

WHO DO I CALL?

In an effort to better serve our school community, we are providing this list of Calvary staff who are eager to help you with your questions.

Head of School – Teresa Roberson

Community Relations
Personnel Issues/Staff Evaluations
Resource Development/Fundraising
School/Church Relations
Parent Association
TK-8 Discipline & Program Concerns
Specialists
Room Mother Policies
Special Events-Boutique, Auction
Student Uniform Policy
Foundation

Assistant Head – Chris Rutz

Elementary School Director
TK-8 Curriculum
TK-4 Events/Discipline
Cultural Arts
School Calendar/Schedules
Website Information
Field Trips
Instructional Aides Coordinator

Executive Assistant – Krystal Edwards

Head's Appointments
PA Handbook/Directory
Faculty/Staff Handbooks
Weekly Newsletter

Preschool Director – Lisa Asai

Office Manager – Sandy Dawson

General Questions
Registrar
Monthly Newsletter
Front Desk - Receptionist

Resource Specialist – Catherine Alvarez

Standardized Testing Program (ERB)
Resource Specialist Program
Child Study Team

School Nurse – Merritt McCoy & Laura Lee

Attendance/Absences

Health Concerns/Incident Reports

Business Manager – Deanna Taub

Student Contracts/Tuition Payments

Account Information

Accounts payable/receivable

Financial Aid/Scholarships for students

Staff Attendance

Director of Admissions & Community Relations – Erwin Wong

Admissions

Special Events-Annual Fund, Graduation

Student Enrollment/Matriculation

Student Records/Transcripts

PA President – Laurie Mikasa

PA Activities

Athletic Director – Chris Baele

Athletic Policies/Scheduling/Coaching Staff

Facilities Manager – Peter Brown

Custodial Supervisor

Disaster Preparedness

Facilities Scheduling

Safety Concerns

Middle School Director (5-8) & Matriculation Coordinator –Marti Willens

Discipline/Student Issues

Events

Curriculum

Staff Concerns

MS Matriculation

Library Coordinator – Suzanne Baraff

Library Maintenance, Schedule, Events

Yearbook

ASP Coordinator – Susie Curran

Student Council Advisors – Jenny Howell & Allison Keller

Lunch Coordinator (Lunches with Love) – Kristina Levy