

# 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)

Manage HR Policies & Processes

Manage HR Contracts

Manage Partnerships (Intern Approvals, etc.)

Manages Allotment Process

Unemployment Hearings

Interview Processes

Board Meetings - Personnel Reports

Cabinet Meetings

Department Meetings

Calendar Committee

Investigations

Personnel Issues

Manages Employee Handbook

NELA Placements

Salaries (District Level/School Level Admins)

Recruitment / Job Fairs

International Teachers (J1 & H1B Visas)

Reference Verifications (District Level Admin)

Title IX - Personnel

Grant Writing

*HR Administrative Assistant*

**Lisa McDanel**

(252) 462-2852

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

Personnel Board Reports

Track & Manage Position Allotments and Vacancies

LINQ - Staff Actions

Process All Resignations/Retirements

Manage Job Board (Applicant Tracking)

Employee Intent/Transfer Survey & Data

Administrator Contracts

Manage all HR Forms

Maintain HR Website

Manage Documentation for Hiring Process

Budget Transactions/Purchase Orders

United Way Campaign Coordinator

Courtesy Committee Co-chair

Annual HR Celebrations

Manage all Meeting Space Calendars

Manage Department Calendars

Manage department supply inventory

Assist w/Job Fair Recruitments

**Director of Human Resources**

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

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National Board Process & Renewals

NCEES & Evaluations

Unemployment Verifications

Investigations

Teacher Assistant to Teacher Program

NC Teacher Working Condition Survey

MOUs/Student Teacher Placements

Employee File Scanning

Job Fair Research, Registration &  
Summary Data

Educator of the Year

Manage Assistant Principal Pool

Attend District, Regional and State-level  
meetings as appropriate

**Beginning Teacher Director**

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

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Beginning Teacher Support Program

Manage BT's & Mentors

Beginning Teacher Orientation

International Teachers

Provides School-level BT Coordinator Support

Professional Development for BTs and  
International Teachers

CEU's

Job Fair Recruitments

**Director of Federal Programs**

**Janet Morris**  
**(252) 459-2533**  
*jjmorris@ncpschools.net*

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Manage budgets for all Title I Schools

Manage all Federal Grants (Competitive &  
Non-Competitive)

Attend District & State Level meetings

Manage CCIP Portal  
(Federal applications)

Stay abreast of all Federal laws, guidelines &  
restrictions and keep all stakeholders informed

Plan and facilitate Parent Involvement activities

Manage McKinney -Vento and Foster Care programs

Plan and facilitate 21st CCLC Afterschool program

Plan and facilitate Indian Education program

Share data and monitor compliance for federally  
identified CSI-AT and ATSI schools

Completion of the district's Equity Plan and  
Comparability Report

Assist w/Job Fair Recruitments

**Licensure Specialist**

**Britney Stewart**  
**(252) 462-2532**

*brstewart@ncpschools.net*

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Licensure

Employment Verifications

LINQ - Certified Employee Staff  
Actions

Teacher Contracts

Reporting

Assist w/Job Fair Recruitments

**HR Specialist**

**Brittany Barnes**  
**(252) 462-2529**

*bfbarnes@ncpschools.net*

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LINQ - Classified Employee Staff  
Actions

Coaches - New Hire  
Documentation

Manage Volunteers/Chaperones

ID Badges Back-up

New Hire Onboarding Back-up

Back-up for Workers'  
Compensation

VIF Program Support Back-up

Employee File Scanning

Assist w/Job Fair Recruitments

**HR Specialist**

**Sarita Lamm**  
**(252) 937-9092**

*swlamm@ncpschools.net*

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Process all BIB Checks &  
Approvals

Worker's Compensation Claims

New Hire Onboarding for All  
Employees

New Hire Orientation

Loan Forgiveness

Employee File Scanning

Employee Records Requests

Community Use of Facilities

Assist w/Job Fair Recruitments

**Benefits Specialist**

**Carie Langley**  
**(252) 462-2531**

*cmlangley@ncpschools.net*

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Employee Benefits (Including  
Retirements)

Leave of Absence (LOA)

Paid Parental Leave

Process all FMLA

Short-term Disability

Long-term Disability

Name and Address Changes

Retirement Sessions

Assist w/Job Fair Recruitments

**Families in Transition Liaison (PT)**

**Elizabeth Jenkins**  
**(252) 459-5220, Ext. 10488**  
*efjenkins@ncpschools.net*

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

Provides guidance and awareness of the McKinney-Vento Act

Manage the McKinney-Vento roster and data tracking tool

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

**Mentor Support (PT)**

**Salinder Broady**  
**(252) 459-5220, Ext. 10487**  
*sebroady@ncpschools.net*

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Meets with BT mentors

Facilitates BT mentor meetings

Provides professional learning opportunities for mentors

Provides mentor support

CEU's

Manage "PERKS" Program

**Human Resources Interim (PT)**

**Ella Batts**  
**(252) 459-5220, Ext. 10488**  
*ehbatts@ncpschools.net*

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Provides research, guidance and awareness of Board Policies and Federal, State and Local Employment Laws

Provides support and training to HR team members as needed

Supports certified and classified processes

**Office Assistant Clerk**

**Queen Pearce**  
**(252) 459-5220**

*qapearce@ncpschools.net*

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**Office Clerk for Central Office**

**Greet & Assist Visitors**

**Manage all incoming phone calls**

**Manage all mail distribution**

**Manage mail meter**

**Back up for Employee ID Badges**

**HR Assistant Clerk (PT)**

**Linda Wells**  
**(252) 459-5220**

*lbwells@ncpschools.net*

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**Manages Employee ID Badges**

**Filing/Record Keeping**

**Assists Office Assistant Clerk**

**Back-up for Office Assistant Clerk**

**Retirement Specialist (PT)**

**Terry Whitley**  
**(252) 459-5220**

*tjwhitley@ncpschools.net*

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**Facilitates monthly retirement sessions for interested employees**

**Assist retiring employees the application process**

**Manages benefits for all retirees**

**Federal Programs Assistant**

**Adriana Havier**

**(252) 462-2522**

*ahavier@ncpschools.net*

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Manage and Process all Federal Purchasing

Troubleshoot inaccuracies in Federal purchase transactions

Train and Assist Title I Bookkeepers

Maintain exceptional organizational standards and accurate recordkeeping with proficiency using Excel and Google

Oversee Federal supply inventory management and reconciliation

Assist with the preparation and submission of Federal reports and supporting documents

**McKinney-Vento Data Manager**

**Stephanie Geanes**

**(252) 462-2488**

*sbgeanes@ncpschools.net*

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Manage all McKinney-Vento student spreadsheet listings

Complete PowerSchool reports

Manage Indian Education data tracking tool

Manage attendance tracking for 21st Century Community Learning Centers (CCLC)

Maintains and track the inventory of supplies and materials for students experiencing homelessness

Collaborate closely with District social workers to coordinate and order supplies and materials for homeless students

VIF Program Support Back-up

**Kelly Education**

**Denise Fazio**

**(252) 462-2521**

*denf172@kellyservices.com*

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Substitute Recruitment

Substitute Hiring & Onboarding

Substitute Training

Substitute Management

Substitute Time Tracking & Reporting

Substitute Compensation

