

BV Schools...Who Do I Contact 2025-26

Our office staff want to be of service to all and provide the support needed. For this reason, please make an appointment or send an email for questions that might require a longer response so our staff can give their full attention to you.

Question	Who to contact
PERA, Medical Benefits, American Fidelity	<ul style="list-style-type: none"> PERA: My PERA Account Colorado PERA Medical: 2025 BENEFITS (staff only page) American Fidelity District contact: Brittany Tognacci
Workman's Comp, Disability, FMLA	<ul style="list-style-type: none"> Workman's Comp: Forms (staff only page) FMLA: FMLA Frequently Asked Questions U.S. Department of Labor W 2025-2026 Employee Handbook BV S... (staff only page) District contact: Brittany Tognacci
Payroll Deductions and Direct Deposit	<ul style="list-style-type: none"> SDS Employee Portal Find pay stubs, tax documents and deductions District contact: Brittany Tognacci
Accessing your paycheck	<ul style="list-style-type: none"> SDS: SDS Web Office SDS Employee Portal Instructions District contact: Brittany Tognacci
Timesheets turned in no later than the 1st	District contact: Brittany Tognacci
Leave time - how many days do I have? I missed the deadline to add an absence, who can help?	<ul style="list-style-type: none"> Frontline: Log in to Absence Management. Link also found on Staff Only section of district webpage District contact: Brittany Tognacci
Leave time - special leave request	<ul style="list-style-type: none"> Find form: Staff Only section of district webpage District contact: Brittany Tognacci
Purchase orders and PCards	<ul style="list-style-type: none"> SDS: SDS Web Office District contact: Crystal Flores
Preapproval Activities Request	<ul style="list-style-type: none"> Request Form (Staff only page) District contact: Crystal Flores
Mileage/Meal Reimbursement	<ul style="list-style-type: none"> Form District contact: Crystal Flores
Assistance with SDS	District contact: Crystal Flores
Keys	District contact: Brittany Tognacci
Facility Use	<ul style="list-style-type: none"> Registration request on district home page District contact: Sara Sumerlin

Medicaid billing/tracking questions	District contact: Jenny Swango & Sara Sumerlin
Licensing	<ul style="list-style-type: none"> • CDE - COOL COOL Verification Access, Web Links & Application FAQs CDE District contact: Brittany Tognacci
PL Credits/ IDA	District contact: Hannah Jayne
ABRE	District contact: Hannah Jayne
Infinite Campus	District contact: Carrie Bennetts She will contact Diane Look or Matt Brooker as needed
Chemical Storage and tracking (notifying of new chemicals/cleaners added)	District contact: Meagan Stromer Find all chemicals on Staff Only of district website
Staff Handbook	<ul style="list-style-type: none"> • W 2024-25 Employee Handbook BV Sch... District contact: Brittany Tognacci
Field Trip Requests	<ul style="list-style-type: none"> • Field Trip Request Form • Overnight Trip: Preapproval • W JJH-E-1 - International/Domestic Over... District contact: Meagan Stromer District contact: Overnight trips to principal/AD then Superintendent
Board of Education	District contact: Sara Sumerlin
Special Education - Scheduling IEPs	District contact: Sara Sumerlin