

# OPERATIONS

## Director of Operations Ashley Varner

Budget Management; Staff Development and Management; Building Operations; Environmental Management including: Indoor Air Quality (IAQ), Asbestos Hazard Emergency Response Act (AHERA), Recycling & Refuse, Integrated Pest Management; Contract Oversight; Customer Service; Departmental Planning; Graduation Coordination

## Operations Coordinator Stacey Suite

Employee Resource Assistance; Environmental Services; Staff Development; AHERA; Operations Administration; Training Coordination; Customer Service; Employee Evolutions

## Fiscal Secretary Janice Phippen

Secretarial Support; Payroll; Accounts Payable/Receivable; Purchasing; Contract Support

## Secretary II Penny Parcell

Secretarial Support; Organization; Leave Entry; Contracted Services Support

## Operations Foreman Terry Fenwick

Equipment Management; IPM; Staff Training; Supplies & Inventory; Green Products; Substitute coverage; Delivery System; Building Inspection

## Logistics Support Manager Junior Armstrong

IAQ & Mold Inspection; Staff Training; Supplies & Inventory; Building Inspection

## 123.5 Building Service Staff Assigned to School and Administrative Sites

Clean, safe, healthy, learning environment for students and staff; Customer Service

## Print Shop Operator Phyllis Smith

Graphic Reproductions; Maintain Print/Copy Equipment; Paper Inventory; Laminating

## Delivery Driver/ Floater William Thompson

Student Assessments; Handbooks; Custodial Supplies & Equipment

## Print Shop Clerk/ Delivery Driver Sue Hall

Graphic Reproductions; Paper Inventory; Laminating