

OVERBROOK SCHOOL ADMINISTRATIVE STAFF
(The following is a list of direct areas of responsibilities of the administrative staff members who might be able to answer your questions)

(615) 292-5134

| <u>Extension</u> | <u>Staff</u> | <u>Direct Areas for Contact</u> |
|------------------|--|---|
| 260 | Academic Dean Phyllis McGee | --Room Parents, detentions |
| 275 | Office Manager Marge Lang | --Change of address, phone, e-mail, events, July Mailing |
| 257 | Dir. of Admissions and Registrar Ellen Fernández | --New enrollment, pre-registration contracts, transcript requests, immunization records, testing Pre-K – 8, financial aid & parish subsidy (Holy Family <u>only</u>) |
| 255 | Admissions Assistant Alice Yopp | --Assisting in numerous areas of admissions |
| 259 | Purchasing Manager/ Office Assistant Lisa Augustine | --Accounts Payable and Receivable, (check requests, reimbursement and tax-exempt forms available for submission), purchasing |
| 258 | Receptionist Colleen Conzalina | -- <i>Eagle</i> (newsletter for announcements, etc.), clinic/medications, lost and found |
| 530 | Accounts Receivable Joyce Hicks | --Tuition/questions/billing and ExtendedCARE billing (Pre-K/K and 1-8 Business Office: 383-3230 or we will transfer your call through the Overbrook receptionist.) |
| 272 | Dir. Of Marketing Barbara Esteves-Moore | -- <i>The Brook</i> , advertising/publications |
| 529 | Dir. Of Development And Alumni Relations Patrick Miranda | --Annual Giving, Reunions, Development Office: 383-3230 or we will transfer your call through the Overbrook receptionist |