

St. Lucy's Automated Dialing System

We have upgraded our campus phone system to expedite incoming calls directly to the appropriate faculty/staff member or office. The goal of this new phone system is to maximize the workflow and efficiency in our main office to better serve our St. Lucy's students and community.

Our new phone system allows a caller to leave voice messages for St. Lucy's faculty/staff members. If you wish to speak to someone who is not listed on the directory prompt, please press "0" to speak to Mrs. Emily Contreras, School Secretary, who can help direct your call.

To help direct your call, please refer to the following list:

For Attendance

Ms. Teresa Scaletta Press "1"

For Athletics

Ms. Valerie Pentolino Press "2"

Mrs. Vicki Sinclair Press "2"

For the Finance Department

Mrs. Teresa Tancredi Press "3"

For the Registrar

Mrs. Kathy Littleton Press "4"

For our Guidance Counselors

Mrs. Mary Charles Press "5"

Ms. Valeria Leiva Press "6"

For the School Secretary

Mrs. Emily Contreras (*or to leave a message for administration*) Press "0"

If you need to contact a teacher, please visit www.stlucys.com and access our Contact Us page to send them a message.

Please note the following:

- **Our Development office is separate from our school office.** Unfortunately, we are unable to transfer phone calls between offices. If you need to reach Ms. Lisa Manning or Mrs. Laurie Pycz, please call (626) 963-0017.
- **If you wish to reach any of the staff listed in the automated dialing prompt** and you already know the extension, you do not have to listen to the entire prompt.
- **If your phone call is not answered**, please leave a message and we will return your call as soon as possible. It is likely that we are helping someone else or are away from our desk. We check our voicemail several times throughout the day.