

WHOM TO CALL WHEN YOU NEED ASSISTANCE

Call 252-728-4583, then dial the person's extension number or ask for, unless otherwise specified.
 Extension numbers follow each name.

Academically/Intellectually Gifted..Heather Boston (160135)
 Accident Reports, Student Ashley Henry (160176)
 Accounts PayableLibby McCarthy (160134)
 AccreditationJody McClenny (160166)
 Adv. Placement Courses..... Jessica Emory (160112)
 Advisory Councils.....Sarah Bulla (160113)
 AESOP (Substitute System)..... Chaeli Smith (160129)
 Allotment of Funds (General) Julie Bernotski (160143)
 Anti-bullying Kim Krohn (160163)
 Apprenticeships.....Allison Dees (160162)
 Applications for EmploymentJodi Cordova (160117)
 Annuities.....Casey Harris (160119)
 Athletics..... Co. AD, Al Roberson or School Athletic Directors
 Attendance ZonesAnita Willis (160149)
 Beginning TeachersJody McClenny (160166)
 Benefits, Employee..... Patty Skiff (160116)
 Board of Education.....Sarah Bulla (160113)
 Budgets Julie Bernotski (160143)
 Bus Driver Training.....Harry Brooks, 728-4635
 Buses (School & Activity).....Harry Brooks, 728-4635
 Cafeterias/Child Nutrition Melissa Albright (160125)
 Calendar, School Year..... Mike McKay (160160)
 Career and College Promise Jessica Emory (160112)
 Career and Technical Education.....Allison Dees (160162)
 Career Development Coordinator.....High Schools
 CEU's Chaeli Smith (160129)
 Change of School AssignmentSee Transfers
 Child Abuse, Neglect..... Blair Propst (160117)
 Closings & Delays....Website or Jennifer Perryman (160137)
 Communicator (Newsletter) Jennifer Perryman (160137)
 Communications..... Jennifer Perryman (160137)
 Compulsory Attendance Blair Propst (160117)
 ConstructionKenny Pedersen, 728-6115
 Counselors Schools
 Crisis Coordinator Kim Krohn (160163)
 Curriculum..... Jody McClenny (160166)
 Custodial Service Supply Tip Thompson, 728-6115
 Data AnalyticsJody McClenny (160166)
 Dept. of Public Instruction* (984) 236-2100
 Division of Non-Public Education* (919) 733-4276
 Driver's Education Crystal Bailey (160115)
 Dropout PreventionJody McClenny (160166)
 Effective Teacher Training...Cart. Comm. College, 222-6200
 Elementary School Questions.....Dr. Anna Brooks (160141)
 Emergencies, Students/Staff..... Blair Propst (160117)
 Employee Deductions.....Casey Harris (160119)
 Employee Verification..... Georgiana Small (160175)
 English as a Second Language (ESL).....Kim Krohn (160163)
 EOG/EOC, CTE Testing Crystal Bailey (160115)

Evaluations, Teacher.....Principals
 Exceptional Children's Programs...Dr. Anita O'Quin-Boyd, Director (160147)
 Crystal Burke, Assistant Director(ext. 160146)
 Joanie Brand Hudson, EC Admin. Assistant/Bookkeeper ... (ext. 160132)
 Mikayla Goss, EC Data Manager(ext. 160136)
 Exchange Students, Foreign.....Blair Propst (160120)
 Facility Rentals Dr. Jeff Murphy (160208)
 Facility Support OperationsWillia Thomas, 728-6115
 Federal Title Programs.....Dr. Anna Brooks (160141)
 Fire Safety (Inspections) Kenny Pedersen, 728-6115
 Fiscal Matters..... Julie Bernotski (160143)
 Flyers (distribution of non-school materials) Jennifer Perryman (160137)
 FMLAJodi Cordova (160117)
 Food Services..... Melissa Albright (160125)
 Foster Care.....Kim Krohn (160163)
 Foundation, CCPSJennifer Perryman (160137)
 Governor's School... Counselors or Heather Boston (160135)
 Graduation RequirementsJody McClenny (160166)
 Grievances, Employee Blair Propst (160117)
 High School Questions Jessica Emory (160112)
 Hill Center Training.....Dr. Anna Brooks (160141)
 Homebound Services... Crystal Burke (160146)
 Homeless.....Kim Krohn (160163)
 Home School info contact the NC Division of Non-Public
 Education*(919) 733-4276
 HR Data Manager Chaeli Smith (160129)
 Human Resources Blair Propst (160117)
 ImmunizationsSchool Nurses or Anita Willis (160149)
 Information, PublicJennifer Perryman (160137)
 Insurance, Employee:
 Dental/Vision Casey Harris (160119)
 Flex. Spending Accts (Med. Reimbursement & Child Care),
 Cancer, Critical Illness, Disability, Intensive Care,
 Health, Life Patty Skiff (160116)
 Insurance, Student Casey Harris (160119)
 Instructional Technology.....Mike McKay (160160)
 Leave Regulations.....Blair Propst (160117)
 Library Media Services.....Mike McKay (160160)
 Licensure..... Georgiana Small (160175)
 MTSS/PBIS/SEL Heather Boston (160135)
 Maintenance Kenny Pedersen, 728-6115
 Mental Health Kim Krohn (160163)
 Mentor Program.....Kim Krohn (160163)
 Middle School Questions..... Jessica Emory (160112)
 Music and Art Programs...Craig Everett, 725-0747 or 160152
 NC Educator Evaluation System Jodi Cordova (160117)
 News MediaJennifer Perryman (160137)
 NursesKim Krohn (160163)
 Nutrition, Child..... Melissa Albright (160125)

WHEN YOU NEED ASSISTANCE

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Occupational Program at WCHS...Martha Hooper, 726-1176, ext.1806
 OSHA Reporting.....Kenny Pedersen, 728-6115
 Payroll..... Casey Harris (160119) or Shanna Rose (160118)
 Pest Control Services.....Tip Thompson, 728-5115
 Performance Appraisal.....Blair Propst (160117)
 Plant Operations.....Kenny Pedersen, 728-6115
 Policy, Board of Education..... Blair Propst (160117)
 PowerSchool..... Anita Willis (160149)
 Praxis Testing.....Georgiana Small (160175)
 Preschool:

Disability Services (Special Needs) Amber Johnson 247-2448, ext. 322909
 Public School Pre-K.....Kimberly Hughes, 223-4574, ext. 169102
 Professional Development/Teachers...Dr. Anna Brooks (160141)
 Psychologists..... Dr. Anita O'Quin-Boyd (160147)
 Public Information Requests Jennifer Perryman (160137)
 Purchasing.....Libby McCarthy (160134)
 Purple Star Liaison.....Jennifer Perryman (160137)
 Records, Student.....School last attended
 Registration, High School.....Schools
 Registration, Middle/ElementaryNC SIS Data Mgr Schools
 Renewal Credits.....Chaeli Smith (160129)
 Resource Officers ... Schools or Officer Josh Phillips, 342-2333
 Retirement Benefits..... Patty Skiff (160116)
 Requests for Public Information.... Jennifer Perryman (160137)
 Safe Schools Training Program.....Chaeli Smith (160129)
 Salary Information.....Casey Harris (160119)
 School Improvement Plans..... Jody McClenny (160166)
 Section 504 / IEPs Dr. Anita O'Quin-Boyd (160147)
 Senior Citizen Cards..... Teresa Chadwick (160000)
 Short Term Disability.....Shanna Rose (160118)
 Sign Language..... Jody McClenny (160166)
 Social Workers, School..... Kim Krohn (160163)
 Leslie Reynolds, CHS 393-7022
 Ashley Hostinsky, MCPS..... 247-2448
 Jenny Pilcher, ECHS 728-3514
 Alexis Lane, WCHS726-1176

Software License..... Mike McKay (160160)
 Special Education Programs..See Exceptional Children's Prog.
 Speech Pathologist.....ECP department (160132)
 Student Accountability Standards Principals
 Student Teaching..... Jodi Cordova (160117)
 Substitute Teacher Regulations Blair Propst (160117)
 Summer School Jody McClenny (160166)
 Superintendent's OfficeSarah Bulla (160113)
 Surplus Property/GovDeals..... Tip Thompson, 728-6115
 Teacher College Loan FormsGeorgiana Small (160175)
 Teacher Recruitment Blair Propst (160117)
 Teaching Fellows..... Blair Propst (160117)
 Teaching Strategies Dr. Anna Brooks (160141)
 Technology Mike McKay (160160)
 Technical Support..... Mike McKay (160160)

Transportation.....Harry Brooks, 728-4635
 TIMS, Transportation Info. Mgmt.....Mark Mehan 726-4635
 Teen Court Program.... Maria Montoya, Coordinator 726-6584
 Tenure Blair Propst (160117) or Georgiana Small (160175)
 Testing & Accountability, CTE, NCFE...Crystal Bailey (160115)
 Textbook (selection)Jody McClenny (160166)
 Transfers - Out of District.....Principals
 Transfers - Out of and Into County..... Anita Willis (160149)
or Sarah Bulla (160113)
 Transfers - Community College..... Sarah Bulla (160113)
 Travel Reimbursement, Schools Libby McCarthy (160134)
 Unemployment Benefits Patty Skiff (160116)
 Virtual School / Online CoursesMike McKay (160160)
 VolunteersIndividual Schools
 WAN (wide area network).....Eric Hale (160159)
 Warehouse Operations..... Tip Thompson, 728-5115
 Website, School System*.....Mike McKay (160160)
 Workers' Compensation Patty Skiff (160116)
 Work Orders Willa Thomas,728-6115

Schools:

Atlantic Elementary School (Pre-K-8)..... 225-3961
 Beaufort Elementary School (Pre-K-5)..... 728-3316
 Beaufort Middle School (6-8)..... 728-4520
 Bogue Sound Elementary School (Pre-K-5)..... 393-1279
 Bridges School (6-12)..... 808-3040
 Broad Creek Middle School (6-8)..... 247-3135
 Carteret Pre-School.....223-4574
 Croatan High School (9-12)..... 393-7022
 Down East Middle School (6-8) 729-2301
 East Carteret High (9-12)..... 728-3514
 Harkers Island Elementary School (K-8)..... 728-3755
 Morehead City Elementary School (4-5)..... 726-1131
 Morehead City Middle School (6-8)..... 726-1126
 Morehead City Primary School (Pre-K-3)..... 247-2448
 Newport Elementary School (Pre-K-5)..... 223-4201
 Newport Middle School (6-8)..... 223-3482
 Smyrna Elementary School (Pre-K-5) 729-2301
 West Carteret High School (9-12) 726-1176
 White Oak Elementary School (Pre-K-5)..... 393-3990

*Websites:

Carteret County Public School System:

www.carteretcountyschools.org

Dept. of Public Instruction: www.ncpublicschools.org

Division of Non-Public Education (home and private schools):

<https://ncadmin.nc.gov/about-doa/divisions/division-non-public-education>