

BYRAM HILLS SCHOOL DISTRICT - BUSINESS OFFICE STAFFING & RESPONSIBILITIES

Our mission in the Business Office of the Byram Hills School District is: “To support the instructional program by providing business services that are timely, accurate, completed in a professional manner, viewed as excellent by the customer, and in full compliance with State and Federal laws and regulations.” In an effort to help all of the Faculty and Staff, we have provided this chart which lists the members of the Business Office and a brief description of some of their responsibilities. Please use this as a handy reference. Our fax number is: 273-4199.

NAME	TITLE	E-MAIL	PHONE	EXAMPLES OF RESPONSIBILITIES
Richard C. Lasselle	Acting School Business Administrator	rlasselle@byramhills.org	273-4198 Ext. 202	Supervises Business Office; manages district's finances; oversees Facilities, Transportation, and Security
Susan Palamarczuk	Acting Treasurer (Accounting & Cash Management)	spalamarczuk@byramhills.org	273-4198 Ext. 203	Maintains records regarding related payments; answers student transfers and coding; handles coordinates Foundation Grants
Debbie Starnella	Secretary to Acting School Business Administrator	dstarnella@byramhills.org	273-4198 Ext. 200	Processes new registrants to attendance summaries; coordinates Program; collects Personal Income Plan checks to employees; rearranges bank deposits; files
Kurt Ainsworth	Accounts Payable Supervisor	kainsworth@byramhills.org	273-4198 Ext. 205	Manages all payments for the Part B reimbursements, BOE contractual, and taxes; maintains bank deposits
RK Pandya	Accounts Payable	rpandya@byramhills.org	273-4198 Ext. 229	Collects and processes reimbursements (petty cash) for employees; processes vendor payments/inquiries;
Rosa Toledo	Payroll Supervisor and Benefits	rtoledo@byramhills.org	273-4198 Ext. 223	Manages health, dental, vision related finances; coordinates retirement accounts; collects; verifies vacation and sick days; any issues; supervises payroll
Ying Quan	Payroll	yquan@byramhills.org	273-4198 Ext. 204	Processes payroll and general voluntary employee deductions; processes timesheets; logs employee buildings; logs vacation and Agency checks; runs ERS and
William R. Wasser (Bill)	Purchasing Agent	wwasser@byramhills.org	273-4198 Ext. 206	Provides purchasing services most economic and efficient Purchase Requisitions; general bids in accordance with NY budgetary reports; reconcile

Our vision: “Our customers (all of you) and auditors will say that we are the best School Business Office in the State.”