

“Whom to See About What”

<u>SECONDARY (7-12)</u>		
Attendance		Lorna West (x205)
Academic Advisement		Kathy Horan/Carolyn Krause (x227, x224)
Advanced Placement Tests (AP & College Entrance SAT/ACT)		Kathy Horan, LuAnn Malcolm, and Carolyn Krause (x227, x204, x224)
Athletic Director		Brady Day (x251)
High School ASB		Bridget Murphy (x245)
Middle School Leadership		Nicole Thomas (x234)
CA Scholastic Federation (CSF/HS)		Carolyn Krause (x224)
Career Guidance		Carolyn Krause (x224)
Chapel		Les Enloe (x252)
Class Advisors	Senior	Ben Waggoner (x248)
	Junior	Carolyn Krause (x254)
	Sophomore	Jessica Navarro (x255)
	Freshman	Bridget Murphy (x245)
Class Schedule Changes		Kathy Horan (x227)
College Placement/Applications/Admissions		Carolyn Krause (x224)
Curriculum Adoption/Guides		Kathy Horan (x227)
Grades and Report Cards		Kathy Horan (x227)
Community Service		Ben Waggoner (x248)
Department Heads		
	Bible	Les Enloe (x252)
	Computers	James Kosako (x259)
	English	Kathy Horan (x227)
	Foreign Language	Jessica Navarro (x255)
	Math	Kristin Gilchirst (x253)
	Science	Andrea Armstrong (x264)
	Social Science	Kathy Horan (x227)
Discipline		Carolyn Krause (x224)
Dress Code		Carolyn Krause (x224)
Lockers		Judi Menger – volunteer
National Honor Society		Jessica Navarro (x255)
Private Satellite Program		Nancy Blumenthal (x2
Science Fair		Jennifer Cecil (x254)
Teacher Assistants (students)		Kathy Horan (x227)
Transcript Requests		Lorna West (x205)
<u>ELEMENTARY (K-6)</u>		
Attendance		Teacher
Academic Advisement		Kathy Horan (x227)
Achievement Tests (SAT-10)		Kathy Horan (x227)
Chapel		Donna Essick (x211)

Class Schedule Changes		Kathy Horan (x227)
Curriculum Adoption/Guides		Kathy Horan (x227)
Dress Code		Carolyn Krause (x224)
Discipline		Carolyn Krause (x224)
Geography Bee		Steve Allen (x210)
Extended Day Care		Joni Metcalfe (x201)
Homework Requests		Gail Matheson (x200)
Report Cards		Kathy Horan (x227)
Speech Competition		Julie Thurman (x213)
Spelling Bee		Sylvia Hawisher (x235)
Student Council		Penny Hawkins (x249)
<u>PRE-SCHOOL</u>		
Director		Cathe Jackson (x258)
<u>OPERATIONS</u>		
Admissions		LuAnn Malcolm (x204)
Communications		
	Car Pool Information	Gail Matheson (x200)
	Facility Requests	Steve Allen (x210)
	Fliers and Fundraising requests	Steve Allen (x210)
	Master Calendar	Gail Matheson (x200)
	Staff Nametags	LuAnn Malcolm (x204)
	Newsletters and articles	LuAnn Malcolm (x204)
	Staff Telephone List/Extension/Voice Mail System	Lorna West (x205)
	Student/Parent Telephone Directory	Lorna West (x205)
	Website and Webpages	LuAnn Malcolm (x204)
Development		
	Fundraising	Steve Allen (x210)
	PFA	Steve Allen (x210)
	Volunteers and Volunteer Committees	Steve Allen (x210)
Registrar		
Strategic Planning		
Steve Allen (x210)		
<u>BUSINESS OFFICE</u>		
Accident Insurance	Students	Lorna West (x205)
	Staff	Lorna West (x205)
Accounting		
	Payables/Receivables	Sharon Geller (x203)
	Payroll	Sharon Geller (x203)
	Purchasing Supplies	Sharon Geller (x203)
	Tuition	Sharon Geller (x203)
Maintenance and Facilities		
	Cafeteria/Food Service	Dee Covany (x 206)
	Keys	LuAnn Malcolm (x204)
	Maintenance Requests	Steve Allen (x210)
Human Resources		
Lorna West (x205) Sharon Geller (x203)		

	CPR Training	Kathy Matsuo (x246)
	Employee Benefits	Lorna West (x205)
	Employment & Credential Verification	Lorna West (x205)
Technical	Audio/Visual Equipment	Anne Barbour, James Kosako (x259)
	Technical Requests	Front Office Mail Box
GENERAL		
Activities Director		Lorna West (x205)
Board of Directors		Melissa Dundas (Chairman – Volunteer)
Community Resources		Gail Matheson (x200)
Emergency Preparedness		Kathy Matsuo (x246)
Library		Julie Thurman (x213)
Performing Arts		
	Elementary	Donna Essick (x211)
	Secondary (MS & HS class)	Anne Barbour
PE Uniforms		Brady Day (x251)
Photography	School Portraits	O’Connor Bros. Photography (805) 306-9542
	Senior Portraits	Bennett Photography (805) 529-1240
PFA (Parent-Faculty Association)		Stacey Massell
Safety/Disaster/Fire - Overall		Kathy Matsuo (x246)
	Preschool	Cathe Jackson (x258)
	Elementary	Steve Allen (x210)
	Secondary	Steve Allen (x210)
School Uniforms		Norman’s Uniforms (310)832-8342 normansuniforms.com (code 384) Joni Metcalfe (x201)
Scrip		Sharon Geller (x203)
Sports	Athletic Director (MS & HS)	Brady Day (x251)
Textbooks Ordering/Purchasing		
	Elementary	Kathy Horan (x227)
	Secondary	Kathy Horan (x227)
Trips	4 th grade Sacramento	Penny Hawkins (x249)
	7 th grade trip	Jennifer Cecil (x254)
	8 th grade Washington D.C.	Nicole Thomas (x234)
	Europe Trip	Kathy Horan (x227)
	Senior Trip	Kathy Horan/Ben Waggoner (x227, x248))
	Senior Grad Night	LuAnn Malcolm (x204)
Tutoring Information		LuAnn Malcolm (x204)
“Whom to See About What” (compiling)		LuAnn Malcolm (x204)
Work Permits		Gail Matheson (x200)
Work Room (S.O.N. Room)		Cathe Jackson (x258)
Yearbook		Ben Waggoner (x248)

