



## People You Should Know – Dean of Students Office

The Dean of Students Office has the responsibility for the well-being of the student body. It is the place where students may ask questions about any aspect of school life, seek advice and receive individual attention. The duties shared by this office and the five deans include, but are not limited to, student housing & affiliating, advising, attendance, academic scheduling, out of town permissions, academic support, student activities and entertainment, discipline, orientations, student records, multicultural affairs, and I-20 forms for international students.

You can reach the Dean of Students Office in the following ways

Phone: 603-777-3411

Fax: 603-777-4396

Email: [dean\\_students@exeter.edu](mailto:dean_students@exeter.edu)

### *Office Administrative Staff:*

**Lee Rollick**, Administrative Manager, [lrollick@exeter.edu](mailto:lrollick@exeter.edu)

Ms. Rollick oversees the administration of the entire DOS office, the parent portal, all important DOS processes and procedures. She manages student and academic records, ensuring that students' personal and academic information is up-to-date and accurate. Ms. Rollick provides documentation and reporting for the deans, academic departments, faculty and other administrative offices.

**Elaine Kanchuga**, Administrative Assistant- SEVIS Support, SEVIS DSO, [ekanchuga@exeter.edu](mailto:ekanchuga@exeter.edu)

Mrs. Kanchuga works closely with deans to prepare their correspondence and faculty reports. She assists the out-of-town and petition processes and requirements. Mrs. Kanchuga also issues I-20's, manages international student paperwork and works closely with the international student coordinator, Ms. Smith to resolve visa questions and problems.

**Amy Murphy**, Receptionist/Out of Town Specialist, [amurphy1@exeter.edu](mailto:amurphy1@exeter.edu)

Ms. Murphy will be your first point of contact when you call or visit the DOS office. She is our out-of-town specialist and will be able to help you with the petitioning process as well.

**Gail Wozniak**, Administrative Assistant -Attendance Specialist, [gfwozniak@exeter.edu](mailto:gfwozniak@exeter.edu)

Ms. Wozniak works closely with the Dean of Health in overseeing the attendance of the entire student body. If you need to clear an absence or one has been given in error, she is the person who can help.

### *Deans of Students:*

**Russell Weatherspoon**, Dean of Students, [rweatherspoon@exeter.edu](mailto:rweatherspoon@exeter.edu)

Mr. Weatherspoon oversees all aspects of student life including residential life and academic progress. He works closely with the students, parents/guardians, the other deans, dorm and day-student advisers, dormitory heads, student activities and our health care professionals. Your well-being and experiences at Exeter are of great importance to him and his colleagues.

**Laura Marshall**, Dean of Academic Affairs, [lemarshall@exeter.edu](mailto:lemarshall@exeter.edu)

Ms. Marshall oversees students' academic programs and schedules as well as manages the collection of grades and term teacher comments. She works with students, their advisers, and parents/guardians concerning academic issues, graduation requirements, departmental placement and scheduling.

**Johnny Griffith**, Dean of Student Health, [jrgriffith@exeter.edu](mailto:jrgriffith@exeter.edu)

Mr. Griffith is responsible for coordinating students' health concerns with our health care professionals, students' advisers and their teachers. He is the liaison between the dean's office and the health center. Mr. Griffith also oversees the attendance of the student body and serves as the chair of the Attendance Committee.

**Carol Cahalane**, Dean of Residential Life, [ccahalane@exeter.edu](mailto:ccahalane@exeter.edu)

Ms. Cahalane works to implement faculty and student goals in Academy life. She helps dormitory faculty, proctor teams and the day student coordinator resolve areas of student concern. You will most likely see Ms. Cahalane visiting your dormitory at one time or another. Ms. Cahalane also oversees all community conduct matters in coordination with the Community Conduct Committee.

**Sherry Hernandez**, Dean of Multicultural Affairs, [shernandez@exeter.edu](mailto:shernandez@exeter.edu)

Ms. Hernandez works to support our diverse student body as well as engage with all students on issues around diversity, equity and social justice. She works in support of the Academy's mission to unite students "from every quarter" in goodness and knowledge. She oversees the Office of Multicultural Affairs (see below).

**Jonathan Nydick**, Learning Specialist and Coordinator of Academic Support, [jnydick@exeter.edu](mailto:jnydick@exeter.edu)

Mr. Nydick navigates questions around academic support at Exeter. Specifically, he helps students manage their time efficiently and define how they approach improving their overall academic performance.

**Christina Breen**, Associate Dean of Student Life, [cbreen@exeter.edu](mailto:cbreen@exeter.edu)

Ms. Breen supports the dean of student life in all areas, particularly in the area of academy life programming; student leadership programming and regular level community conduct cases.

**Tyler Caldwell**, 9<sup>th</sup> Grade Program Coordinator, [tcaldwell@exeter.edu](mailto:tcaldwell@exeter.edu)

Mr. Caldwell plans developmentally appropriate programming and special events for our 9<sup>th</sup> grade students. He works with academic departments, the assembly program committee and the dean of students office to support students in their prep year.

**Liz Reyes**, Day Student Coordinator, [lreyes@exeter.edu](mailto:lreyes@exeter.edu)

Ms. Reyes provides leadership on campus about the day student experience. She coordinates plans and implements programming that supports day student inclusion, identity and connection at the academy.

### *Office of Multicultural Affairs*

OMA seeks to create inclusive learning environments inside and outside of the classroom by fostering greater understanding around topics of race, ethnicity, socio-economic status, gender, nationality, sexual orientation, ability, religion, and other aspects of identity. OMA programs support students and provide opportunities for education and engagement with the student body as well as the entire school community.

**Jennifer Smith**, International Student Coordinator, [jsmith1@exeter.edu](mailto:jsmith1@exeter.edu)

**Kerrie Tinsley-Stribling, Asian Student Coordinator, [ktinsley@exeter.edu](mailto:ktinsley@exeter.edu)**

**Joanne Lembo, LGBTQ+ Coordinator, [jlembo@exeter.edu](mailto:jlembo@exeter.edu)**

**Hadley Camilus, Associate Dean, [hcamilus@exeter.edu](mailto:hcamilus@exeter.edu)**

**Jace Jones, OMA Office Intern, [jjones@exeter.edu](mailto:jjones@exeter.edu)**