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

Extension		Staff	Direct Areas for Contact
456	Vice Principal	Perry Higgins	--discipline, detentions
260	Academic Dean	Phyllis McGee	--Room Parents, report cards
275	Office Manager	Marge Lang	--Change of address, phone, e-mail, event planning, 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 subsidies
255	Admissions Assistant	Alice Yopp	--Assisting in numerous areas of admissions
259	Purchasing Manager/ Office Assistant	Meg Neeley	--Accounts Payable and Receivable, (check requests, reimbursement and tax-exempt forms available for submission), purchasing
258	Receptionist	Colleen Conzalina	--*Eagle* (newsletter for announcements, etc.), Attendance and tardies, lost and found & home work requests
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 Communications	Barbara Esteves-Moore	--*The Brook*, advertising/publications
529	Dir. of Development	Sharon Huber	--Annual Giving & Development Office: 383-3230

Contact your child's homeroom teacher or his or her specials teacher if you have specific questions about anything regarding academics or the classroom. Their extensions are listed in the handbook. Normally, the teachers have the answers rather than the administrative staff.