

# Human Resources “Who To Call”

<b>Contact Us:</b>	<b>Human Resources</b> 2465 Gillespie Street Fayetteville NC 28306	910-678-2629	<b>Fax:</b> 910-678-2344
<b>Ruben Reyes</b>	<b>Associate Superintendent</b>	910-678-2310	*Dismissal/Non-Renewal *Personnel Policies
Bobbi Jo Pova	Administrative Assistant	910-678-2310	*Educational Leave *Resignations-Certified Personnel *Utility Waiver Program *Vacancies-Certified (to post them)

## Certified Personnel

Tonya Page	Director	910-678-2329	*Certified Employee Issues K-12 *Evaluation Information
Cynthia Guillen	Certified Personnel Clerk	910-678-2323	*Evaluation Information
Dr. Lillian McDavid	Certified Personnel Supervisor	910-678-2322	*Certified Employee Issues K-12 *Field Experience and Student Teaching *Reserve Teachers
Kendra Diggs	Certified Personnel Specialist	910-678-2322	*Field Experience and Student Teaching *Reserve Teachers

## Classified Personnel

Sharon President	Classified Personnel Supervisor	910-678-2306	*Classified Employee Issues *Title IX
Margarita Johnston	Classified Personnel Specialist	910-678-2306	*Evaluation Forms *Resignations-Classified Personnel *Vacancies-Classified (to post them)

## Benefits Division

Melinda Raynor	Benefits	910-678-2335	*Beneficiary Change: Life & Retirement *Disability (Short & Long Term) *Family Medical Leave Act *Maternity/Medical Leave *Medical Leave of Absence *Student Accidents/Reports
Vacant	Retirement/Benefits	910-678-2640	*401 K Plan *Death Benefits *Retirement
Pam Edge	Health Benefits Rep. / Employee Benefits	910-678-2321	*Benefits: Dental/Vision *Health/Life/Cancer Insurance *Cafeteria Plan (Pre-Tax deduction) *Cancer Policy *Dental Insurance *Health Insurance *MetLife Insurance

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## Initial Employment Division

Cynthia Ringler	Application Specialist	910-678-2320	*Applications-Certified-Changes & Information *Applications-Classified
Wendy Haire	Receptionist	910-678-2629	*General Applications Inquiries
Renee Campbell	Background Specialist	910-678-2333	*Background Check *Personnel Files
Sandra Doss	Employment Specialist	910-678-2319	*Contracts *Physical Forms *Sign-up for Employment/Appointments
Olivia Martinez	Substitute Specialist	910-678-2632	*Applications-Substitutes *Substitutes-Changes of address/name/phone

## Licensure Division

Jo-Ann Tumilty	Licensure Specialist	910-678-2639	*Lateral Entry *Licensure *Licensure Renewal *Renewal Credits
Jennifer Rancour	Licensure Specialist	910-678-2349	*Lateral Entry *Licensure *Licensure Renewal *Renewal Credits

## Risk Management

Laura Young	Risk Manager	910-678-2338	*Property Damage *Student Accident Insurance Information *Unemployment Insurance *Vehicle Accidents *Visitor Inquiries *Workers' Compensation
Kimberly Lusignan	Risk Management Clerk	910-678-2338	*Property Damage *Student Accident Insurance Information *Unemployment Insurance *Vehicle Accidents *Workers' Compensation
Alisha Morrison	Loss Prevention Specialist	910-678-2345	*Student Accidents *Visitor Accidents *Workers' Compensation *Safe Schools Online Training *Site/Playground Inspections

## Salary Management Division

Mendee Daniel	Salary Administrator	910-678-2326	*Salary questions *Job Descriptions
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## Salary Management Division (continued)

Kathryn Brandon	Lead Salary Analyst	910-678-2325	*N.C. 4 Changes (Tax Deductions) *Salary *Supplement *Tenure *W.4 Changes (Tax Deductions)
Kimberly McLaurin	Salary Analyst	910-678-2346	*N.C. 4 Changes (Tax Deductions) *Salary *Supplement *Tenure *W.4 Changes (Tax Deductions)
Donna Heath	Salary Analyst	910-678-2626	*N.C. 4 Changes (Tax Deductions) *Salary *Supplement *Tenure *W.4 Changes (Tax Deductions)
Kimberly Cobb	Salary Analyst	910-678-4493	*N.C. 4 Changes (Tax Deductions) *Salary *Supplement *Tenure *W.4 Changes (Tax Deductions)
Betty Franklin	Salary Analyst	910-678-2347	*N.C. 4 Changes (Tax Deductions) *Salary *Supplement *Tenure *W.4 Changes (Tax Deductions)
Robbyn Gerald	Salary Analyst	910-678-2630	*N.C. 4 Changes (Tax Deductions) *Salary *Supplement *Tenure *W.4 Changes (Tax Deductions)
Lisa Johnson	Salary Analyst	910-678-2630	*N.C. 4 Changes (Tax Deductions) *Salary *Supplement *Tenure *W.4 Changes (Tax Deductions)

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Kristen White	Personnel Analyst	910-678-2334	*Address Change-Form on HR web site and intranet *Credit Union Deductions *Employment Verification *Garnishments *Lost Wages *Name Change *Retirement Contributions Refund *Telephone Change-Form on the intranet
		<b>FAX:</b> 910-678-2356	

## Beginning Teachers

Kari Grates	Beginning Teacher Support	910-678-8734	*Beginning Teacher Training/SUCCESS I & II *Initial Licensure Program *Mentor Pay/Training *New Teacher Orientation *New Teacher Orientation Pay *SUCCESS I & II/Beginning Teacher Training
	Beginning Teacher Administrative Assistant	910-678-8734	

## Professional Development

Yimiya Pearson	Director of Professional Development	910-678--2534	*National Board of Professional Teaching Standards *CEU Credits and Staff Development Credit Approval *Staff Development Rosters *Staff Development Sign-up
Denise Nunnery	Professional Development Administrative Assistant	910-678-2534	

## Other Helpful Contacts

Fayetteville Technical Institute		910-678-8309	*Effective Teacher Training
Payroll		910-678-2360	*Substitute Payroll *W.2 Inquiries
Transportation		910-678-2581	*Bus Driver Exams



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