



Human Resources Staff
Who we are and how you can reach us!

Sandra McArthur

Human Resources Coordinator
978-420-1911
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Krysten Howell

Administrative Assistant to the Human Resources Coordinator
978-420-1962
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Confidential Administrative Assistant to the HR Coordinator. Assist in all aspects of the department including contracts, grievances, legal concerns, Union Labor Relations, negotiations, scheduling, fingerprinting, etc.

Judy Manzi

Intake Coordinator
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All aspects of hiring, fingerprinting, licensure & waivers, PCF's, job postings, course approvals, transcripts, etc.

Cherie Pinardi

Principal Clerk, Human Resources
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Attendance accruals, CORI's, correspondence, personal days, employee change of information forms, loan forgiveness, verifications of employment (non salary), substitutes, suitability letters, receive and process resignation and retirement letters, etc.

Christine McAuliffe

Benefits Specialist
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Benefits: health & dental, Cobra, disability, FMLA, incident reports, maternity/paternity leave, leave of absences, medical, sick bank