Velazquez-Betancourt</td>
<td>Dr. Chris Miller</td>
</tr>
<tr>
<td>Exempt</td>
<td>Dr. Narlene Ragans</td>
<td>Dr. Narlene Ragans</td>
<td>Laiza Bermudez-McKnight</td>
<td>CIAS</td>
</tr>
<tr>
<td>ASAR Bracket 1</td>
<td>Dr. Chris Miller</td>
<td>Dr. Chris Miller</td>
<td>Annette Velazquez-Betancourt</td>
<td>CIAS</td>
</tr>
<tr>
<td></td>
<td>(Principals, Executive Directors)</td>
<td></td>
<td></td>
<td>Dr. Sumara Case</td>
</tr>
<tr>
<td>ASAR Bracket 2</td>
<td>Dr. Chris Miller</td>
<td>Dr. Chris Miller</td>
<td>Annette Velazquez-Betancourt</td>
<td>CIAS</td>
</tr>
<tr>
<td></td>
<td>(Directors)</td>
<td></td>
<td></td>
<td>Dr. Sumara Case</td>
</tr>
<tr>
<td>ASAR Bracket 3, 4, 5</td>
<td>Dr. Sumara Case</td>
<td>Dr. Sumara Case</td>
<td>Annette Velazquez-Betancourt</td>
<td>CIAS</td>
</tr>
<tr>
<td></td>
<td>(Assistant Principals, Associate Directors, Coordinators &amp; other titles)</td>
<td></td>
<td></td>
<td>Dr. Sumara Case</td>
</tr>
<tr>
<td>ASAR Civil Service &amp; BENTE Central Office</td>
<td>Dr. Narlene Ragans</td>
<td>Dr. Narlene Ragans</td>
<td>Laiza Bermudez-McKnight</td>
<td>CIAS</td>
</tr>
<tr>
<td>RTA Teachers</td>
<td>Amorette Miller</td>
<td></td>
<td>Michelle Maxwell (processing and onboarding)</td>
<td>CIT</td>
</tr>
<tr>
<td></td>
<td>(including Contract Substitutes, ROC Urban Teacher Fellows)</td>
<td></td>
<td>Kara Reidy-Vedder (T-CAP &amp; ROC Urban Teachers, Certification support)</td>
<td>Stefan Cohen</td>
</tr>
<tr>
<td>PSDU Per Diem Substitute Teachers</td>
<td>Stephanie Whitfield</td>
<td></td>
<td>Stephanie Whitfield</td>
<td>Kara Reidy-Vedder</td>
</tr>
<tr>
<td></td>
<td>(Long-term Substitutes, Building Substitutes, Administrative Substitutes)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>RAP Paraprofessionals &amp; Teaching Assistants</td>
<td>Marshona Jones</td>
<td>Marshona Jones</td>
<td>Marshona Jones</td>
<td>Kara Reidy-Vedder</td>
</tr>
<tr>
<td></td>
<td>(supervised by Amorette Miller)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BENTE (Clerical – All Schools)</td>
<td>Dr. Narlene Ragans</td>
<td>Dr. Narlene Ragans</td>
<td>Ana Feliciana</td>
<td>William Cronmiller</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TBD (Clerical)</td>
</tr>
<tr>
<td>BENTE (Food Service, Security, Custodial, Maintenance &amp; Transportation)</td>
<td>Dr. Narlene Ragans</td>
<td>Dr. Narlene Ragans</td>
<td>Shelse Griffin</td>
<td>William Cronmiller</td>
</tr>
<tr>
<td>TES (The Employment Store, temporary staffing)</td>
<td>Narlene Ragans (Civil Service, BENTE, ASAR)</td>
<td>TES</td>
<td>TES</td>
<td><a href="mailto:rcsd@staffing.com">rcsd@staffing.com</a></td>
</tr>
</tbody>
</table>

### Key Phone Lines

- Benefits x. 8206
- Careers in Teaching x. 8518
- Human Capital x. 8597
- ID Badges (Safety & Security) x. 8600
- Payroll Civil Service (Office of Finance) x. 8243
- Payroll Teachers x. 8265
- Teacher Certification x. 8197
- Verifications of Employment x. 8583
- Workers’ Compensation & Unemployment x. 8586

### OHC Teammates

- Abate, Meghan x. 8598
- Aguero, Marvic x. 8721
- Bermudez-McKnight, Laiza x. 8103
- Camp, Elizabeth x. 8588
- Case, Sumara x. 8191
- Cohen, Stefan x. 8541
- Cronmiller, William x. TBD
- Dickerson, Tonya x. 8531
- Encarnacion-Martinez, Stephany x. 8579
- Fagan-Zelazny, Barbara x. 8144
- Feliciano, Aria x. 8596
- Frazier, Ricky x. 8613
- Gray, LaToya x. 8713
- Griffin, Shelse x8575
- Jones, Marshona x. 8778
- Maxwell, Michelle x. 8527
- Medina, Marisol x. 8587
- Melia, Jackie x. 8201
- Miller, Amorette x. 8585
- Miller, Christopher x. 8384
- Morris, Karyn x. 8127
- Perrin, Annette x. 8555
- Ragans, Narlene x. 8124
- Reidy-Vedder, Kara x. 8197
- Rivera, MaiaIka x. 8404
- Rivera-Nothnagle, Aneli x. 8586
- Sergio, Joseph x. 8562
- Torres, Rebeca x. 8530
- Velazquez-Betancourt, Annette x. 8655
- Whitfield, Stephanie x. 8578

### Key Phone Lines

- Benefits x. 8206
- Careers in Teaching x. 8518
- Human Capital x. 8597
- ID Badges (Safety & Security) x. 8600
- Payroll Civil Service (Office of Finance) x. 8243
- Payroll Teachers x. 8265
- Teacher Certification x. 8197
- Verifications of Employment x. 8583
- Workers’ Compensation & Unemployment x. 8586
**Leader Hiring Process**

**SEG, BEG, ASAR Brackets 1 & 2**

1. OHC becomes aware of position(s) to be filled
2. OHC Chief notifies Recruitment Team of a need to advertise and/or searches online for candidates
3. OHC Chief screens applications for minimum qualifications and any additional special requirements
4. OHC Chief invites candidates to complete a one-way digital interview
5. Candidate background checked and drug tested
6. Candidate placed on Board resolution
7. Committee recommendation sent to Deputy Superintendent(s); Superintendent for final review and interview
8. OHC Chief makes job offer, checks references, prepares the offer and notifies relevant Chiefs, Deputies, IM&T, CIAS, Benefits of acceptance
9. Candidate offer letter returned to OHC Chief
10. Sr. Personnel Analyst contacts candidate to complete onboarding paperwork and necessary forms, then inputs employee information into PeopleSoft

**ASAR Brackets 3, 4, & 5**

1. OHC becomes aware of position(s) to be filled
2. OHC Director of Recruitment determines need to advertise and/or searches online for candidates
3. OHC Chief makes job offer, checks references, prepares the offer and notifies relevant Principal, Chiefs, Deputies, IM&T, CIAS, Benefits of acceptance
4. Candidate offer letter returned to OHC and are shared with School Chiefs for their approval
5. Sr. Personnel Analyst contacts candidate to complete a one-way digital interview
6. Candidate background checked and drug tested
7. Candidate placed on Board resolution
8. Committee recommendation sent to OHC and are shared with School Chiefs for their approval
9. All candidates shared with SBPT to determine who to interview
10. School-based/Stakeholder Selection Committee determines who to interview and conducts interviews
11. Personnel File Forms
   - Executed Offer Letter
   - Personal Data Form
   - I-9 Form
   - Fingerprinting Forms
   - Code of Conduct
   - Whistleblower Policy
   - Acknowledgement Letters (retirement letters and policies)
   - Oath of Allegiance
12. Payroll Forms
    - W-4 (Federal)
    - IT-204 (State)
    - Direct Deposit
    - TSA (403b)
    - NYSTRS/ERS Application and Brochure
    - Payroll Schedule
13. Key Board Policies
    - Staff Handbook
    - Payroll Forms
14. School-based/Stakeholder Selection Committee determines who to interview and conducts interviews
15. School-based/Stakeholder Selection Committee determines who to interview and conducts interviews

**OFFICE OF HUMAN CAPITAL (OHC)**

1. OHC Chief invites candidates to School-based/Stakeholder Selection Committee
2. Advanced candidates sent to School-based/Stakeholder Selection Committee
3. OHC Chief sends candidates to District-based Committee
4. OHC Sr. Director screens applications
5. OHC Sr. Director screens applications for minimum qualifications and any additional special requirements
6. OHC Sr. Director invites candidates to complete a one-way digital interview
7. Candidate background checked and drug tested
8. Candidate placed on Board resolution
9. Resolution & offer to include: Start date Salary Board meeting date Location/Job Title
10. Personnel File Forms
    - Executed Offer Letter
    - Personal Data Form
    - I-9 Form
    - Fingerprinting Forms
    - Code of Conduct
    - Whistleblower Policy
    - Acknowledgement Letters (retirement letters and policies)
    - Oath of Allegiance
11. Payroll Forms
    - W-4 (Federal)
    - IT-204 (State)
    - Direct Deposit
    - TSA (403b)
    - NYSTRS/ERS Application and Brochure
    - Payroll Schedule
12. Key Board Policies
    - Staff Handbook
    - Payroll Forms
13. School-based/Stakeholder Selection Committee determines who to interview and conducts interviews
14. School-based/Stakeholder Selection Committee determines who to interview and conducts interviews

**OFFICE OF HUMAN CAPITAL (OHC)**