

**W.C. Mepham High School
Administrator Responsibilities
2021-2022**

PRINCIPAL E. Gómez - Ext. 1510 Peggy Schroeder - Ext. 1501	ASST. PRINCIPAL C. Safina - Ext. 1504 Kerrey Handibode - Ext. 1506 Counseling and Wellness	ASST. PRINCIPAL J. Carne - Ext. 1507 Lori DiGiulio - Ext. 1508 Grades 10 & 12	ASST. PRINCIPAL A. DelRosario - Ext. 1502 Karen Ponton - Ext. 1503 Grades 9 & 11
Overall responsibility for the instructional program and building administration. Conferences Graduation School Budget Custodians Safety Personnel Field Trips Staff Attendance Site Based Committee Emergency Drills	PPS Committee Chair Guidance Nights Data Reporting Grade Reporting/Transcripts Master Schedule and Rooming SAT/PSAT/ACT Testing State and District Reports One Voice, One Message JPPC Home Teaching CPS Oversight Nurse Supervision College Planning Guide Course Catalog Wellness Wednesdays Sr. Alert List 8-9 Articulation Naviance Kaplan Test Prep Liaison BOCES/OEF Liaison Human Connections	Activities/Athletics and Eligibility BEDS/VADIR Reporting AP Testing Dignity Act Coordinator Student Handbook ID Cards & Pictures Safety Committee & Personnel Senior Awards Transportation Academic Review (10 and 12) Graduation Field Trips Sr. Parking	Attendance & Registration Technology/IT Liaison Substitutes and Class Coverage Cultural Arts Duty Assignments Exam & Proctoring Schedule Test Ordering Mentoring Program PR/Social Network Updates Academic Review (9 & 11) Supervisions Lockers Faculty and Staff Members of the Month
	<u>Dept. Oversight</u> Counseling and Wellness Special Education	<u>Dept. Oversight</u> Math Physical Education & Health World Languages Science Business	<u>Dept. Oversight</u> Art BMB Social Studies Music English

Computer Log-in:

Username: bmguest
Password: TBD

Infinite Campus Log-in:

Username: mephamsub
Password: TBD