"WHO TO CALL WHEN"

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

- 4 - 440	Person		
Job Responsibility	Responsible	Phone	
Picture Day for Students and Classes	Amy Blanton	4120	
Preschool (3K-4K) Issues	Loulyn Turner	4100	
PowerSchool/SeeSaw- 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	Wendy Bowen	4035	
Schedules	Wendy Bowen	4035	
Security Badge	Wendy Bowen	4035	
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	Connor McDonald	4150	
Tech. Troubleshooting in the Classroom	Rikki Wernquist	email	
Textbooks	Kathi Johnson	email	
Theft Report	Amanda Calloway	4040	
Transportation Needs	Wendy Bowen	4035	
T-Shirt Purchasing	Amy Blanton	4055	
Theater Production	Jaylan Schubert	email	
Uniform Questions	Principals		
Volunteers	Lisa Nusz	4120	
Webpage-Faculty	Sheila Conway	email	
Webpage-School	Traci Arledge	email	
Workroom	Amanda Calloway	4040	
Yearbook	Carla Ilund	email	