

# Human Resources “Who To Call”

**Contact Us:**      **Human Resources**      910.678.2629      **Fax:** 910.678.2344  
 2465 Gillespie Street  
 Fayetteville NC 28306

<b>Ruben Reyes</b>	<b>Associate Superintendent</b>	910.678.2629	*Dismissal/Non-Renewal *Personnel Policies
Bobbi Jo Pova	Administrative Assistant	910.678.2629	*Educational Leave *Resignations-Certified Personnel *Utility Waiver Program *Vacancies-Certified (to post them)

## Certified Personnel

Tonya Page	Director	910.678.2329	*Certified Employee Issues K-12 *Evaluation Information
Lillian McDavid	Certified Personnel Supervisor	910.678.2322	*Certified Employee Issues K-12 *Field Experience and Student Teaching *Reserve Teachers
Kimberly McLaurin	Certified Personnel Specialist	910.678.2322	*Field Experience and Student Teaching *Reserve Teachers

## Classified Personnel

Sharon President	Classified Personnel Supervisor	910.678.2306	*Classified Employee Issues *Title IX
Jo-Ann Tumilty	Classified Personnel Specialist	910.678.2306	*Evaluation Forms *Resignations-Classified Personnel *Vacancies-Classified (to post them)

## Benefits Division

Laura Young	Benefits	910.678.2335	*Beneficiary Change: Life & Retirement *Disability (Short & Long Term) *Family Medical Leave Act *Maternity/Medical Leave *Medical Leave of Absence *Student Accidents/Reports
Gretchen Adair	Retirement/Benefits	910.678.2640	*401 K Plan *Annuities, Tax Sheltered *Death Benefits *Retirement
Pam Edge	Health Benefits Rep. / Employee Benefits	910.678.2321	*Benefits: Dental/Vision *Health/Life/Cancer Insurance *Cafeteria Plan (Pre-Tax deduction) *Cancer Policy *Dental Insurance *Health Insurance *MetLife Insurance

# Human Resources “Who To Call”

## Initial Employment Division

Cynthia Ringler	Application Specialist	910.678.2320	*Applications-Certified-Changes & Information *Applications-Classified
Olivia Martinez	Receptionist	910.678.2629	*General Applications Inquiries
Stephen Rogers	Background Specialist	910.678.2345	*Background Check *Personnel Files
Sandra Doss	Employment Specialist	910.678.2319	*Contracts *Physical Forms *Sign-up for Employment/Appointments
Robbyn Gerald	Substitute Specialist	910.678.2632	*Applications-Substitutes *Substitutes-Changes of address/name/phone

## Licensure Division

Jennifer Pons	Licensure Specialist	910.678.2639	*CEU Certificates *Lateral Entry *Licensure *Licensure Renewal *Renewal Credits
Amanda Black	Licensure Specialist	910.678.2349	*CEU Certificates *Lateral Entry *Licensure *Licensure Renewal *Renewal Credits

## Risk Management

Henry Smith	Risk Manager	910.678.2338	*Property Damage *Student Accident Insurance Information *Unemployment Insurance *Vehicle Accidents *Visitor Inquiries *Workers' Compensation
Melinda Raynor	Risk Management Clerk	910.678.2338	*Property Damage *Student Accident Insurance Information *Unemployment Insurance *Vehicle Accidents *Workers' Compensation

## Salary Management Division

Mendee Daniel	Salary Administrator	910.678.2326	*Salary questions *Job Descriptions
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## Salary Management Division (continued)

Kathryn Brandon	Lead Salary Analyst	910.678.2325	*N.C. 4 Changes (Tax Deductions) *Salary *Supplement *Tenure *Twelve-Month Option Pay *W.4 Changes (Tax Deductions)
Sandra Alicea	Salary Analyst	910.678.2346	*N.C. 4 Changes (Tax Deductions) *Salary *Supplement *Tenure *Twelve-Month Option Pay *W.4 Changes (Tax Deductions)
Donna Heath	Salary Analyst	910.678.2626	*N.C. 4 Changes (Tax Deductions) *Salary *Supplement *Tenure *Twelve-Month Option Pay *W.4 Changes (Tax Deductions)
Kimberly Cobb	Salary Analyst	910.678.4493	*N.C. 4 Changes (Tax Deductions) *Salary *Supplement *Tenure *Twelve-Month Option Pay *W.4 Changes (Tax Deductions)
Betty Franklin	Salary Analyst	910.678.2347	*N.C. 4 Changes (Tax Deductions) *Salary *Supplement *Tenure *Twelve-Month Option Pay *W.4 Changes (Tax Deductions)
Cassandra Jones	Salary Analyst	910.678.2630	*N.C. 4 Changes (Tax Deductions) *Salary *Supplement *Tenure *Twelve-Month Option Pay *W.4 Changes (Tax Deductions)
Kristen White	Personnel Analyst	910.678.2334  <b>FAX:</b> 910.678.2356	*Address Change-Form on HR web site and intranet *Credit Union Deductions *Employment Verification *Garnishments *Lost Wages *Name Change *Retirement Contributions Refund *Telephone Change-Form on the intranet
School Bookkeeper			*12 month option form

# Human Resources “Who To Call”

## Beginning Teachers

Tina Chapman	Beginning Teacher Support	910.678.8734	*Beginning Teacher Training/SUCCESS I & II *Initial Licensure Program *Mentor Pay/Training *New Teacher Orientation *New Teacher Orientation Pay *SUCCESS I & II/Beginning Teacher Training
Deborah Haigler	Beginning Teacher Administrative Assistant	910.678.8734	

## Professional Development

Dr. Theresa Perry	Director of Professional Development	910.678.2534	*National Board of Professional Teaching Standards *Staff Development Credit Approval *Staff Development Rosters *Staff Development Sign-up
Denise Nunnery	Professional Development Administrative Assistant	910.678.2534	

## Other Helpful Contacts

Fayetteville Technical Institute		910.678.8309	*Effective Teacher Training
Payroll		910.678.2360	*Substitute Payroll *W.2 Inquiries
Transportation		910-678-2581	*Bus Driver Exams

