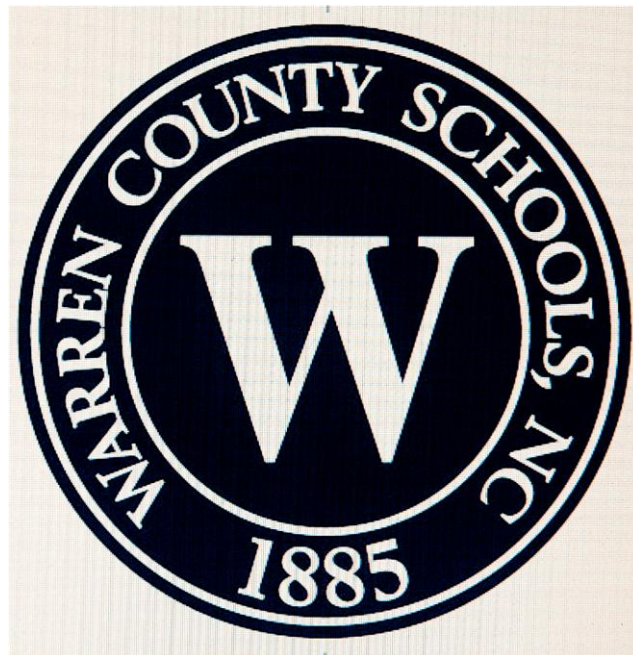


**WARREN COUNTY SCHOOLS  
WARRENTON, NC**

**“WHOM TO CALL GUIDE”**



**2011-12 SCHOOL YEAR**

## WHOM SHOULD I CALL

In almost all cases questions can be answered at the school level by the principal or school level personnel. For information about system wide programs or procedures, please contact the following people or departments.

**Central Office**  
**109 Cousin Lucy's Lane**  
**Warrenton, NC 27589**

**257-3184**  
257-5357 (FAX)

**Maintenance**  
**1311 Warren Plain Road**  
**Warrenton, NC 27589**

**257-2825**  
257-4452 (FAX)

**Transportation**  
**1311 Warren Plain Road**  
**Warrenton, NC 27589**

**257-3860**  
257-4452 (FAX)

**Hawkins Educational Building**  
**427 West Franklin Street**  
**Warrenton, NC 27589**

**Ext. 2222**

A

<u>ABC'S of Public Education/ Standards/ and Accountability</u>	Rosemary Harrison
<u>Academically Gifted</u>	Melanie Burnette
<u>Accounts Payable</u>	Stanley Williams
<u>Accreditation</u>	Dr. Linda Mason
<u>After-school Programs</u>	Kristina Ogburn
<u>AIG Program</u>	Melanie Burnette
<u>Alternative Program</u>	Wanda Hunt
<u>Americans with Disabilities</u>	Melanie Burnette
<u>Facilities</u>	Dr. Frank Polakiewicz
<u>Applicants</u>	Jacqueline Hargrove
<u>Annual Leave</u>	Stanley Williams
<u>Appeals/Concerns</u>	Jacqueline Hargrove
<u>Employees</u>	Jacqueline Hargrove
<u>Students</u>	Jacqueline Hargrove

Arts Program	Dr. Linda Mason
Athletics	Wanda Thompson
Attendance	Carolyn Buffaloe

## B

Benefits	Stanley Williams
401 (k)	Stanley Williams
Annuities	Stanley Williams
Disabilities	Stanley Williams
Workers Compensation	Stanley Williams
Flexible Benefits	Stanley Williams
Insurance (Health/Life)	Stanley Williams
Leave (Sick/Annual Leave/Bonus)	Stanley Williams
New Employee Benefits	Jacqueline Hargrove
Retirement	Stanley Williams
Blood Borne Pathogens	Jacqueline Hargrove
Board of Education	Dr. Ray Spain
Calendar/Agenda	Dr. Ray Spain
Communications	Dr. Ray Spain
BTSP	Jacqueline Hargrove
Budget	Stanley Williams
Buses/Transportation	MacDonald Yancey

## C

Cafeterias	Robert Parker
Calendar	Kristina Ogburn
Career & Technical Education	Ernie Conner
Certification/Licensure	Jacqueline Hargrove
Certificate Renewal	Jacqueline Hargrove
Character Education Program	Kristina Ogburn
Child Abuse and Neglect	Jacqueline Hargrove
Child Nutrition	Robert Parker
Community Relations	Kristina Ogburn
Community Education	Kristina Ogburn
Complaints-Employees	Dr. Frank Polakiewicz
Complaints-Students	Dr. Frank Polakiewicz
Computer Education	Evelon Mason
Crisis Intervention	Jacqueline Hargrove
Cultural Arts	Kristina Ogburn
Curriculum	Dr. Linda Mason
K-5	Jamar Perry
6-12	Dr. Linda Mason

## D

<u>Disability Income Plan</u>	Stanley Williams
<u>Discipline Data Collection</u>	Jacqueline Hargrove
<u>Discipline Policies</u>	Dr. Frank Polakiewicz
<u>Dropout Prevention</u>	Ernie Conner
<u>Drug and Alcohol Education</u>	Jacqueline Hargrove
<u>Drug Free Workplace</u>	Dr. Frank Polakiewicz
<u>Drug Testing</u>	Dr. Frank Polakiewicz
<u>DSS</u>	Sch. Social Worker

## E

<u>Educable Mentally Disabled Program</u>	Melanie Burnette
<u>Effective Teacher Training</u>	Jacqueline Hargrove
<u>Elementary Instruction</u>	Jamar Perry
<u>Emergency Services</u>	Jacqueline Hargrove
<u>Energy Conservation</u>	Pamela Jordan
<u>English as a Second Language</u>	Melanie Burnette
<u>Enrollment</u>	Dr. Frank Polakiewicz
<u>Attendance Areas</u>	Dr. Frank Polakiewicz
<u>Pupil Assignments/Transfers</u>	Dr. Ray Spain
<u>EVASS School Usage</u>	Rosemary Harrison
<u>Evaluations/Performance Appraisals</u>	Jacqueline Hargrove
<u>Exceptional Children's Programs</u>	Melanie Burnette

## F

<u>Facilities</u>	Joe Mustian
<u>Family Medical Leave Act</u>	Dr. Frank Polakiewicz
<u>Federal Programs</u>	Jamar Perry
<u>Field Trips –Extended</u>	Dr. Ray Spain
<u>Finance</u>	Stanley Williams
<u>Fingerprinting</u>	Jacqueline Hargrove
<u>Fire Drills</u>	School Principals
<u>Fixed Assets</u>	Stanley Williams
<u>504 Plans</u>	Melanie Burnette
<u>Free and Reduced Lunch</u>	Robert Parker

## G

<u>Gang Assessment</u>	Jamar Perry
<u>General Administration</u>	Dr. Ray Spain
<u>Golden Leaf</u>	Elvelon Manson
<u>Governor's School</u>	Melanie Burnette
<u>Grievances-Personnel</u>	Dr. Frank Polakiewicz
<u>Grievances-Students/Parents</u>	Dr. Frank Polakiewicz
<u>Guidance Counselors</u>	Ernie Conner
<u>Health Programs/Issues</u>	Dr. Linda Mason

Students	TBA
Employees	Dr. Frank Polakiewicz

## H

Heath Programs/Health Department	Jacqueline Hargrove
Hearing Impaired Program	Melanie Burnette
Homebound Services EC	Melanie Burnette
Homebound Services Regular Students	Melanie Burnette
Homeless Liaison	Jacqueline Hargrove
Homeless Students	Jacqueline Hargrove

## I

Immunizations	Jacqueline Hargrove
Information, General	Kristina Ogburn
Initial Licensure Program	Jacqueline Hargrove
Instruction	Dr. Linda Mason
Insurance	Stanley Williams
Buildings, Vehicles, Bonding, Liability	Stanley Williams
Disability Income Plan	Stanley Williams
Flexible Benefits	Stanley Williams
Health Insurance	Stanley Williams
Life Insurance	Stanley Williams
Student Insurance	Stanley Williams
Workers Compensation	Stanley Williams

## J

Juvenile Court Information	Jacqueline Hargrove
Juvenile Crime Prevention Council (JCPC)	Jamar Perry

## K

Kindergarten	Dr. Linda Mason
Kindergarten Registration	Dr. Linda Mason

## L

Learning Disabilities	Melanie Burnette
Licensure	Jacqueline Hargrove
Longevity Pay	Stanley Williams

## M

Maintenance	Joe Mustian
Media Centers	Jamar Perry
Media (Newspapers/Radio/TV)	Kristina Ogburn
Medical Issues	Jacqueline Hargrove
Medication Issues	Jacqueline Hargrove

Mentors	Jacqueline Hargrove
Mental Health Issues	Jacqueline Hargrove
Music Program	Dr. Linda Mason

N

NCAE	Dr. Frank Polakiewicz
NC WISE	Carolyn Buffaloe

P

8 + Program	Chelsa Jennings
Payroll	Stanley Williams
Personnel	Jacqueline Hargrove
Physically Handicapped Program	Melanie Burnette
Pregnancy- Students	Jacqueline Hargrove
Pregnancy- Employees	Jacqueline Hargrove
Pre-K Programs	Wanda Hunt
Pre-School Handicapped	Melanie Burnette
Principals	Dr. Ray Spain
Monthly Attendance Reports	Carolyn Buffaloe
Monthly Financial Reports	Stanley Williams
Monthly Fire Drill Reports	Dr. Frank Polakiewicz
Supervisor (General Administration)	Dr. Ray Spain
Public Relations	Kristina Ogburn
Purchase Orders	Stanley Williams
Psychological Services	Melanie Burnette

R

Records	
Students	Ernie Conner
Employees	Jacqueline Hargrove
Resource Officers	Dr. Frank Polakiewicz

Retirement	Stanley Williams
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S

Safe & Drug Free Schools	Jamar Perry
Salary	Dr. Linda Mason
Certification & Rating	Jacqueline Hargrove
Processing for Payroll	Stanley Williams
Scheduling (High School)	Ernie Conner
Scholastic Aptitude Test	Ernie Conner
School Board Information	Dr. Ray Spain
School Health	Jacqueline Hargrove
School Improvement Plans	Dr. Linda Mason
School Pictures	Principals

Science Fairs	Principals
Science Instruction (6-12)	Rosemary Harrison
Sick Leave	Stanley Williams
Social Workers	Jacqueline Hargrove
Social Science Instruction (6-12)	Chelsa Jennings
Speech Impairments	Melanie Burnette
Special Education	Melanie Burnette
Sports/Athletics	Wanda Thompson
Staff Allotments	Jacqueline Hargrove
Staff Development	Dr. Linda Mason
Credits	Jacqueline Hargrove
STEM STAR	Elvelon Mason
Student Appeals	Dr. Frank Polakiewicz
Student Teachers	Dr. Frank Polakiewicz
Substance Abuse	Jacqueline Hargrove
Substitute Teachers	Jacqueline Hargrove
Summer School	Dr. Linda Mason
Suspension of Students	Principals

## T

Teacher Observations	Rosemary Harrison
Technology- Networking	Dr. Chris Withrow
Technology- Administration	Dr. Chris Withrow
Testing	Rosemary Harrison
Annual Testing	Rosemary Harrison
Local Benchmark Testing	Rosemary Harrison
Individual Psychological	Melanie Burnette
Textbooks	Bennie Tabron
Selection	Dr. Linda Mason
Ordering/Accounting/Distribution	Stanley Williams
TIMS (Transportation Information Management System)	MacDonald Yancey
Title I	Jamar Perry
Tornado Drills	Dr. Frank Polakiewicz
Transfers	
Employees	Jacqueline Hargrove
Students	Dr. Ray Spain
Transportation	MacDonald Yancey

## V

Verification of Employment	Jacqueline Hargrove
Volunteers	Kristina Ogburn

## W

Warren Education Fund	Kristina Ogburn
Website	Carolyn Buffaloe
Workers Compensation	Jacqueline Hargrove

W-2 Forms	Stanley Williams
1099 Forms	Stanley Williams
Writing Prompts	Rosemary Harrison

## **Central Administration Staff Directory**

Carolyn Buffaloe  
LEA NCWISE Coordinator 1247

Melanie Burnette  
Exceptional Children Director 1237

Phyllis Cameron  
EC Compliance Specialist 257-2658

Ernest Conner, Jr.  
Career Technical Education Director 1242

Debbie Cox  
Administrative Assistant for Superintendent 1225

Gracie Davis  
Administrative Assistant for Child Nutrition 1240

Jacqueline Hargrove  
Personnel Director 1241

Sarah Harrison  
Administrative Assistant for Student Services, Reading First  
& Career and Technical Education 1298

Rosemary Harrison  
Testing and Accountability Director 1299

Wanda Hunt  
Alternative Learning Program Coordinator 2022

Chelsa Jennings  
WCHS School Improvement Director 3282

Delbera Kearney  
Accounting Manager 1231

<u>Donna Martin</u> <u>Administrative Assistant for Curriculum</u>	<u>1230</u>
<u>Dr. Linda Mason</u> <u>Assistant Superintendent for Curriculum</u>	<u>1228</u>
<u>Evelon Mason</u> <u>Technology Trainer</u>	<u>1251</u>
<u>Susan Nelson</u> <u>Accounts Payable Clerk</u>	<u>1232</u>
<u>Kristina Ogburn</u> <u>Community Schools Director/Public Information Officer</u>	<u>1245</u>
<u>Robert Parker</u> <u>Child Nutrition Director</u>	<u>1239</u>
<u>Daisy S. Perry</u> <u>Administrative Assistant</u>	<u>2022</u>
<u>Dr. Frank Polakiewicz</u> <u>Assistant Superintendent of Administration</u>	<u>1227</u>
<u>Donna Robertson</u> <u>Payroll Clerk</u>	<u>1233</u>
<u>Dr. Ray Spain</u> <u>Superintendent</u>	<u>1225</u>
<u>Charlene Spence</u> <u>Administrative Assistant for Exceptional Children</u>	<u>1236</u>
<u>Kizzy Borum</u> <u>Administrative Assistant for Human Resources</u>	<u>1235</u>
<u>Bennie Tabron</u> <u>Shipping and Receiving</u>	<u>1295</u>
<u>Correy Watkins</u> <u>PBS Coordinator</u>	<u>257-2659 or 213-0415</u>
<u>Darlene Williams</u> <u>Administrative Assistant for Finance</u>	<u>1248</u>

Stanley Williams  
Chief Finance Officer 1234

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Chris Withrow  
Chief Technology Officer 1250

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McDonald Yancey  
Bus Transportation Director 7000

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## Warren County Schools Directory

<b>School</b>	<b>Address</b>	<b>Phone</b>	<b>Fax</b>	<b>Principal</b>	<b>Administrative Assistant (s)</b>
<b>Mariam Boyd Elementary School</b>	203 Cousin Lucy's Lane Warrenton, NC 27589	252-257-3695	252-257-0163	Canecca Davis Ext.4104	Catherine Carter Ext. 4100
<b>Northside Elementary School</b>	164 Elementary Avenue Norlina, NC 27563	252-456-2656	252-456-2043	Sheila Washington Ext. 6001	Alberta Jeffers Ext. 6000
<b>South Warren Elementary School</b>	216 Shocco Springs Road Warrenton, NC 27589	252-257-4606	252-257-7123	Dr. Tony Cozart Ext. 8021	Virginia Davis Ext. 8022
<b>Vaughan Elementary School</b>	110 Mat Nelson Road Vaughan, NC 27586	252-257-6802	252-586-7350	Renee Mizelle Ext. 7222	Rhonda Bobbitt Ext. 7130
<b>Warren County Middle School</b>	118 Campus Drive Warrenton, NC 27589	252-257-3751	252-257-4532	Wray Cannaday Ext. 5239	Shirley Starks Ext. 5223
<b>Warren County High School</b>	149 Campus Drive Warrenton, NC 27589	252-257-4413	252-257-5689	Warren Bell Ext. 3200	Patricia Boyd Ext. 3234
<b>Warren Early College High School</b>	P.O. Box 110 Warrenton, NC 27589	252-738-3598	252-257-5357	Laurie Baker 738-3599	Alice Park Ext. 738-3598
<b>Warren New Tech High School</b>	219 Highway 158 Bypass Warrenton, NC 27589	252-257-3767	252-257-1266	Iris Castellon-Dethmers Ext. 2001	Tonja Dause Ext. 2000  Crystal Boyd Ext. 2260

