

**PLEASANT VALLEY SCHOOL DISTRICT**  
**Brodheadsville, PA 18322**  
**Website: [www.pvbears.org](http://www.pvbears.org)**

**QUICK REFERENCE/CONTACT LIST**

<b>Department</b>	<b>Name</b>	<b>Ext</b>
Act 48 .....	Lorraine McCutchan .....	1246
ADA Compliance Issues.....	Magen Snyder .....	1209
AESOP Issues		
Employees .....	Trish Altemose.....	1203
Substitutes .....	Magen Snyder .....	1209
Absences .....	Holly Wilds.....	1262
Applications .....	Magen Snyder .....	1209
Benefits (Health, Dental, Term-Life, FSA).....	Rose Lobe-Waller .....	1315
Highmark .....	<a href="https://www.highmarkbcbs.com">https://www.highmarkbcbs.com</a>	
United Concordia .....	<a href="https://www.unitedconcordia.com">https://www.unitedconcordia.com</a>	
Vision Benefits of America (VBA).....	<a href="https://www.vbaplans.com">https://www.vbaplans.com</a>	
The Harrison Group (FSA).....	<a href="https://www.theharrisingroup.com">https://www.theharrisingroup.com</a>	
Penn Foundation (EAP).....	<a href="https://www.pennfoundation.org">https://www.pennfoundation.org</a>	
Certification (Conversion, Name Change, Add-on) .....	Magen Snyder .....	1209
Change of Address .....	Trish Altemose.....	1203
Clearances .....	Magen Snyder .....	1209
Course Approval.....	Kathleen Franklin.....	1205
CPE Tracker .....	Lorraine McCutchan .....	1246
Credit Level .....	Tammy Smale .....	1206
Curriculum and Gifted.....	Lorraine McCutchan .....	1246
Cyber Academy.....	Brian Morgan.....	4040
Employees Safety.....	William Gasper .....	1309
Employee Assistance Program (EAP).....	Lori Fulmer .....	1202
Facility Use .....	William Gasper .....	1309
ID Badge (Issue and Replacements) .....	Magen Snyder .....	1209
Leave of Absence .....	Rose Lobe-Waller .....	1315
Loan Forgiveness.....	Magen Snyder .....	1209
Name Change.....	Trish Altemose.....	1203
Paid Leave Days (Sick, Personal, Bereavement, Vacation) .....	Holly Wilds.....	1262
Payroll .....	Trish Altemose.....	1203
Personnel Files .....	Magen Snyder .....	1209
Retirement.....	Lori Fulmer .....	1202
Special Education		
Director of Special Education; Speech & Language .....	Julie Harris .....	8312
Assistant Director of Special Education .....	Michel McMullen .....	8206
Educational Consultant .....	Bron Leupold .....	8434
Educational Consultant .....	Gina Birnbaum.....	3351
Security .....	Lynn Courtright.....	4046
Student Activities Accounts .....	Rose Lobe-Waller .....	1315

Student Information Data Specialist .....	Lauren Nelson.....	1215
Tenure .....	Magen Snyder .....	1209
Tax Shelter Annuities (TSA) .....	Trish Altemose.....	1203
.....	Marcia Taylor-Haughton.....	1227
Tuition Reimbursement .....	Tammy Smale .....	1206
Vacancies/Posting Notices .....	Magen Snyder .....	1209
Verification of Employment .....	Magen Snyder .....	1209
Verification of Employment – For Loan Approval .....	Holly Wilds.....	1262
Workers’ Compensation .....	Rose Lobe-Waller .....	1315
Years of Service.....	Magen Snyder .....	1209