



2025-26 Go-To List

Lower School (K-3) 919-682-1200 ext. 100

Upper School (4-8) 919-682-1200 ext. 500

Questions about this?	Contact this person:	Email:
K-8 School Program, Parent Involvement, Facilities, Finances, Licensure, Grants, Staff Evaluation, School Board Information	Arlie Harris Executive Director K-8	arlie@cpsfc.org
Elementary School Program Academics, SEL, Student Behavior, Student Assistance Team, Transportation	Raenel Duncan-Edmonds Lower School Director	raenel@cpsfc.org
Middle School Program Academics, SEL, Student Behavior, Student Assistance Team, Back-up SIS support	Charlie Butchart Upper School Director	charlie@cpsfc.org
Registration, Enrollment, Lottery, SIS Data, SIS Reporting, Title IX Coordination	Christina Fountain Student Information System Administrator	christina@cpsfc.org
Extended Learning Program K-8 (Before/After care, Camps, & Clubs)	Justin Sturdivant Extended Learning Coordinator K-8	justin@cpsfc.org
Exceptional Children's Program, IEPs	Amy McMullen EC Director & Testing Coordinator	amy@cpsfc.org
Elementary Counseling & 504 Program Foster Parent Contact	Rojulynne Fike Elementary Counselor	rojulynne@cpsfc.org
Middle School Counseling & 504 Program, Foster Parent Contact	Crystal Small Middle School Counselor	crystals@cpsfc.org
English as a Second Language & Latinx Family Advocate	Nidia Ramirez ESL Teacher & Latinx Advocate	nidia@cpsfc.org
Social Worker, McKinney-Vento Coordinator, Food Pantry & Family Resources	Whitley Harris McKinney Vento Case Manager	whitley@cpsfc.org
Project Based Learning, Outdoor Learning, Integrated Arts, Curriculum Coordinator K-8	Lucia Marcus Curriculum Coordinator K-8	lucia@cpsfc.org
Nutrition K-8	Nadine Blake, Gretchen Mauney, & Tina Blake	nutrition@cpsfc.org
Student Health, Medications, Medical Plans	Jen Rollman School Nurse K-8	jenrollman@cpsfc.org
Athletics (6th-8th grade)	TBD Athletic Director	athleticdirector@cpsfc.org
Finances, Reimbursements, Business Office	Joy Porter & Claudia Reyes Business Manager & Accounting Asst.	joy@cpsfc.org claudia@cpsfc.org
Technology, Website, Parentsquare	Todd Fife Technology Director K-8	todd@cpsfc.org
Elementary School Front Office	Rossy Gutierrez Elementary Front Office Manager	rossy@cpsfc.org
Middle School Front Office	Kay Mueed Middle School Front Office Manager	kay@cpsfc.org
Events at CPSC (Strawberry Festival)	Kat Benson Communications & Events Manager	kat@cpsfc.org
CPSC's Foundation, Development Office, Financial Gifts and Donations	John Heffernan, Executive Director of CPSC Foundation	john@cpsfc.org