

St. Mary's Parish & School Telephone Extensions

Please keep this list handy for future reference.

St. Mary's 387-2920

<u>Extension</u>	<u>Name</u>
335	Fr. Tom, Office
336	Kathy Ritger, DRE
337	Julie Spittel, Parish Secretary
338	Rose Wild, Parish Bookkeeper
328	Jill Liegl, School Secretary
329	Kris Ries, School Principal
330	Mary Goetz, Grades 3 and 4
331	Elaine Meyer, Grades 5 and 6
332	Jason Pothof, Grades 7 and 8
333	Karen Spittel, 3K, 4K, and Art
334	Nancy LaCharite, Food Service
339	Computer Lab
340	DayCare
341	Kristie Gripentrog, Grades 1 and 2
342	Kara Fehring, Kindergarten
343	Cordless Phone
350	School Fax
103	Dave Rader, Maintenance
107	Event Information
108	School Closing Information
109	Mass Schedule

Dear St. Mary School Families,

Our phone system has been updated. Please see the opposite side of this notice for the extensions for each employee and teacher. When you initially call the school, you will be prompted to choose an extension for the person you wish to speak to. During the greeting, you may enter the extension at any time. If you listen to the full greeting, it will list all the extensions for each person. Once you have entered the extension you are seeking, one of two things will happen. If the people you are trying to reach are available to answer the call, they will answer it. If they are not available, you may leave a message on their personal voice mail.

There are a few extra features that will be very helpful. If there are weather related issues (school closings, delays, etc.), use extension #108 when calling and you will receive the same information that will be broadcast on the local radio stations. When we have special events, (ie: concerts, Casino Night, Grandparents Day, etc.), there will be special recorded messages on extension #107 when calling St. Mary's.

We are sure that you will find the new phone system user friendly. If you ever have any problems when calling St. Mary's, please let the office know so that if possible we can resolve the issue.