

## Accident Reports

Regular Employees

Trey Varner, [trey.varner@k12.wv.us](mailto:trey.varner@k12.wv.us)

Students

Nicki Reyes, [nickole.reyes@k12.wv.us](mailto:nickole.reyes@k12.wv.us)

## Athletics/Safety

Adam Henkins, [ahenkins@k12.wv.us](mailto:ahenkins@k12.wv.us)

## Certification

Mary Beth Harvey, [mbharvey@k12.wv.us](mailto:mbharvey@k12.wv.us)

## Child Nutrition

Karen Ghiardi, [kghiardi@k12.wv.us](mailto:kghiardi@k12.wv.us)

## Curriculum/

### New Teacher Mentor Program

Middle/High School

Sandy DeVault, [sdevault@k12.wv.us](mailto:sdevault@k12.wv.us)

Pre-K/Elementary School

Norma Gaines, [ngaines@k12.wv.us](mailto:ngaines@k12.wv.us)

## Enrolling Students

Jos Collins, [jbcollin@k12.wv.us](mailto:jbcollin@k12.wv.us)

## FMLA/EAP

Service Employees

Jennifer Caradine, [jscaradine@k12.wv.us](mailto:jscaradine@k12.wv.us)

Professional Employees

Bob DeSantis, [rdesanti@k12.wv.us](mailto:rdesanti@k12.wv.us)

## Insurance/Benefits/Retirement

Holly Hess, [heddy@k12.wv.us](mailto:heddy@k12.wv.us)

## Maternity Leave

Service Employees

Jennifer Caradine, [jscaradine@k12.wv.us](mailto:jscaradine@k12.wv.us)

Professional Employees

Bob DeSantis, [rdesanti@k12.wv.us](mailto:rdesanti@k12.wv.us)

## Missed/Docked/Sick/Personal/ Vacation Days

Service Employees

Julie Sawyer, [jasawyer@k12.wv.us](mailto:jasawyer@k12.wv.us)

Professional Employees

Trey Varner, [trey.varner@k12.wv.us](mailto:trey.varner@k12.wv.us)

## School Counselors

Courtney Whitehead, [cwhitehead@k12.wv.us](mailto:cwhitehead@k12.wv.us)

## School Psychologists

Stephanie Oberly, [soberly@k12.wv.us](mailto:soberly@k12.wv.us)

## Special Education/IEP

Tiffany Barnett, [tcbarnet@k12.wv.us](mailto:tcbarnet@k12.wv.us)

## Staff Development

Service Employees

Jennifer Caradine, [jscaradine@k12.wv.us](mailto:jscaradine@k12.wv.us)

Professional Employees

Middle/High School

Sandy DeVault, [sdevault@k12.wv.us](mailto:sdevault@k12.wv.us)

Pre-K

Debbie Jones, [debjones@k12.wv.us](mailto:debjones@k12.wv.us)

Elementary School

Norma Gaines, [ngaines@k12.wv.us](mailto:ngaines@k12.wv.us)

## School Attendance

Danica Rubenstein, [drubenstein@k12.wv.us](mailto:drubenstein@k12.wv.us)

## Student Transfer Requests

Jos Collins, [jbcollin@k12.wv.us](mailto:jbcollin@k12.wv.us)

## Smartfind Express

1<sup>st</sup> – Secretary in your building

2<sup>nd</sup> – Traci Charlton, [tcharlto@k12.wv.us](mailto:tcharlto@k12.wv.us)

## Work Permits

Can be signed by the following:

Danica Rubenstein, Francis Billie, Robert DeSantis,  
Principals/Assistant Principals, Adam Henkins