

DIRECTORY of QUICK REFERENCES 2011 - 2012

FOR QUESTIONS ABOUT	CONTACT PERSON
Accounting	Inita Burgess – Business Manager Melody Cronce – Assistant Business Manager
Address/Phone/Email Changes	Marsha Robbins – Secondary Helen Brown – Elementary
Admissions	Marsha Robbins – Secondary Denise Morrison – Elementary
After School Care Program	Denise Morrison – Elementary Principal
Athletics	Derone McNeill - AD Kelly Taylor – Assistant AD
Bus / Transportation	Wayne Mayberry
Calendars – Headmaster’s Academic Athletic	Marsha Robbins Marsha Robbins Kelly Taylor
Chapels	Brian Pestotnik – Secondary Denise Morrison – Elementary
College Guidance	Brian Pestotnik
Development	Kim Farmer
Discipline (<i>Classroom teacher first</i>)	Jeff Durham - HS Mike Schopps - MS Denise Morrison – Elementary, then Dirk Mroczek
Dress Code	Jeff Durham – High School Mike Schopps – Middle School Denise Morrison – Elementary
Employment Applications	Marsha Robbins – Upper school office Helen Brown – Elementary office
Financial Aid	Inita Burgess
Fundraising – school wide	Kim Farmer
Grades	Classroom Teachers
Homework Calendar	Allison Wilson
Library	Jennifer Parker – Elementary and Secondary
Lunch Menus	Melody Cronce
Lunchroom Coordinators	Anna Donahoe – Secondary Denise Morrison - Elementary
Marketing	Kim Farmer
Milk Cards - Elementary	Elementary Classroom Teachers
Moms-in-Touch (MIT)	Julie Schopps Keg Andrews
PowerSchool	Allison Wilson
Re-enrollment	Dirk Mroczek – Secondary Denise Morrison – Elementary
Reservations of SCS <i>Room/Facilities/Grounds</i>	Upper School Office - Miller Facility & Conference room Wayne Mayberry – Kester Gym Helen Brown – WABC Facility
Safety and Security of SCS	Wayne Mayberry
Scheduler – school wide	Kelly Taylor
School News Updates – on-line	Marsha Robbins – Secondary Denise Morrison - Elementary
SCRIP program	PTF
SCS Technology	Allison Wilson
Student Records	Marsha Robbins – Secondary Helen Brown – Elementary
Student Support Services Program	Dr. Janine Bowman
Transcripts	Marsha Robbins
Volunteers	Kim Farmer – Secondary Denise Morrison – Elementary
Website	Allison Wilson
Withdrawing from SCS	Marsha Robbins – Secondary; Helen Brown – Elementary
Yearbook	Kelly Taylor