



Contacts: FREQUENTLY ASKED QUESTIONS

Accident Reports:

Regular Employees – Holly Hess heddy@k12.wv.us

Students – Trey Varner Harold.varner@k12.wv.us

Athletics/Safety:

Adam Henkins ahenkins@k12.wv.us

Certification:

Mary Beth Harvey mbharvey@k12.wv.us

Child Nutrition:

Brian Kiehl brian.kiehl@k12.wv.us

Curriculum/New Teacher Mentor Program:

Middle/High School: Sandra DeVault sdevault@k12.wv.us

Pk/Elementary School: Norma Gaines ngaines@k12.wv.us

Donated Days:

All Employees – Jennifer Caradine jscaradine@k12.wv.us

Enrolling Students:

All grades: Jocelyn Collins jocelyn@k12.wv.us

FMLA/EAP:

Service Employees – Jennifer Caradine jscaradine@k12.wv.us

Professional Employees – Bob DeSantis rdesanti@k12.wv.us

Insurance/Benefits/Retirement:

All Employees – Holly Hess heddy@k12.wv.us

Maternity Leave:

Service Employees – Jennifer Caradine jscaradine@k12.wv.us

Professional Employees – Bob DeSantis rdesanti@k12.wv.us

Missed Days – Docked Days – Sick/Personal Days – Vacation Days:

Service Employees – Trey Varner Harold.varner@k12.wv.us

Professional Employees – Tracy Hines thines@k12.wv.us

Contacts Con't: FREQUENTLY ASKED QUESTIONS

School Counselors:

Courtney Whitehead cwhitehead@k12.wv.us

School Psychologists:

Angela Hayes acaterin@k12.wv.us

Smartfind Express:

First – Secretary in your Building

Second – Traci Charlton tcharlto@k12.wv.us

Special Education/IEP

Stacey Sylvester ssylvest@k12.wv.us

Staff Development:

Service Employees – Jennifer Caradine jscaradine@k12.wv.us

Professional Employees – Sandra DeVault sdevault@k12.wv.us

Norma Gaines ngaines@k12.wv.us

Student Attendance:

Danica Rubenstein drubenstein@k12.wv.us

Student Transfer Requests:

Frances Billie fjoseph@k12.wv.us

Work Perrmits: (can be signed by the following)

Danica Rubenstein

Francis Billie

Robert DeSantis

Principals/Assistant Principals

Adam Henkins