



STAFF DIRECTORY

2017-2018 SCHOOL YEAR

CHRIS PORCHE, Principal
cporche@olomschool.org

Mission and Philosophy
School Operations
Financial Management
Personnel and Hiring
Advancement
Campus Master Planning
Parent Organizations

ALLYSON LaBORDE, Upper School Asst. Principal
alaborde@olomschool.org

Curriculum and Instruction
Student Scheduling
Standardized Testing and Duke TIP
Substitute Teaching
Parent/Teacher Conference Scheduling
Student Clubs and Extracurricular Activities

KRISTY MONSOUR, Lower School Asst. Principal
kmonsour@olomschool.org

Curriculum and Instruction
Student Scheduling
Substitute Teaching
Parent/Teacher Conference Scheduling

MARI BUZBEE, Admissions Director
mbuzbee@olomschool.org

Admissions Tours and Meetings
Application Process and Records
Admissions Screenings

KRISTEN SPEDALE, Business Manager
kspedale@olomschool.org

Tuition, Fees, and Loan Payments
Tuition Assistance
Accounts Payable and Receivable

ASHLEY UMBURGER, Database Manager
aumburger@olomschool.org

Extended Day Co-Director
Student Cumulative Records/Files
School Master Calendar
Student Database
Child Protection Certification
Transportation/Bus Service
Field Trips
Individual/Class Photos
Student ID Badges
PlusPortals for Teachers and Parents
Report Cards/Academic Certificates

ELIZABETH BAJON, Operations Manager
ebajon@olomschool.org

Administrative Assistant to the Principal
Special Events
Schoolwide Communication
School Supplies

ALAINE DAWSON, Lower School Counselor
adawson@olomschool.org

Individual, Group, and Class Counseling
Student Accommodations/Evaluations
Social/Emotional Student Success Meetings
Community Resources and Referrals

MAGGIE ENGEMANN, Upper School Counselor
adawson@olomschool.org

Individual, Group, and Class Counseling
Student Accommodations/Evaluations
Social/Emotional Student Success Meetings
Community Resources and Referrals

DUANE LeBLANC, Dean of Students
dleblanc@olomschool.org

Character Development/Discipline
Uniform Policies
Crisis Management
Campus Security
Carpool Management



CHARLENE SCHEXNAYDER, School Nurse
cschexnayder@olomschool.org

Student Health Records
Immunization Records
Medications and First Aid
School Health Programs
Student Health Screenings (vision, hearing, scoliosis)

TRICIA CASSANO, Upper School Receptionist
tcassano@olomschool.org

Extended Day Co-Director
Upper School Student Absence Notices
Upper School Student Attendance
Upper School Student Dismissal Changes
Upper School Student Check-in/Check-out
Upper School Visitor Sign-in/Sign-out

CARLA RUNDELL, Lower School Receptionist
crundell@olomschool.org

Lower School Student Absence Notices
Lower School Student Attendance
Lower School Student Dismissal Changes
Lower School Student Check-in/Check-out
Lower School Visitor Sign-in/Sign-out

JASON ROMERO, Campus Ministry
jason.romero@olomchurch.com

Student and Faculty Retreats
Come, Lord Jesus 8th Grade Program
Morning Assembly
Faculty Spirituality

CHRISTY HALDANE, Communications Manager
christy.haldane@olomchurch.com

Weekly Mercy Memos Newsletter
Yearbook
Photography of Special Events
Website Management
Social Media Management
Advertising

JACQUELINE BELLO, Technology Coordinator
jbello@olomschool.org

Hardware/Software purchasing and installation
Technology Maintenance
Teacher Resources and Training