

HILLCREST CHRISTIAN SCHOOL

“Whom to See About What”

SY 2007-2008 (Last Revised: August 14, 2007)

Secondary (7-12)	
Attendance	Lorna West (x205)
Academic Advisement	Kathy Horan/LuAnn Malcolm (x227, x204)
Advanced Placement Tests (AP & College Entrance SAT)	Kathy Horan, LuAnn Malcolm (x227, x204)
Athletic Director/Student Activities	Mark Kempf (x251)
High School ASB	Bridget Murphy (x245)
Middle School Leadership	Judy Logan (x260)
CA Junior Scholastic Federation (CJSF)	Ryan Windle (x224)
CA Scholastic Federation (CSF/HS)	Ryan Windle (x224)
Career Guidance	Kathy Horan/LuAnn Malcolm (x227, x204)
Chapel	Ryan Windle (x224)
Class Advisors	Senior Junior Sophomore Freshman
	Ryan Windle (x224) Carolyn Krause (x254) Jessica Navarro (x255) Bridget Murphy (x245)
Class Schedule Changes	Kathy Horan (x227)
College Placement/Applications/Admissions	LuAnn Malcolm (x204)
Curriculum Adoption/Guides	Kathy Horan (x227)
Grades and Report Cards	Kathy Horan (x227)
Community Service	Ryan Windle (x224)
Department Heads	
	Bible
	Computers
	English
	Foreign Language
	Math
	Science
	Social Science
	Kathy Horan (x227) Kathy Horan (x227)
Discipline	MS – Judy Logan (x260) HS – Kathy Horan/Ryan Windle (x227, x224)
Dress Code	MS – Judy Logan (x260) HS – Kathy Horan/Ryan Windle (x227, x224)
Lockers	Ryan Windle (x224)
National Honor Society	Jessica Navarro (x255)
Science Fair	Chanel Wilson (x252)
Teacher Assistants (students)	Kathy Horan (x227)
Transcript Requests	Lorna West (x205)
ELEMENTARY (K-6)	
Attendance	Teacher
Academic Advisement	Kathy Horan (x227)
Achievement Tests (SAT-10)	Kathy Horan (x227)

HILLCREST CHRISTIAN SCHOOL

“Whom to See About What”

SY 2007-2008 (Last Revised: August 14, 2007)

Chapel		Donna Essick (x246)
Class Schedule Changes		Kathy Horan (x227)
Curriculum Adoption/Guides		Kathy Horan (x227)
Dress Code		Teacher, Ryan Windle (x224)
Discipline		Ryan Windle (x224)/Kathy Horan (x227)
Extended Day Care		Joni Metcalfe (x201)
Homework Requests		Gail Matheson (x200)
Report Cards		Kathy Horan (x227)
Speech Competition		Penny Hawkins (x249)
Spelling Bee		Sylvia Hawisher (x235)
Student Council		Rosa Brown (x234)
<u>PRE-SCHOOL</u>		
Director		Cathe Jackson (x258)
<u>OPERATIONS</u>		
Admissions		Mark Kempf/LuAnn Malcolm (x251,x204)
Communications		
	Car Pool Information	Gail Matheson (x200)
	Facility Requests	Steve Allen (x210)
	Fliers and Fundraising requests	Steve Allen (x210)
	Master Calendar	Gail Matheson (x200)
	Staff Nametags	LuAnn Malcolm (x204)
	Newsletters and articles	LuAnn Malcolm (x204)
	Staff Telephone List/Extension/Voice Mail System	Lorna West (x205)
	Student/Parent Telephone Directory	Lorna West (x205)
	Website and Webpages	LuAnn Malcolm (x204)
Development		Steve Allen (x210)
	Fundraising	Steve Allen (x210)
	PFA	Steve Allen (x210)
	Volunteers and Volunteer Committees	Steve Allen (x210)
Registrar		Lorna West (x205)
Strategic Planning		Steve Allen (x210)
<u>BUSINESS OFFICE</u>		
Accident Insurance	Students	Lorna West (x205)
	Staff	Lorna West (x205)
Accounting		Sharon Geller (x203)
	Payables/Receivables	Sharon Geller (x203)
	Payroll	Sharon Geller (x203)
	Purchasing Supplies	Sharon Geller (x203)
	Tuition	Sharon Geller (x203)
Maintenance and Facilities		Don Meyers (x257)
	Cafeteria/Food Service	Lisa Douglas and Dee Covany (x 206)
	Keys	LuAnn Malcolm (x204)
	Maintenance Requests	Don Meyers (x257)
Human Resources		Lorna West (x205)

HILLCREST CHRISTIAN SCHOOL

“Whom to See About What”

SY 2007-2008 (Last Revised: August 14, 2007)

	CPR Training	Kathy Matsuo (x246)
	Employee Benefits	Lorna West (x205)
	Employment & Credential Verification	Lorna West (x205)
	“Employee of the Month”	Lorna West (x205)
	Employee Reviews	Employee Files: Lorna West (x205) Preschool: Cathe Jackson (x258) Elementary: Kathy Horan (x208) Secondary: Kathy Horan (x208) Athletics: Mark Kempf (x251) Administration: Steve Allen (x210) Others as per organizational chart
Technical	Audio/Visual Equipment	Don Meyers (x257)
	Technical Requests	Front Office Mail Box
<u>GENERAL</u>		
Activities Director		Mark Kempf (x251)
Board of Directors		Melissa Dundas (Chairman – Volunteer)
Community Resources		Gail Matheson (x200)
Emergency Preparedness		Kathy Matsuo (x257)
Library		Danielle Kunkel (x213)
Performing Arts		
	Elementary	Donna Essick (x246)
	Secondary (MS & HS class)	Ed Rouse (x263)
PE Uniforms		Tim Dominguez/Heather Neuman (x225)
Photography	School Portraits	O’Connor Bros. Photography (805 306-9542)
	Senior Portraits	Bennett Photography (529-1240)
PFA (Parent-Faculty Association)		Meighan Kelleher
Safety/Disaster/Fire - Overall		Kathy Matsuo (x257)
	Preschool	Cathe Jackson (x258)
	Elementary	Ryan Windle (x224)
	Secondary	Ryan Windle (x224)
School Uniforms		Norman’s Uniforms (310)832-8342 normansuniforms.com (code 384) Joni Metcalfe (x201)
Scrip		Sharon Geller (x203)
Sports	Athletic Director (MS & HS)	Mark Kempf (x251)
High School Sports Coaches		
	Basketball (boys)	Tim Dominguez (x225)
	Basketball (girls)	Chuck Brown/Ryan Windle (x224)
	Cheerleading	Michelle Wright (x262) Rosa Brown (x234)
	Golf	Tim Dominguez (x225)
	Track/Field	Vacant (x)
	Volleyball (girls’)	Vicki Woodard
	Volleyball (boys’)	Vacant (x)

HILLCREST CHRISTIAN SCHOOL

“Whom to See About What”

SY 2007-2008 (Last Revised: August 14, 2007)

Textbooks Ordering/Purchasing		
	Elementary	Kathy Horan (x227)
	Secondary	Kathy Horan (x227)
Trips	4 th grade Sacramento	Penny Hawkins (x249)
	7 th grade trip	Chanel Wilson (x252)
	8 th grade Washington D.C.	Judy Logan (x260)
	Europe Trip	Kathy Horan (x227)
	Senior Trip	Ryan Windle (x224)
	Senior Grad Night Trip	LuAnn Malcolm (x204)
Tutoring Information		
		LuAnn Malcolm (x204)
“Whom to See About What” (compiling)		
		LuAnn Malcolm (x204)
Work Permits		
		Gail Matheson (x200)
Work Room (S.O.N. Room)		
		Debbie Baltau (x229)
Yearbook		
		Ben Waggoner (x248)