



# STAFF DIRECTORY

## 2018-2019 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  
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, CPA, Business Manager**  
kspedale@olomschool.org

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

**ASHLEY UMBURGER, Database Manager**  
aumburger@olomschool.org

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  
Schoolwide Communication

**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  
Standardized Testing and Duke TIP  
Community Resources and Referrals

**DUANE LeBLANC, Dean of Students**  
dleblanc@olomschool.org

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



**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)

**Carla Rundell, Upper School Receptionist**  
crundell@olomschool.org

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

**Leslie Landry, Lower School Receptionist**  
llandry@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  
Faculty & Student 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

**AMELIA GALLAGHER, Director of Religious Ed.**  
amelia.gallagher@olomchurch.com

Parish School of Religion  
Sacramental Prep for First Reconciliation and  
First Holy Communion  
RCIC Coordinator  
School Liturgies

**BROOKE JOHNSON, Advancement Director**  
bjohnson@olomschool.org

Annual Giving  
Marketing  
Special Events