

SMA DIRECTORY

REVISED 9/28/10

<u>ACTIVITY</u>	<u>CONTACT</u>	<u>LOCATION</u>	<u>EXT.</u>
09TH GRADE ADMINISTRATOR	JODI KOPACZ	MAIN OFFICE	289
10TH GRADE ADMINISTRATOR	CHRISTINA BOWMAN	MAIN OFFICE	287
11TH GRADE ADMINISTRATOR	BILL BROCKMAN	MAIN OFFICE	224
12TH GRADE ADMINISTRATOR	BILL BROCKMAN	MAIN OFFICE	224
504 PLAN COORDNATOR	MARIA CLAPP	GUIDANCE OFFICE	256
ACADEMIC OLYMPICS	PENNY SCHROEDER	PENNY_SCHROEDER@SARASOTA.K12.FL.US	
ACT/SAT	GALE DOWNS	GUIDANCE OFFICE	259
AP COORDINATOR	BILL BROCKMAN	MAIN OFFICE	224
APID CO-COORDINATOR (ADV. PLACE. INT. DIPLOMA)	PAMELA DONEHEW	PAMELA_DONEHEW@SARASOTA.K12.FL.US	
APID CO-COORDINATOR (ADV. PLACE. INT. DIPLOMA)	PENNY SCHROEDER	PENNY_SCHROEDER@SARASOTA.K12.FL.US	
AS400 REPORTS	LINDA DAYSH	REGISTRAR'S OFFICE	255
ASVAB COORDINATOR	MARIA CLAPP	GUIDANCE OFFICE	256
ATTENDANCE (STUDENTS)	BETTY MYERS	MAIN OFFICE	238
ATTENDANCE (STAFF)	BETTY MYERS	MAIN OFFICE	238
BAND DIRECTOR	DAVID NAUMANN	DAVID_NAUMANN@SARASOTA.K12.FL.US	
BEHAVIOR SPECIALIST	JENNIFER CATENA	MAIN OFFICE	295
BLOOD DRIVE COORDINATOR	BILL BROCKMAN	MAIN OFFICE	224
BOARD MEETING MINUTES	ELIZABETH ELLIOTT	MAIN OFFICE	222
BOOK FAIR	SUSANNA AUSTIN	MEDIA CENTER	271
CELL PHONES (SCHOOL CELL PHONE ISSUES)	MONIKA WYSOCKA	MAIN OFFICE	253
CHECK REQUESTS	STEPHEN CORK	MAIN OFFICE	285
CINDERELLA'S CLOSET	MONIKA WYSOCKA	MAIN OFFICE	253
CLASS LISTS	LINDA DAYSH	REGISTRAR'S OFFICE	255
CLINIC	LESLIE COLLIER / PAT PORTER	CLINIC	227
COLLECTION OF FUNDS (CASH RECEIPTS)	BETTY MYERS	MAIN OFFICE	238
COLLEGE BOUND SEMINARS	VERA MCCLAUGHERTY	VERA_MCCLAUGHERTY@SARASOTA.K12.FL.US	
COLLEGE VISIT COORDINATOR	RAY THACKER	GUIDANCE OFFICE	257
COMMUNITY SERVICE DOCUMENTATION COORD.	GALE DOWNS	GUIDANCE OFFICE	259
COUNSELING (MENTAL HEALTH COUNSELOR)	MARIA CLAPP	GUIDANCE OFFICE	256
COUNSELING (SCHOOL COUNSELOR)	MARIA CLAPP	GUIDANCE OFFICE	256
COUNSELING (SCHOOL COUNSELOR)	RAY THACKER	GUIDANCE OFFICE	257
COUNSELING (SCHOOL COUNSELOR)	TRINA WALDHALM	GUIDANCE OFFICE	249
CREDIT CARD RECEIPTS (TURN IN TO)	PEG CORK	MAIN OFFICE	286
CRISIS/DRUG RELATED COUNSELING	MARIA CLAPP	GUIDANCE OFFICE	256
DISCIPLINE - 09TH GRADE	JODI KOPACZ	MAIN OFFICE	289
DISCIPLINE - 10TH GRADE	CHRISTINA BOWMAN	MAIN OFFICE	287
DISCIPLINE - 11TH GRADE	BILL BROCKMAN	MAIN OFFICE	224
DISCIPLINE - 12TH GRADE	BILL BROCKMAN	MAIN OFFICE	224
DISCIPLINE (OVERALL SUPERVISION)	STEPHEN CORK	MAIN OFFICE	285
DUAL ENROLLMENT (SCF)	TRINA WALDHALM	GUIDANCE OFFICE	249
EMPLOYMENT APPLICATIONS	STEPHEN CORK	MAIN OFFICE	285
ENROLLMENT	LINDA DAYSH	REGISTRAR'S OFFICE	255
ESE CASE MANAGER	JENNIFER CATENA	MAIN OFFICE	294
ESE LIASON	BARBARA COURY	MAIN OFFICE	235
ESOL/ELL COORDINATOR	BILL BROCKMAN	MAIN OFFICE	224
FCAT TESTING COORDINATOR	CHRISTINA BOWMAN	MAIN OFFICE	287
FLORIDA VIRTUAL SCHOOL COORDINATOR	TRINA WALDHALM	GUIDANCE OFFICE	249

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FRS (FLORIDA RETIREMENT SYSTEM)	PEG CORK	MAIN OFFICE	286
GLOBAL E-MAIL	ELIZABETH ELLIOTT	MAIN OFFICE	524
GRADES (GRADE CHANGES + BUBBLE SHEETS)	LINDA DAYSH	REGISTRAR'S OFFICE	255
GRADUATION	BILL BROCKMAN	MAIN OFFICE	224
GRADUATION DIPLOMAS	LINDA DAYSH	REGISTRAR'S OFFICE	255
GRADUATION SUPPLIES (CAP AND GOWNS, ETC.)	BILL BROCKMAN	MAIN OFFICE	224
GUIDANCE ADMINISTRATIVE ASSISTANT	GALE DOWNS	GUIDANCE OFFICE	259
GUIDANCE APPOINTMENT SCHEDULING	GALE DOWNS	GUIDANCE OFFICE	259
GUIDANCE DIRECTOR	FRAN MARX	GUIDANCE OFFICE	226
HEADMASTER'S SECRETARY	LINDA DAYSH	REGISTRAR'S OFFICE	255
HOMEWORK REQUESTS (WHEN STUDENTS ARE ABSENT)	MONIKA WYSOCKA	MAIN OFFICE	221
INSURANCE (PROPERTY)	STEPHEN CORK	MAIN OFFICE	285
INSURANCE (STAFF - MEDICAL, DENTAL, LIFE)	PEG CORK	MAIN OFFICE	286
INVOICES (TURN IN TO)	PEG CORK	MAIN OFFICE	286
J.R.O.T.C. - S.A.I. (SENIOR ARMY INSTRUCTOR)	MIKE RYAN	MIKE_RYAN@SARASOTA.K12.FL.US	
JUNIOR CLASS ADVISOR	VERA MCCLAUGHERTY	VERA_MCCLAUGHERTY@SARASOTA.K12.FL.US	
LITERACY COACH	PAMELA DONEHEW	PAMELA_DONEHEW@SARASOTA.K12.FL.US	
LUNCH ACCOUNTS (CALL BOOKER HIGH SCHOOL)	BOOKER HIGH CAFETERIA	941-355-2967	
MAP (UPDATES FOR EVACUATION/PARKING MAP)	MONIKA WYSOCKA	MAIN OFFICE	253
MEDIA SPECIALIST	SUSANNA AUSTIN	MEDIA CENTER	271
MEDICAL RECORDS/FORMS	LESLIE COLLIER / PAT PORTER	CLINIC	227
MENTOR COORDINATOR	JODI KOPACZ	MAIN OFFICE	289
MILITARY ACADEMY NOMINATION COORDINATOR	RAY THACKER	GUIDANCE OFFICE	257
MILITARY BALL	MIKE RYAN	MIKE_RYAN@SARASOTA.K12.FL.US	
NATIONAL HONOR SOCIETY ADVISOR	BILL BROCKMAN	MAIN OFFICE	224
NCAA COORDINATOR	BILL BROCKMAN	MAIN OFFICE	224
NOTARY	ELIZABETH ELLIOTT	MAIN OFFICE	524
NOTARY	LINDA DAYSH	REGISTRAR'S OFFICE	255
ORIENTATION (FOR PROSPECTIVE STUDENTS)	VERA MCCLAUGHERTY	VERA_MCCLAUGHERTY@SARASOTA.K12.FL.US	
PALS COORDNIATOR	MONIKA WYSOCKA	MAIN OFFICE	253
PARKING PERMITS	MONIKA WYSOCKA	MAIN OFFICE	253
PAYROLL	PEG CORK	MAIN OFFICE	286
PBS (POSITIVE BEHAVIOR SUPPORT)	CHRISTINA BOWMAN	MAIN OFFICE	287
PERSONNEL RECORDS	STEPHEN CORK	MAIN OFFICE	285
PHONE SYSTYM (ISSUES)	ERNIE FORCHETTI	COMPUTER LAB	225
PROFESSIONAL DEVELOPMENT COORDINATOR	PAMELA DONEHEW	PAMELA_DONEHEW@SARASOTA.K12.FL.US	
PROM	RYAN LEE	RYAN_LEE@SARASOTA.K12.FL.US	
PSAT COORDINATOR	MARIA CLAPP	GUIDANCE OFFICE	256
PTCC PRESIDENT - PARENT CONTACT	ELKE OLREE	SMADREAMTEAM@HOTMAIL.COM	
PURCHASE ORDER (APPROVAL)	STEPHEN CORK	MAIN OFFICE	285
PURCHASE ORDERS (MUST BE E-MAILED TO)	ERNIE FORCHETTI	COMPUTER LAB	225
REIMBURSEMENTS	STEPHEN CORK	MAIN OFFICE	285
RESERVATIONS (GYM/CAFETERIA/VEHICLE/BUS)	MONIKA WYSOCKA	MAIN OFFICE	253
RTI (RESPONSE TO INTERVENTION) CO-COORDINATOR	CHRISTINA BOWMAN	MAIN OFFICE	287
RTI (RESPONSE TO INTERVENTION) CO-COORDINATOR	PAMELA DONEHEW	PAMELA_DONEHEW@SARASOTA.K12.FL.US	
SACS COORDINATOR	PAMELA DONEHEW	PAMELA_DONEHEW@SARASOTA.K12.FL.US	
SAT/ACT	GALE DOWNS	GUIDANCE OFFICE	259

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SCHEDULING (CADETS A-F)	MARIA CLAPP	GUIDANCE OFFICE	256
SCHEDULING (CADETS G-M)	RAY THACKER	GUIDANCE OFFICE	257
SCHEDULING (CADETS N-Z)	TRINA WALDHALM	GUIDANCE OFFICE	249
SCHOLARSHIP FORMS	GALE DOWNS	GUIDANCE OFFICE	259
SCHOOL ID	SUSANNA AUSTIN	MEDIA CENTER	271
SCHOOL PICTURES	SUSANNA AUSTIN	MEDIA CENTER	271
SCHOOL REASSIGNMENT	LINDA DAYSH	REGISTRAR'S OFFICE	255
SCHOOL STORE	SUSANNA AUSTIN	MEDIA CENTER	271
SCTI COORD. (GRADE FORGIVENESS + 1/2 DAY PROG.)	TRINA WALDHALM	GUIDANCE OFFICE	249
SENIOR CLASS ADVISOR	RYAN LEE	RYAN_LEE@SARASOTA.K12.FL.US	
SMA CALENDAR	MONIKA WYSOCKA	MAIN OFFICE	253
SMA HANDBOOK (FOR EMPLOYEEES)	MONIKA WYSOCKA	MAIN OFFICE	253
SST ISSUES (STUDENT SUCCESS TEAM)	STEPHEN CORK	MAIN OFFICE	285
STUDENT RECORDS	LINDA DAYSH	REGISTRAR'S OFFICE	255
SUBSTITUTE TEACHER SCHEDULING (STAFF)	BETTY MYERS	MAIN OFFICE	238
SUPPLY ORDERING (FOR OFFICE)	BETTY MYERS	MAIN OFFICE	238
TECHNOLOGY COORDINATOR	ERNIE FORCHETTI	COMPUTER LAB	225
TEXTBOOK ORDERING	MONIKA WYSOCKA	MAIN OFFICE	253
TRANSCRIPTS	LINDA DAYSH	REGISTRAR'S OFFICE	255
TRANSPORTATION (FIELD TRIPS)	MONIKA WYSOCKA	MAIN OFFICE	253
TRANSPORTATION (TO/FROM SCHOOL)	MONIKA WYSOCKA	MAIN OFFICE	253
TUTORING	MATT CALLIHAN	MATT_CALLIHAN@SARASOTA.K12.FL.US	
TUTORING	ELIZABETH ELLIOTT	MAIN OFFICE	222
UNIFORMS (FOR CADETS)	CHRIS HOBSON	SUPPLY ROOM	269
UNIFORMS (FOR STAFF)	MONIKA WYSOCKA	MAIN OFFICE	253
WITHDRAWAL	LINDA DAYSH	REGISTRAR'S OFFICE	255
YEARBOOK	SUSANNA AUSTIN	MEDIA CENTER	271