

"WHO TO CALL WHEN"

Job Responsibility	Person Responsible	Phone	Job Responsibility	Person Responsible	Phone
Accident Reporting	<i>Leigh Ann Skipper</i>	4200	Faculty Resources/Accreditation	<i>LouLyn Turner</i>	2450
Account Information	<i>Janet Painter</i>	4050	Faculty Salary/Payroll	<i>Julie Arp</i>	4040
Address or Phone Change	<i>Julie Game</i>	4000/4001	Field Trip Approval	<i>Principal</i>	
Administration - General Questions	<i>Julie Arp</i>	4040	Field Trip Monies	<i>Amy Blanton</i>	4055
Admissions	<i>Lisa Nusz</i>	4120	First Aid Kits	<i>Leigh Ann Skipper</i>	4200
Alumni	<i>Jaime Nash</i>	4030	Forms	<i>Wendy Bowen</i>	4035
AP Coordinator	<i>Tinsley Fain</i>	4080	Fundraising	<i>Jaime Nash</i>	4030
Assembly Diagrams for Sanctuary and Gym	<i>Wendy Bowen</i>	4035	Furniture Needs	<i>Julie Arp</i>	4040
Assignments for Students	<i>Julie Game</i>	4000/4001	General School Information	<i>Julie Game</i>	4000/4001
Athletic Game Directions/Transportation	<i>Jennifer Moss</i>	4045	GPA Calculations	<i>Tinsley Fain</i>	4080
Athletic Schedules	<i>Jennifer Moss</i>	4045	Graduation - Kindergarten	<i>Loulyn Turner</i>	4100
Athletic Travel Release	<i>Jennifer Moss</i>	4045	Graduation - High School	<i>Tinsley Fain</i>	4080
Attendance	<i>Julie Game</i>	4000/4001	Counseling Issues for 7th-10th Grades	<i>Tinsley Fain</i>	4080
Auction	<i>Jaime Nash</i>	4030	Guidance Issues for 11th-12th Grades	<i>Tinsley Fain</i>	4080
Awards- End of Year Preparation	<i>Julie Arp</i>	4040	Handbooks	<i>Julie Arp</i>	4040
Beta Club-Junior	<i>Erin Jenks</i>	email	Headmaster's Assistant	<i>Julie Arp</i>	4040
Beta Club-Senior	<i>Traci Arledge</i>	email	High School Issues	<i>Jerry Boyd</i>	4020
Billing Information	<i>Janet Painter</i>	4050	Homecoming	<i>J.Nash/J.Boyd</i>	4020
Bus Drivers	<i>Wendy Bowen</i>	4035	Illness	<i>Leigh Ann Skipper</i>	4200
Calendar and Calendar Requests	<i>Wendy Bowen</i>	4035	Immunizations	<i>Leigh Ann Skipper</i>	4200
Chorus	<i>Jaylan Brinson</i>	email	Interim Reports	<i>Wendy Bowen</i>	4035
Class Rosters	<i>Wendy Bowen</i>	4035	Intermediate (5th-6th) Issues	<i>Lacy White</i>	2450
College Prep	<i>Tinsley Fain</i>	4080	Junior Rings	<i>Tinsley Fain</i>	4035
Computer Email Problem	<i>Jimmy Fender</i>	F11	Junior-Senior Formal	<i>Traci Arledge</i>	email
Computer Password Change (Subject: pw)	<i>Jimmy Fender</i>	2600	Keys	<i>Julie Arp</i>	4040
Copier Maintenance	<i>Amy Blanton</i>	4055	Kindergarten Issues	<i>Loulyn Turner</i>	4100
Copying Needs	<i>Amy Blanton</i>	4055	Laminating	<i>Amy Blanton</i>	4055
Curriculum Needs	<i>Kathi Johnson</i>	email	Location of Student/Class	<i>Julie Game</i>	4000/4001
E Sports	<i>Marty Ilderton</i>	email	Locker Assignment and Combinations	<i>Julie Game</i>	4000/4001
Elementary (1st-4th) Issues	<i>Lacy White</i>	4100	Locker Problems	<i>Principal</i>	
Emerg. Housekeeping or Maint. Needs	<i>Julie Game</i>	4000/4001	Lunch Billing/Holmes Catering	SCALunch@fbns.org	
Enrollment Statistics	<i>Wendy Bowen</i>	4035	Lunch Procedure	SCALunch@fbns.org	
Extended Care/Warrior Overtime	<i>Deborah Kirkland</i>	4150	Mail	<i>Julie Game</i>	4000/4001
F11 Computer or Maintenance Problems	<i>Jimmy Fender</i>	2600	Media Needs	<i>Traci Arledge</i>	email
F11 Housekeeping Problems	<i>Andrew Thornton</i>	2670	Medical Supplies	<i>Leigh Ann Skipper</i>	4200
Faculty Attendance	<i>Julie Arp</i>	4040	Mentoring Issues	<i>Principal</i>	
Faculty Benefits/Insurance	<i>Julie Arp</i>	4040	Middle School Issues	<i>Jerry Boyd</i>	4020
Faculty Certification-ACSI, SCISA, CEUs	<i>LouLyn Turner</i>	2450	Ordering Paper, Supplies	<i>Amy Blanton</i>	4050
Faculty Contract	<i>Julie Arp</i>	4040	Photography	<i>Carla Ilund</i>	email

Job Responsibility	Person Responsible	Phone
Picture Day for Students and Classes	Amy Blanton	4120
Preschool (3K-4K) Issues	Loulyn Turner	4100
PowerSchool/Schoology- C.Ilund, S.Conway	Rikki Wernquist	email
Printer Cartridges	Jimmy Fender	F11
Programs for Special Events	Office	email
Purchasing Requests	Amy Blanton	4055
Red Ribbon Week	Tinsley Fain	4035
Report Cards	Wendy Bowen	4035
Resource Room Supplies	Amy Blanton	4055
Room Needs	Julie Arp	4040
Schedules	Wendy Bowen	4035
Security Badge	Julie Arp	4040
Smart Board Curriculum	Rikki Wernquist	email
Smart Board Technical Support	Rikki Wernquist	email
Staff Development	Loulyn Turner	2450
Stanford Testing - (1st-9th Grades)	Tinsley Fain	4080
Student Activities	Lisa Nusz	4120
Student Council	Kara Wheeler	email
Student Permanent Records	Julie Game	4040
Substitute Teacher Needed (in-advance)	Principals	email
Substitute Needed (less than 24 hours)	Loulyn Turner	2450
Summer Camp	Deborah Kirkland	4150
Tech. Troubleshooting in the Classroom	Rikki Wernquist	email
Textbooks	Kathi Johnson	email
Theft Report	Julie Arp	4040
Transportation Needs	Wendy Bowen	4035
T-Shirt Purchasing	Amy Blanton	4055
Theater Production	Jaylan Brinson	email
Uniform Questions	Principals	
Volunteers	Lisa Nusz	4120
Webpage-Faculty	Sheila Conway	email
Webpage-School	Traci Arledge	email
Workroom	Julie Arp	4040
Yearbook	Carla Ilund	email

CHECK ALL EXTENTIONS SINCE I HAVE CHANGES SEVERAL NAMI