

Contact Information

Questions About:	Call or Send Info:	Phone:	Email:
12 Month Options	Payroll Secretary at School/Site		
401 K Plan	Heather Listebarger	910-245-4269	heather.listebarger@nhcs.net
Address Change	Tammy Jones	910-254-4274	tammy.jones@nhcs.net
Administrative Issues/Concerns	Dr. John Welmers Robin Meiers	910-254-4257 910-254-4353	john.welmers@nhcs.net robin.meiers@nhcs.net
Annuities, Tax Sheltered 403 B	Heather Listebarger	910-254-4269	heather.listebarger@nhcs.net
Application Process Help	DPI	919-807-4957	
Applications- Certified/Licensed- Changes & Information	Jennifer Addis	910-254-4214	jennifer.sullivan@nhcs.net
Applications- Classified/Licensed- Changes & Information	Patti Easingwood	910-254-4427	patti.easingwood@nhcs.net
Applications- Substitutes- Changes & Information	Kimberly Cox	910-254-4345	kim.cox@nhcs.net
Background Check	Stephanie Markley	910-254-4257	stephanie.markley@nhcs.net
Beginning Teacher Training Lateral Entry Training	Andrea Raines & Marcia Kearns Merkle	919-614-0370 910-471-4271	andrea.raines@nhcs.net marcia.kearns@nhcs.net
Beneficiary Changes- Life & Retirement	Tammy Jones	910-254-4274	tammy.jones@nhcs.net
Bus Driver Training	Valeria Jones-Transportation	910-254-4395	valeria.jones@nhcs.net
CEU Credits	Shelia Washington	910-254-4258	shelia.washington@nhcs.net
Classified Employee Issues/Concerns	Debbie Trafton	910-254-4272	debora.trafton@nhcs.net
Classified Evaluation Forms/Information	Patti Easingwood	910-254-4427	patti.easingwood@nhcs.net
Classified- Outside Work Experience	Patti Easingwood	910-254-4427	patti.easingwood@nhcs.net
Contracts- Administrative	Stephanie Markley	910-254-4257	stephanie.markley@nhcs.net
Contracts-Certified	Scott Hall	910-254-4259	scott.hall@nhcs.net
Death Benefits	Tammy Jones	910-254-4274	tammy.jones@nhcs.net
Disability (Short & Long Term)	Martie Fisher	910-251-2928	martie.fisher@nhcs.net
Dismissal/Nonrenewal	Robin Meiers	910-254-4353	robin.meiers@nhcs.net
Employment Verification	Martie Fisher	910-251-2928	martie.fisher@nhcs.net
Fax, Human Resources	Main	910-254-4471	
Field Experience and Student Teaching (Other)	Andrea Raines	919-614-0370	andrea.raines@nhcs.net
Flexible Benefits	Jane Blackmon	910-251-2991	jane.blackmon@nhcs.net
Garnishments	Jeanne Dubendorf	910-254-4343	jeanne.dubendorf@nhcs.net
Health Insurance	Tammy Jones	910-254-4274	tammy.jones@nhcs.net
High School Transcripts	LaVerne Midgette-Leach	910-254-4216	laverne.midgette@nhcs.net
HRMS/NCUID/NCID	Scott Hall	910-254-4259	scott.hall@nhcs.net

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Lateral Entry Eligibility	Shelia Washington	910-254-4258	shelia.washington@nhcs.net
Leave Of Absence/Family and Medical Leave Act	Martie Fisher	910-251-2928	martie.fisher@nhcs.net
Licensure	Sheila Washington	910-254-4258	shelia.washington@nhcs.net
Licensure Renewal Plans	Shelia Washington	910-254-4258	sheila.washington@nhcs.net
Mentor Pay/Training	Marcia Kearns Merkle	910-471-4271	marcia.kearns@nhcs.net
Name Change	Tammy Jones	910-254-4274	tammy.jones@nhcs.net
National Board Certified Teacher Program	Dr. Kimberly O'Briant	910-254-4163	kimberly.obriant@nhcs.net
N.C.4 Changes (Tax Reductions)	Payroll Secretary at School/Site		
NC State Transfer of Service & Leave Certified	Sheila Washington	910-254-4258	shelia.washington@nhcs.net
NC State Transfer of Service & Leave Classified	Patti Easingwood	910-254-4427	patti.easingwood@nhcs.net
Personnel Files	Barbara Saunders	910-254-4232	barbara.saunders@nhcs.net
Receptionist (HR)	Jean McGarth Anita Rowell	910-254-4200	jean.mcgarth@nhcs.net anita.rowell@nhcs.net
Renewal Credits	Shelia Washington	910-254-4258	sheila.washington@nhcs.net
Resignations-Certified/Classified	Tammy Jones	910-254-4274	tammy.jones@nhcs.net
Retirement Contributions/Refunds Applications	Tammy Jones	910-254-4274	tammy.jones@nhcs.net
Salary	Payroll Secretary at School/Site		
TalentEd	Shelia Washington	910-254-4258	shelia.washington@nhcs.net
Shared Leave	Martie Fisher	910-251-2928	martie.fisher@nhcs.net
Staff Development Credit Approval	Dr. Kimberly O'Briant	910-254-4163	kimberly.obriant@nhcs.net
Substitute Employee Issues/ Concerns	Kimberly Cox	910-254-4345	kim.cox@nhcs.net
Substitute-Payroll	Payroll Secretary at School/Site		
Substitutes - Changes of Address/Name/Phone	Kimberly Cox	910-254-4345	kim.cox@nhcs.net
Supplement	Payroll Secretary at School/Site		
Telephone Number Change	Payroll Secretary at School/Site		
Unemployment Insurance	Heather Listebarger	910-254-4269	heather.listebarger@nhcs.net
Vacancies- Certified (to Post)	Susan Sellers	910-254-4233	susan.sellers@nhcs.net
Vacancies- Classified (to Post)	Debbie Trafton	910-254-4272	debor.trafton@nhcs.net
Volunteers	Stephanie Markley	910-254-4257	stephanie.markley@nhcs.net
Workers' Comp Claims	Jane Blackmon	910-251-2991	jane.blackmon@nhcs.net