

## Whom to See about What

In order that you may know whom to contact with comments, questions, and suggestions, we provide the following information.

<b>Head of School (Jean)</b>	<b>Business Manager (Sean)</b>	<b>Office Manager (Barbara)</b>	<b>Marketing/ Communications (Ally)</b>	<b>Admissions (Heather)</b>	<b>Development (Jean, for now)</b>
Composition, nature, and work of the Board of Trustees*	HR: payroll; benefits; time sheets	Communications: master administrative (Google) calendar; employment inquiries; mail collection and distribution	Press releases, print ads, TCS website and blog; graphic design project management	Info nights and open houses	Development: events, major gifts, annual campaign, foundations
Schoolwide policies and procedures	Finance: accounts payable and accounts receivable; check requests; FACTS and tuition payments	Attendance: late arrivals and early dismissals; late fees	Marketing liaison with area churches and preschools	Tours, enrollment applications, assessments, TAP applications	Donor database and friends-of-the-school network
School culture: matters of Christian worldview and classical principles	Facilities & Grounds: facilities reservations and event setup; janitorial services	Safety: "School Nurse" functions (including First Aid, infectious disease, CPR, and Heimlich first responses)	Advertising for admissions and development events	Admissions liaison with area churches and preschools	Volunteer coordinator
Curriculum and pedagogy	Corporate liability: risk management/ school insurance	Non-academic school programs: enrichment classes; lunch program	Courier (newsletter), <i>Nota Bene</i> (Tuesday Email)	Re-enrollment contracts	
Faculty/staff concerns; professional development; recruitment	IT: equipment and systems maintenance and repair; server/email access and accounts	Front Office; lost and found	Media storage and management (e.g., yearbook, school pictures)	Student records and statistics	

\*Questions regarding the composition, nature, and work of the board (e.g., membership and qualifications, vision and governance, tuition and strategic plans for finance and facilities) may be addressed either to the head of school or to the board directly.