



**ARCHDIOCESE  
OF INDIANAPOLIS**  
*The Church in Central and Southern Indiana*

**\*\* CONFIDENTIAL \*\***

**Note: This information is for the use of administrators only and is not to be shared.**

**OFFICE OF CATHOLIC SCHOOLS**  
**Friday Protocol, Revised August 2015**

The Office of Catholic Schools, along with the Archbishop Edward T. O'Meara Catholic Center, is on a four-day work schedule (8:00 a.m. to 5:30 p.m.) and is closed every Friday. However, the OCS Staff wants to be available to you when you need us. Please use the following information discretely to reach appropriate personnel as needed on Fridays (or other times when the OCE is closed). If the matter is not urgent, please leave a voice message on the staff member's office phone number and that person will get back to you as soon as possible. If you need an answer immediately or in an emergency, please use the cell phone numbers. Please do not leave a voicemail message on any phone in an emergency, but call through the cell phone numbers until you reach someone. If a situation arises that requires communication with the media, please contact Greg Otolski, Executive Director, Catholic Communications, for assistance.

OCE Staff	Office Phone Number	Cell Phone Number
Gina Fleming Superintendent of Catholic Schools	317-592-4051	317-370-3644
Mary McCoy Assistant Superintendent of Catholic School Elementary Education	317-236-1522	317-450-7443
Ben Potts Assistant Superintendent of Catholic Schools Secondary Education	317-236-1529	219-707-0373
Rob Rash Assistant Superintendent of Catholic Schools Personnel and Legal Support	317-236-1544	317-946-9404
Greg Otolski (Media) (Catholic Communications Center)	317-236-1579	317-313-5566