

Who to Call List

01/05/2026

Academically Gifted Program (AIG)	514-6308 444-5106	Betsy Gatchel Wanda Thompkins	Homebound Teacher	514-6341	Gregory Monroe
Accident Claims @ any CCS	514-6341	Gregory Monroe	Homeschooling Div. of Non-Public Ed	919-733-4276 www.ncdnpe.org	
Accountability	514-6362	Hillary Boutwell	Homeless Students	514-6341	Gregory Monroe
Accounts Payable	514-6329	Denise Krofchick	Human Resources	514-6367	Wanda Dunsworth
After School Credit Recovery AS400	514-6341 514-6366	Gregory Monroe Karri Rogers	IEP	514-6344	Mary Ann Smith
AESOP System	514-6330	Renise Spellman	Infinite Campus	514-6362	Hillary Boutwell
Athletics	514-6341	Gregory Monroe	Initial License	514-6309	Latasha Lee
AVID	514-6325 514-6308	Gregory Monroe Betsy Gatchel	Insurance/401K	514-6375	Terry Dixon
Background Checks	514-6330	Renise Spellman	Internships	514-6336	NeShawn Dawson
Bangert Loan/Scholarship	514-6391	Jennifer Wagner	Job Applications	514-6367	Wanda Dunsworth
Bangert Loan Payments	514-6329	Denise Krofchick	Job Vacancies	514-6367	Wanda Dunsworth
Budget Management	514-6332	Heidi Daly	Kindergarten-Early Adm.	514-6374	Jason Griffin
Bus Driver Training	514-6388	Jermaine Smith	Lateral Entry	514-6309	Latasha Lee
Bus Routes	514-6377	Jermaine Smith	Leave (Annual, Sick)	514-6366	Karri Rogers
Career Technical Education	514-6322	Holly Tolston	Leave of Absence	514-4312	Cathi Warmack
Course Codes (assignment of)	514-6362 514-6373	Hillary Boutwell Melissa Detwiler	Licensure	514-6309 514-6330	Latasha Lee Renise Spellman
Crisis Management	514-6393	Nick Lucas (917.1847)	Life Insurance	514-6375	Terry Dixon
DARE	514-6341	Gregory Monroe	Life Insurance/Supplemental Retirement	514-6375	Terry Dixon
Digital & Blended Learning	514-6396	Sarah Emmerich	Limited English Proficiency (LEP)	514-6308	Betsy Gatchel
District Strategic Plan	514-6335 514-6374	Shajuana Sellers Jason Griffin	Lunch Forms (Free & Reduced)	514-6360	School Nutrition (Laura Mullinix)
Drivers' Education/Cert.	514-6341	Gregory Monroe	Maintenance	514-6383	Bobby Swindell
Drivers ED Budget	514-6359	Melody Howell	Mentor Training	514-6336	NeShawn Dawson
Dropout Prevention	514-6341	Gregory Monroe	Military Counselor	444-7209	Jodi Scoggins (TCM)
Employee Grievances/Complaints	514-6367	NeShawn Dawson	Military Liaison	444-7200	Leafa Palmer
Employee Hiring Procedures	514-6367	Wanda Dunsworth	National Board Certification	514-6336	NeShawn Dawson
Employment Verification	514-6330	Renise Spellman	NC Retirement System		877-627-3287
ESL	514-6308	Betsy Gatchel	News Media/Public Information	514-6333	Jennifer Wagner
Exceptional Children's Program	514-6362	Hillary Boutwell	Nurses (School)	514-4338	Luanne Forsyth
Exceptional Children Program Liaison	514-6344	Mary Ann Smith	Parking Permits	514-6398	Ashley Whitford
Extended Leave	514-4312	Cathi Warmack	Partners in Education	514-6339	Suzanne Gifford
Facility Rentals	514-6314	Breana Draper	Payroll – AHB-BES-BME-CES-VFL-HJM-HES-HMS-JTB-WCH-WJG	514-6316	Kathryn Sanchez
Family Literacy (VFL)	244-3225	Lois Jean Stevens	Payroll – BDQ-GCF-GAB-JWS-NBH-ORA-RBA-TPE-TCM-WCM-AWE	514-6338	Amy Bone
Federal Programs	514-6374	Jason Griffin	Payroll -CEC-ECE-Transportation-Technology-Facilities-CS-CVA	514-6369	Ellen Corey
Foreign Exchange Students	514-6325	Gregory Monroe	Pre-School (ECP) Ages 3-5 (Special Needs)	514-6353	Lois Jean Stevens
Frontline	514-6334	Ann Varano-Allison	Pre-School/NC Pre-K (Not Special Needs)	514-6353	Lois Jean Stevens
GED/Alternative	514-6335	Shajuana Sellers	Print Shop	514-6398 514-4390	Ashley Whitford Shirley Still
Governor's School	514-6341	Gregory Monroe	Psychologists	514-6365	Seante Williams
Grants Coordinator	514-6339	Suzanne Gifford	Public Relations	514-6333	Jennifer Wagner
Headstart – Duffyfield	637-4119	New Bern	Renewal Credits	514-6334	Ann Varano-Allison
Headstart – F.R. Danyus	637-1700	New Bern	Retirement	514-4312	Cathi Warmack
Headstart – Godette	447-2107	Havelock	School Nutrition	514-6360	Lauren Weyand
			School Counseling	514-6325	Gregory Monroe

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School Improvement Plans	514-6374	Jason Griffin	ADMINISTRATION	
	514-6335	Shajuana Sellers		ADMIN ASST.
Section 504 Plans	514-6362	Hillary Boutwell	Dr. Stuart Blount (Interim Superintendent)	514-6346 Heather Nelder
Staff Development	514-6334	Ann Varano-Allison	Dr. NeShawn Dawson	514-6336 Wanda Dunsworth
Staff Identification Cards	514-6313	Trinique Elbert	Vacant	514-6353
Student Enrollment	514-6362	Hillary Boutwell	Jason Griffin	514-6331 Katie Bell
Student Enrollment-Group Home	514-6362	Hillary Boutwell	Jennifer Wagner	514-6314 Breeana Draper
Student Records (old records)	514-6359	Melissa Detwiler	Holly Tolston	514-6370 Wendy Wells
Student Reassignments	514-6359	Melody Howell	Dr. Hillary Boutwell	514-6310 Kelsey Smith
Substitute Teachers	514-6341	Gregory Monroe	Dr. Gregory Monroe	514-6359 Melody Howell
	877-983-2244	ESS		
Suspension/Hearings	514-6341	Gregory Monroe	Dr. LaKesia Boone	514-6367 Wanda Dunsworth
Switchboard	514-6300	Erika Hill	Dr. Stuart Blout (Interim)	514-6391 Heather Nelder
Teacher Certification	514-6309	Latasha Lee	Heidi Daly	514-6332
Technology Center	514-6393	Help Desk	Dr. Shajuana Sellers	514-6335
Testing	514-6362	Hillary Boutwell		
Title I	514-6373	Melissa Detwiler		
	514-6374	Jason Griffin		
Transportation/Bus Garage	514-6377	Jermaine Smith		
Transcripts	514-6359	Melissa Detwiler		
Trash Pick-up	514-6361	Karri Rogers		
Tutors	514-6314	Breeana Draper		
Unemployment	514-4312	Cathi Warmack		
Volunteers	514-6330	Renise Spellman		
W-2's	514-6366	Karri Rogers		
Wage Verification	514-6330	Renise Spellman		
Workman's Comp	514-4312	Cathi Warmack		

FIELD TRIP REQUESTS

Elementary	514-6359	Melody Howell
Middle	514-6359	Melody Howell
High	514-6359	Melody Howell

NOTARIES

Katie Bell	514-6331
Melody Howell	514-6359
Seante Williams	514-6365
Wendy Wells	514-6370
Heather Nelder	514-6346