

# Human Resources & Federal Programs Team

**Mrs. Sheila Wallace**

*Assistant Superintendent of Human Resources & Federal Programs*

**(252) 462-2489**

[swallace@ncpschools.net](mailto:swallace@ncpschools.net)

Department Meetings

Board Meetings - Personnel Reports

Manage HR Policies & Processes

Manage HR Contracts

Manage Partnerships (Intern Approvals, etc.)

Manages Allotment Process

International Teachers (J1 & H1B Visas)

Investigations

Calendar Committee

Salaries (District Level/School Level Admins)

Cabinet Meetings

Personnel Issues

Interview Processes

Manages Employee Handbook

NELA Placements

Recruitment / Job Fairs

Reference Verifications (District Level Admin)

Unemployment Hearings

Grant Writing

**Director of Human Resources**

**Alvin “Roy” Henderson**  
**(252) 462-2524**  
*arhenderson@ncpschools.net*

---

National Board Process & Renewals

NCEES & Evaluations

Job Fair Research, Registration & Summary Data

Educator of the Year

Unemployment Verifications

Investigations

Employee File Scanning

Attends District, Regional and State level meetings as appropriate

**Beginner Teacher Director**

**Sylvia Anthony-McGeachy**  
**(252) 459-5220**  
*smanthony-mcgeachy@ncpschools.net*

---

Beginning Teacher Program

Manage BT’s & Mentors

International Teachers

Job Fair Recruitments

CEU’s

**Director of Federal Programs**

**Janet Morris**  
**(252) 459-5220**  
*jjmorris@ncpschools.net*

---

Manages budgets for all Title I Schools

Manages all Federal Grants (Competitive & Non-Competitive)

Attends District & State Level meetings

Manages CCIP portal (Federal applications)

Monitors federal laws, guidelines, and restrictions; keeps all stakeholders informed

Manages Parent Involvement Activities

Manages McKinney -Vento Grant & Foster Care

Assists w/Job Fairs

**Benefits Specialist**

**Carie Langley**

**(252) 462-2531**

*cmlangley@ncpschools.net*

---

**Employee Benefits  
(Including Retirements)**

**Leave of Absence (LOA)**

**FMLA/EMLA**

**Short-term disability**

**Name and Address Changes**

**Retirement Sessions**

**Licensure Specialist**

**Britney Stewart**

**(252) 462-2532**

*brstewart@ncpschools.net*

---

**Licensure**

**Employment Verifications**

**LINQ - Certified Employees**

**Teacher Contracts**

**Assists w/Job Fair Recruitment**

**Reporting**

**Licensure File Scanning**

**HR Specialist**

**Brittany Barnes**

**(252) 462-2529**

*bfbarnes@ncpschools.net*

---

**LINQ-Classified Employees**

**Coaches-New Hire Documentation**

**Manage Volunteers/Chaperones**

**Back-up for ID Badges**

**Back -up for New Hire Onboarding**

**Employee File Scanning**

**HR Administrative Assistant**

**Lisa McDanel**  
**(252) 462-2852**  
*lmdanel@ncpschools.net*

---

**Personnel Board Reports**

**LINQ - Staff Actions**

**Resignations/Retirements for All Employees**

**Manages Job Board (Applicant Tracking)**

**Tracks & Manages Allotments & Vacancies**

**Employee Intent/Transfer Survey & Data**

**Administrator Contracts**

**Manages all HR Forms**

**Maintains HR Website**

**Manages Documentation for Hiring Process**

**Budget Transactions/Purchase Orders**

**Manages all calendars**

**Supply Inventory**

**Human Resources Specialist**

**Sarita Lamm**  
**(252) 937-9092**  
*swlamm@ncpschools.net*

---

**Worker's Compensation Claims**

**Process all BIB Checks & Approvals**

**New Hire Onboarding for All Employees**

**Loan Forgiveness**

**Employee Records Requests**

**Employment Verifications**

**Community Use of Facilities**

**Families in Transition Liaison (PT)**

**Elizabeth Jenkins**  
*efjenkins@ncpschools.net*

---

Assists with homeless student identification, school enrollment, and support services

Provides guidance and awareness of the McKinney-Vento Act

Helps homeless students and their families gain access to needed services throughout the community

**Mentor Support (PT)**

**Salinder Broady**  
*sebroady@ncpschools.net*

---

Meets with BT mentors

Facilitates BT mentor meetings

Provides professional learning opportunities for mentors

Provides mentor support

Manages "PERKS"

**Office Assistant Clerk**

**Queen Pearce**  
**(252) 459-5220**  
*qapearce@ncpschools.net*

---

**Office Clerk for Central Office**

**Greet & Assist Visitors**

**Manage all incoming phone calls**

**Manages all mail distribution**

**Manages mail meter**

**Back-up for Employee ID Badges**

**HR Assistant Clerk (PT)**

**Linda Wells**  
**(252) 459-5220**  
*lbwells@ncpschools.net*

---

**Manages Employee ID Badges**

**Filing/Record Keeping**

**Assists Office Assistant Clerk**

**Back-up for Office Assistant Clerk**

**Federal Programs Assistant**

**Adriana Havier**  
**(252) 459-5220**  
*ahavier@ncpschools.net*

---

Manage the process of keying, tracking,  
filing and closing all PO's

Assist with troubleshooting any  
inaccuracies with Purchases

Train Title I Bookkeepers and assist them  
as needed

Maintains immaculate record keeping  
and proficient with Excel and  
Google Docs

Manages inventory

Assist in completing Federal reports &  
documents

**McKinney-Vento Assistant (PT)**

**Stephanie Geanes**  
**(252) 459-5220**  
*sbgeanes@ncpschools.net*

---

Manage all spreadsheets that list the  
McKinney Vento students

Complete reports in PowerSchool

Maintains the inventory of supplies and  
materials for the Homeless students

Works closely with the District's social  
workers to order supplies and materials for  
Homeless students

**Kelly Education**

**Denise Fazio**  
**(252) 462-2521**  
*denf172@kellyservices.com*

---

Substitute Recruitment

Substitute Hiring & Onboarding

Substitute Training

Substitute Management

Substitute Time Tracking & Reporting

Substitute Compensation

