

Direct Certification Contact List for School Nutrition Programs

Revised April 4, 2024

Agreement Number	Local Educational Agency (LEA)	LEA Type	First Name	Last Name	Phone	Email	Revision Date
00200	Ansonia	Public	Kevin	Behnam	203-736-5009	kbenham@ansoniam.org	5/17/2021
00300	Ashford	Public	Jennifer	Truax	860-429-1927	jtruax@ashfordct.org	
00400	Avon	Public	Maggie	Dreher	860-404-4734	mdreher@avon.k12.ct.us	
00500	Barkhamsted School	Public	Robin M.	Rood	860-379-2729	rrood@barkhamstedschool.org	
00700	Berlin	Public	Wendy	Rawlings	860-828-6581	wrawlings@berlinschools.org	4/20/2017
00800	Bethany	Public	Donna	Ricciardi	203-393-1170	dricciardi@bethany-ed.org	8/13/2019
00900	Bethel	Public	Debra	Demuth	203-794-8619	demuthd@bethel.k12.ct.us	8/26/2015
01100	Bloomfield	Public	Nick	Carambelas	860-769-4209	ncarambelas@blmfld.org	11/14/2022
01200	Bolton	Public	Christine	Patenaude	860-643-2411 ext. 4115	cpatenaude@boltonct.org	
01300	Bozrah	Public	Abigail	Tracy	860-887-2561	atracy@bozrah.org	9/13/2022
01400	Branford	Public	Maria	Cacace	203-315-7807	mcacace@branfordschools.org	5/2/2022
01500	Bridgeport	Public	Edmarie	Martinez	203-275-1213	emartinez@bridgeportedu.net	04/3/2023
01700	Bristol	Public	Cheryl	Pellerin	860-584-7735, ext. 611043	cherylpellerin@bristolk12.org	10/19/2021
01800	Brookfield	Public	Joan	Reynolds	203-775-7627	reynoldsj@brookfieldps.org	7/28/2015
01900	Brooklyn	Public	Kayla	Mercado	860-455-1554	kmercado@eastconn.org	10/5/2023

Direct Certification Contact List for School Nutrition Programs

Revised April 4, 2024

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02200	Canterbury	Public	Michele	Demicco	860-546-6236 ext. 1117	mdemicco@canterburypublicschools.org	12/7/2015
02300	Canton	Public	Maggie	Dreher	860-673-2538 ext. 10128	dreherm@region10ct.org	4/16/2019
02400	Chaplin Elementary School	Public	Jessica	Texera	860-455-9593	jtexera@chaplinschool.org	
02500	Cheshire	Public	Erica	Biagetti	203-250-2459	ebiagetti@cheshire.k12.ct.us	8/26/2015
02600	Chester	Public	Thomas	Peterlik	860-526-9546 ext. 1420	tpeterlik@reg4.k12.ct.us	5/14/2021
02700	Clinton	Public	Jon	Siciliano	203-200-8607	jsiciliano@clintonpublic.net	
02800	Colchester	Public	Leanne	Ranheim	860-537-2313 ext. 328	lrnheim@colchesterct.org	
02900	Colebrook	Public	Joanne	Kirchner-Macri	860-567-0863	kirchner-macri@edadvance.org	6/10/2022
03000	Columbia	Public	Kayla	Mercado	860-455-1554	kmercado@eastconn.org	10/5/2023
03200	Coventry/Andover	Public	Beth	Pratt	860-742-4535	bpratt@coventryct.org	10/25/2017
03300	Cromwell	Public	Sandra	Shaw	860-632-4840	SShaw@Cromwell.k12.ct.us	
03400	Danbury	Public	Sharon	Lorettoni	203-731-8284	lorets@danbury.k12.ct.us	8/15/2018
03600	Deep River	Public	Thomas	Peterlik	860-526-9546	tpeterlik@reg4.k12.ct.us	9/3/2020
03700	Derby	Public	Salvatore	Giannotti	203-516-4066	sgiannotti@derbyps.org	
03900	Eastford	SMP	Linda	Loretz	860-974-1130 ext. 102	lloretz@eastfordct.org	10/3/2017

Direct Certification Contact List for School Nutrition Programs

Revised April 4, 2024

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04000	East Granby	SMP	Mary	Hiney	860-653-6486	mhiney@eastgranby.k12.ct.us	12/19/23
04100	East Haddam	Public	Cindy	Hughson	860-873-5090	cindy.hughson@easthaddamschools.org	4/4/24
04200	East Hampton	Public	Kate	Caselli	860-365-4042	kcaselli@easthamptonct.org	11/30/23
04300	East Hartford	Public	Carrie	Van de Berg	860-622-5109	vandenberg.cl@easthartford.org	8/27/2018
04400	East Haven	Public	Deborah	Schmidtz	203-468-3261	dschmidt@east-haven.k12.ct.us	11/12/2023
04500	East Lyme	Public	Stacey	Muscarella	860-739-3966	stacey.muscarella@elpsk12.org	12/2/2019
04700	East Windsor	Public	Ryan	Galloway	860-623-3361 ext. 7407	rgalloway@ewct.org	6/13/2022
04800	Ellington	Public	Lyndsey	Steller	860-896-2339, ext. 301	lsteller@ellingtonschools.net	8/03/2023
04900	Enfield	Public	Diane	Edwards	860-253-6509	dedwards@enfieldschools.org	10/18/2021
04903	St. Bernard School	Private	Charlene	Mongillo	860-745-5275	principal@sbsenfield.org	
05000	Essex	Public	Thomas	Peterlik	860-526-9546 ext. 1420	tpeterlik@reg4.k12.ct.us	11/3/2014
05100	Fairfield	Public	Lisa	Goven	203-255-8370	lgoven@fairfieldschools.org	
05200	Farmington	Public	Kelly	Lamo	860-673-8270	lamok@fpsct.org	6/2/2022
05300	Franklin	Public	Tom	O'Connor	860-376-7670	TOConnor@griswold.k12.ct.us	12/1/2021
05400	Glastonbury	Public	Jessica	D'Agnese	860-652-7933	dagnesej@glastonburyus.org	
05600	Granby	Public	Karen	Montagna	860-844-5253	montagnak@granby.k12.ct.us	

Direct Certification Contact List for School Nutrition Programs

Revised April 4, 2024

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05700	Greenwich	Public	Erika	Peters	203-625-7499	erika_peters@greenwich.k12.ct.us	10/30/2020
05800	Griswold	Public	Tom	O'Connor	860-376-7670	T'OCConnor@griswold.k12.ct.us	12/03/2020
05900	Groton	Public	Ernie	Koschmieder	860-572-2137	ekoschmieder@groton.k12.ct.us	
05903	Sacred Heart School	SMP	Dr. Gail	Kingston	860-445-0611 ext. 11	principal@sacredheartgroton.org	
06000	Guilford	Public	Janet	Calabro	203-458-0001 ext. 22	calabroj@guilfordschools.org	9/1/2021
06200	Hamden	Public	Dawn	Albizu	203-407-2232	dalbizu@hamden.org	5/13/2021
06204	St. Martin De Porres	Private	Richard	Matzinger	203-772-2424 ext. 349	rmatzinger@saintmartinacademy.org	7/27/2020
06300	Hampton	Public	Kayla	Mercado	860-455-1554	kmercado@eastconn.org	10/5/2023
06400	Hartford	Public	Chris	Scoppetta	860-695-8490	christopher.scoppetta@hartfordschools.org	8/14/2023
06500	Hartland	Public	Wendy	Brown	860-567-0863 ext. 130	brownw@edadvance.org	8/30/2023
06700	Hebron	Public	Trish	Schiavi	860-228-2577	tschiavi@hebron.k12.ct.us	
06800	Kent	Public	Mary	Cox	860-927-3537	coxm@kentcenter.com	4/30/2020
06900	Killingly	Public	Susan	Theroux	860-779-6605	stheroux@killinglyschools.org	3/22/2019
06901	St. James School	Private	Karen	Light	860-774-3281	k.light@stjamesdanielson.org	9/14/2015
07100	Lebanon	Public	Chelsea	Williams	860-642-5637	Chelsea.williams@lebanonct.org	9/22/2022
07200	Ledyard	Public	Siobhan	Brennen	860-464-9255	sbrannen@ledyard.net	8/16/2023

Direct Certification Contact List for School Nutrition Programs

Revised April 4, 2024

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07300	Lisbon	Public	Kathy	Edmond	860-376-2403	kedmond@lisbonschool.org	1/31/2024
07400	Litchfield	Public	Joanne	Kirchner-Macri	860-567-0863 ext. 113	kirchner-macri@edadvance.org	7/20/2022
07700	Manchester	Public	Nick	Aldi	860-647-3461	naldi@mpspride.org	9/2019
07800	Mansfield	Public	Maraiah	Popeleski-Tilley	860-429-7824	popeleskitilley@mansfieldct.org	9/21/2022
07900	Marlborough	Public	Camela	Monte	860-295-6236	cmonte@marlborough.k12.ct.us	6/10/2021
08000	Meriden	Public	Susan	Maffe	203-630-4169	susan.maffe@meridenk12.org	7/23/2021
08300	Middletown	Public	Erin	Thazhampallath	860-704-4519	thazhampallathe@mpsct.org	
08400	Milford	Public	Eileen	Faustich	203-783-3490	efaustich@milforded.org	7/27/2020
08401	Boys & Girls Village, Inc.	RCCI	Gretchen	Gifford	203-877-0300	giffordg@bgvillage.org	9/20/2022
08403	St. Mary/Milford	SMP	Christina	Salzillo	203-878-6539	csalzillo@optonline.net	
08500	Monroe	Public	Margaret	Woznick	203-452-2860	mwoznick@monroeps.org	
08600	Montville	Public	Carol	Dodson	860-848-3658	cdodson@montvilleschools.org	9/8/2015
08800	Naugatuck	Public	Mary	Korowotny	203-720-5265	mary.korowotny@naugatuck.k12.ct.us	8/18/2017
08900	New Britain	Public	Ann	Alfano	860-827-2255	alfano@csgnb.org	8/30/2018
09100	New Fairfield	Public	Cindy	Austin	203-312-5665	Caustin@newfairfield.org	
09200	New Hartford	Public	Wendy	Brown	860-567-0863	brownw@edadvance.org	8/4/2023
09300	New Haven	Public	Baron	Young	203-946-8813	Baron.young@new-haven.k12.ct.us	8/15/2023

Direct Certification Contact List for School Nutrition Programs

Revised April 4, 2024

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09316	Yeshiva Gedolah Rabbinical Institute of New England	Private	Chaya Hinda	Malka	203-776-9237 ext. 200	chayahinda@ybdsnewhaven.org	
09400	Newington	Public	Dana	Markovics	860-665-8635	dmarkovics@npsct.org	
09500	New London	Public	Samantha	Wilson	860-447-6064	Wilson@newlondon.org	
09600	New Milford	Public	Sandra	Sullivan	860-354-3712	sullivansa@newmilfordps.org	
09700	Newtown	Public	Jacqueline	Kulikowski	203-270-6134	Kulikowskij@newtown.k12.ct.us	
09800	Norfolk	Public	Joanne	Kirchner-Macri	860-567-0863	kirchner-macri@edadvance.org	
09900	North Branford	Public	Melissa	Pantano	203-484-1440	mpantano@northbranfordschools.org	9/25/2020
10000	North Canaan	Public	Tammy	McGuire	860-824-5149	tmcguire@nceschool.org	4/2/2020
10100	North Haven	Public	Ann	Johnson	203-239-2581	johnson.ann@northhavenschools.org	9/8/2022
10200	North Stonington	Public	Bill	Merrill	860-535-2800 ext. 3	merrillw@northstonington.k12.ct.us	8/19/2022
10300	Norwalk	Public	Jill	Kress	203-899-2990	Kressj@norwalkps.org	8/25/2017
10400	Norwich	Public	Maria	Parrillo	860-823-6284 ext. 2054	mparrillo@norwichpublicschools.org	7/28/2023
10401	Sacred Heart	Private	Patricia	Phillips	860-887-1757	tphillips@sacredhearttaftville.org	8/30/2018
10600	Old Saybrook	Public	Pam	Listorti	860-395-3158 ext. 1016	plistorti@oldsaybrookschoos.org	9/26/2017
10700	Orange	Public	Tina	Fox	860-889-6098	Tfox@orange-ed.org	6/20/2023
10800	Oxford	Public	Marilyn	Gotshall	203-888-7754	gotshallm@oxfordpublicschools.org	9/06/2023

Direct Certification Contact List for School Nutrition Programs

Revised April 4, 2024

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10900	Plainfield	Public	Jana	Livernoche	860-564-6459	livernochej@plainfieldschools.org	9/8/2017
11000	Plainville	Public	Ashley	Carl	860-793-3234	carla@plainvilleschools.org	2/16/2022
11100	Plymouth	Public	Robin	Gudeczauskas	860-314-2761	gudeczauskasr@plymouth.k12.ct.us	8/10/2020
11200	Pomfret Community School	Public	Kayla	Mercado	860-455-1554	kmercado@eastconn.org	10/5/2023
11300	Portland	Public	Maritsa	Ellam	860-342-1880	mellam@portlandct.us	8/2/2017
11400	Preston	Public	Gloria	Homiski	860-889-6098 ext. 1422	homiskig@prestonschools.org	
11600	Putnam	Public	Jeannette	LaPlume	860-963-6933	laplumej@putnam.k12.ct.us	
11800	Ridgefield	Public	Heidi	Napolitano	203-894-5550 ext. 22024	hnapolitano@ridgefieldps.net	8/1/2022
11900	Rocky Hill	Public	Becky	Becker	860-258-7701	beckerb@rockyhillps.com	1/5/2024
12100	Salem	Public	Jennifer	Kayser	860-892-1223 ext. 3201	jkayser@salem.cen.ct.gov	
12200	Salisbury	Public	Sue	Bucceri	860-435-9871	sbucceri@salisburycentral.org	
12300	Scotland	Public	Kayla	Mercado	860-455-1554	kmercado@eastconn.org	10/5/2023
12400	Seymour	Public	Cynthia	Brooks	203-888-4513 ext. 1295	cbrooks@seymourschools.org	6/28/2016
12500	Sharon	Public	Kathryn	Robinson	860-364-5153 ext. 302	krobinson@sharoncenterschool.org	8/15/2023
12600	Shelton	Public	Mary	Barry	203-924-1023	mbarry@sheltonpublicschools.org	8/15/2022

Direct Certification Contact List for School Nutrition Programs

Revised April 4, 2024

Agreement Number	Local Educational Agency (LEA)	LEA Type	First Name	Last Name	Phone	Email	Revision Date
12800	Simsbury	Public	Bonnie	Anderson	860-323-8152	banderson@simsburyschools.net	9/18/2023
13100	Southington	Public	Nicole	Lefebvre	860-628-3200	nlefebvre@southingtonschools.org	10/3/2023
13200	South Windsor	Public	Lisa	Clayton	860-291-1230	llclayton@swindsor.k12.ct.us	5/5/2020
13300	Sprague	Public	Susan	Osborn	860-822-8264 ext. 197	sosborn@spraguek12.org	6/9/2016
13302	Academy Of The Holy Family	SMP	Sister	Stella Maria	860-822-9272 ext. 23	sisterstellamariascmc@gmail.com	6/11/2020
13400	Stafford	Public	Beth	LePane	860-684-3336	lapanee@stafford.k12.ct.us	3/21/2023
13500	Stamford	Public	Audrey	Way	203-977-1177	AWay@StamfordCT.gov	9/7/2021
13600	Sterling	Public	Kayla	Mercado	860-455-1554	kmercado@eastconn.org	10/5/2023
13700	Stonington	Public	Stephanie	Deason	860-599-0766	stephanie.deason@stoningtonschools.org	8/19/2022
13800	Stratford	Public	Verni	Escalante	203-386-6924	escalantev@stratk12.org	7/28/2022
13900	Suffield	Public	Laure	Guerrette	860-668-3204	lguerrette@suffield.org	11/6/2023
14000	Thomaston	Public	Jen	Zarrilli	860-283-4796	jzarrilli@thomastonschools.org	9/13/2023
14100	Thompson	Public	Lisa	Durand	860-923-9581 ext. 588	ldurand@thompsonpublicschools.org	8/8/2019
14200	Tolland	Public	Kim	Mecteau	860-870-6853 ext. 1	kmecteau@tolland.k12.ct.us	12/6/23
14300	Torrington	Public	Kristin	Gagnon	860-489-2527 ext. 1627	KGagnon@torrington.org	

Direct Certification Contact List for School Nutrition Programs

Revised April 4, 2024

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14400	Trumbull	Public	Christopher	Molyneu	203-452-4500	cmolyneu@trumbullps.org	8/16/2023
14600	Vernon	Public	Elizabeth	Fisher	860-896-4683	efisher@vernon-ct.gov	8/9/2022
14700	Voluntown	Public	Amy	Suffoletto	860-376-2325	asuffoletto@voluntownct.org	9/20/2022
14800	Wallingford	Public	Jim	Bondi	203-294-5927	jbondi@wallingfordschools.org	8/26/2022
15100	Waterbury	Public	Adam	Shaban	203-574-8033	ashaban@waterbury.k12.ct.us	8/4/2017
15114	Children's Community School	Private	Adri	Gomez	203-575-0659 ext. 210	secretary@ccswaterbury.org	10/5/2023
15118	Congregation K'tana Of Waterbury	Private	Rachel	Shteierman	203-528-4147	rshteierman@ykwaterbury.org	8/5/2020
15200	Waterford	Public	Deb	Virga	860-444-5807	dvirga@waterfordschools.org	9/10/2015
15300	Watertown	Public	Jennifer	Geise	860-945-4819	geiseje@watertownps.org	08/02/2023
15400	Westbrook	Public	Anne	Trotta	860-399-6214 ext. 3731	ashariff@westbrookctschoools.org	9/20/2022
15500	West Hartford	Public	Wendy	Ashe	860-561-6678	wendy_ashe@whps.org	8/14/2017
15600	West Haven	Public	Susanne	Basta	203-931-4745	susanne.basta@whschools.org	9/3/2015
15900	Wethersfield	Public	Michelle	Conlan	860-571-8117	mconlan@wethersfield.me	9/8/2017
16000	Willington	Public	Stephanie	Knight	860-429-9391 ext. 318	sknight@willingtonct.org	3/12/2019
16100	Wilton	Public	Rose	Anderson	203-762-3381 ext. 8330	andersonr@wiltonps.org	8/27/2020

Direct Certification Contact List for School Nutrition Programs

Revised April 4, 2024

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16200	Winchester	Public	Joanne	Kirchner-Macri	860-567-0863	kirchner-macri@edadvance.org	9/1/2016
16300	Windham	Public	Eric	Volle	860-465-2491	evolle@windham.k12.ct.us	1/11/2017
16301	St. Mary - St. Joseph	Private	Evelyn	Denis	860-423-8479	secretary@smsjsch.org	
16400	Windsor	Public	Patty	Patton	860-687-2000 ext. 222	ppatton@windsorct.org	
16500	Windsor Locks	Public	Christie	Palmer	860-292-5710	cpalmer@wlps.org	9/30/2019
16600	Wolcott	Public	Jennifer	Zarrelli	203-879-8145 or -8180	jzarrelli@wolcottps.org	9/14/2023
16700	Woodbridge	Public	Bethany	Freeman	203-389-2195	bfreeman@woodbridgeps.org	2/15/2022
16900	Woodstock	Public	Cathy	Bartlett	860-928-7453 ext. 315	caf@woodstockschools.net	9/3/2021
20100	Regional School District #1	Public	Julie	Lang	860-824-5123 ext. 162	jlang@hvrhs.org	
20400	Regional School District #4	Public	Thomas	Peterlik	860-526-9546 ext. 1420	tpeterlik@reg4.k12.ct.us	
20500	Regional School District #5	Public	Kathleen	Kovalik	203-397-4801	kathleen.kovalik@amityregion5.org	9/16/2022
20600	Regional School District #6	Public	Joanne	Kirchner-Macri	860-567-6656	kirchner-macri@edadvance.org	9/30/2019
20700	Regional School District #7	Public	Debra	Sugerak	860-379-8525, ext. 2612	dsugerak@nwr7.org	8/30/2023
20800	Regional School District #8	Public	Jen	Choma	860-228-9474	Jen.choma@rhamschools.org	9/20/2022
20900	Regional School District #9	Public	Michael	Dagostino	203-261-2513	mdagostino@er9.org	6/30/2023

Direct Certification Contact List for School Nutrition Programs

Revised April 4, 2024

Agreement Number	Local Educational Agency (LEA)	LEA Type	First Name	Last Name	Phone	Email	Revision Date
21000	Regional School District #10	Public	Maggie	Dreher	860-673-2538 ext. 10128	dreher@region10ct.org	12/9/2019
21100	Regional School District #11	Public	Tammi	Jacobson	860-455-9584	tjacobson@parishill.org	
21200	Regional School District #12	Public	Joanne	Kirchner-Macri	860-567-6656	kirchner-macri@edadvance.org	8/13/2015
21300	Regional School District #13	Public	Robin	Golembieski	860-349-7200	rgolembieski@rsd13.org	7/20/2021
21400	Regional School District #14	Public	Michelino	D'Uva	203-263-3190	mduva@ctreg14.org	8/30/2021
21500	Regional School District #15	Public	Meghan	Sullivan	203-758-8259	meghan.sullivan@region15.org	
21600	Regional School District #16	Public	Melanie	McNeely	203-758-6671	mmcneely@region16ct.org	4/4/24
21700	Regional School District #17	Public	Sharon	Shettleworth	860-345-4534	sshettleworth@rsd17.org	6/21/2017
21800	Regional School District #18	Public	Holly	McCalla	860-434-7238	mccallah@region18.org	
24100	CREC	Public	Kayleen	Ninteau	860-509-3774	kninteau@crec.org	8/16/2023
24200	EdAdvance	Public	Joanne	Kirchner-Macri	860-567-0863 ext. 113	kirchner-macri@edadvance.org	
24400	Aces	Public	Madeline	Torres	203-498-6867	mtorres@aces.org	9/20/2023
24500	Learn	Public	Sally	Bondy	860-434-4800 ext. 155	sbondy@learn.k12.ct.us	9/12/2017
25300	EASTCONN	Public	Paula	Hanlon	860-455-1589	phanlon@eastconn.org	11/27/23
26400	Integrated Day Charter School	Public	Rachel	Stahl	860-892-1900	rachels@idcs.org	

Direct Certification Contact List for School Nutrition Programs

Revised April 4, 2024

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26500	Interdistrict School For Arts And Communication	Public	Jenni	Barnes	860-447-1003	jenni_barnes@isaacschool.org	7/13/2020
26800	Common Ground High School	Public	Ana	Rosa	203-389-4333 ext. 1202	arosa@commongroundct.org	1/22/2019
26900	The Bridge Academy	Public	Timothy	Dutton	203-336-9999	BridgeAcademy@yahoo.com	
27900	Amistad Academy	Public	Olivia	Dudley	203-772-5332	oliviadudley@achievementfirst.org	11/6/2023
28000	New Beginnings Family Academy	Public	Todd	Daigle	203-384-2897	tdaigle@nbfacademy.org	10/17/2016
28100	Elm City College Preparatory School	Public	Olivia	Dudley	203-772-5332	oliviadudley@achievementfirst.org	9/18/2023
28300	Park City Preparatory Charter School	Public	David	Figureroa	203-953-3766	dfigueroa@parkcityprep.org	9/13/2019
28500	Achievement First Bridgeport Academy	Public	Olivia	Dudley	203-772-5332	oliviadudley@achievementfirst.org	11/6/2023
28600	Highville Charter School	Public	Ebony	West	203-287-1507	ewest@highvillecharter.com	9/20/2022
29000	Brass City Charter School	Public	Nancy	Landona	203-527-5942 ext. 202	nlandona@brasscitycharter.org	9/28/2018
29400	Great Oaks Charter School - Bridgeport	Public	Mike	Little	475-319-0027	MLittle@greatoakscharter.org	11/21/2016
29600	Stamford Charter School For Excellence	Public	Monica	Rios	203-989-0000	mrrios@stamfordexcellence.org	9/20/2022
29700	Capital Preparatory Harbor School, Inc.	Public	Joan	Conant	860-969-3300	Joan.conant@capitalprepharbor.org	

Direct Certification Contact List for School Nutrition Programs

Revised April 4, 2024

Agreement Number	Local Educational Agency (LEA)	LEA Type	First Name	Last Name	Phone	Email	Revision Date
30101	Connecticut Technical Educational Career System (CTECS)	Public	Pamela	Lopa	860-578-0025	pamela.lopa@cttech.org	8/8/2019
90100	Norwich Free Academy	Public	Colleen	Declerck	860-425-5521	declerckc@nfaschool.org	9/29/2020
90200	The Gilbert School	Public	Wendy	Brown	860-567-0863	brownw@edadvance.org	7/25/2023
98101	Waterford Country School	RCCI	Mitali	Mistry	860-442-9454	mmistry@waterfordcs.org	3/24/2022
98601	Klingberg Family Center (Raymond Hill School)	Private	Robert	Cyr	860-832-5549	robert.cyr@klingberg.com	4/3/2023

Direct Certification Contact List for School Nutrition Programs

Revised April 4, 2024



For more information, visit the Connecticut State Department of Education's (CSDE) [Direct Certification for School Nutrition Programs](#) website, or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This document is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/DirectCert/Direct_Certification_Contact_List.pdf.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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