

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
21 <sup>st</sup> CCLC Learning Center Grant Project Director	Mitzi Teal	770.651.2039
Accelerated Reader	Kathleen French	770.651.2212
Accidents/Incidents - Students	Sean Roach	770.651.2090
Accounting: Facilities	Susan McCoy	770.651.2171
Accounting: Schools	Hollie Hutchins Jennifer Comacho	770.651.2230 770.651.2099
Accounts Payable Specialist for Elementary Schools	Renee Watkins	770.651.2205
Accounts Payable Specialist for Middle and High Schools	Monique Pinkney	770.651.2203
Accounts Payable Supervisor	Andrea Carter	770.651.2201
Accounts Receivable	Lynn Tomberlin	770.651.2221
Accreditation for District	Pam Nail	770.651.2048
Adult Education/GED	West Georgia Technical College	770.947.7200
Advanced Placement	Dawn Taylor	770.651.2161
AED/CPR Training	Sean Roach	770.651.2090
After School Programs	Mitzi Teal	770.651.2039
Air Conditioning and Heat Controls	Sean Kelly	770.651.2149
Alarm Systems, Security Alarms	Tracey Whaley	770.651.2035
Alternative School Programs	James Strong	770.651.2101
Announcements	Nell Boggs	770-651-2037
Archives	Sheila Wallace	770.651.2326
Area Executive Director Elementary & High Schools	Angela Carter	770.651.2143
Asbestos Inspections	Kirk Nicholson	770.651.2215

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Assistant Superintendent of General Administration/Middle School	Dr. Michelle Ruble	770.651.2319
Assistant Superintendent of District Operations	Kwame Carr	770.651.2062
Assistant Superintendent of Student Achievement	Melanie Manley	770.651.2345
Assistant Superintendent of Student Services	Renee Davis	770.651.2084
	Pam Nail	770.651.2048
Athletic Field Sprinkler Systems	Hugh Mitchell	770.651.2234
Athletic Fields	Hugh Mitchell	770.651.2234
Athletics	Eric Collins	770.651.2330
Attendance Policy/Protocol	James Strong	770.651.2101
Attendance Portal	Tina Griswold	770.651.2344
	Jana Barnby	770.651.2343
Attendance Zones	EW Tolbert	770.651.2400
Attendance/Enrollment Report	Darlene Snyder	770.651.2084
Audiologist Services (Hearing Test)	Teresa Villegas	770.651.2145
Bids (Procurement)	Becky Eigel	770.651.2376
	T. Dobbs	770.651.2383
Bleachers / Goals	Hugh Mitchell	770.651.2234
Board Meetings	Melanie Nicholson	770.651.2033
Board Members	Melanie Nicholson	770.651.2033
Board Recognition at BOE Meetings	Nell Boggs	770.651.2037
Board Policies/Questions	Dr. Michelle Ruble	770.651.2378
Brighten Academy	Lisa McDonald	770.615.3680
Bus Parent and Driver Issues	Quincey McNair	770.651.2421
Bus Routes	Quincey McNair	770.651.2421

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Bus Route/Parent/Stop/Driver Issues Special Ed.	Quincey McNair	770.651.2421
Bus Route/Stop Issues	Quincey McNair	770.651.2421
Business Services Assistant Director	Becky Eigel	770.651.2376
Cabling: Technology	Brad Causey	770.651.2153
Calendar: Formation of System Calendar	Nell Boggs	770.651.2037
Calendar: System Planner and Refrigerator Calendars	Portia Lake	770.651.2015
Capital Projects	Kirk Nicholson	770.651.2215
Catering	Cindy Schultz	770.651.2300
CCI (College and Career Institute) Administrator	Gary Morris	770.651.2049
CCI (College and Career Institute) Assistant Principal	Geri Armstrong	770-651-2399
CCI (College and Career Institute) Coordinator	Nancy Schrier	770-651-2058
CCI (College and Career Institute) Counselor	Blayne West	770.651.2233
CCI (College and Career Institute) Office Manager	Carmen Long	770.651.2075
CCI (College and Career Institute) Receptionist	Sonya Thigpen	770.947.7690
CCTV: (Security Cameras): Technology	Brad Causey	770.651.2153
Ceiling Tile Replacements	Hugh Mitchell	770.651.2234
Certification	Dr. Kimberly Johnson	770.651.2313
CHAMP I and II Grant Project Director	Mitzi Teal	770.651.2039
Chapel Hill News & Views DCSS Section	Lynn Murray	770.651.2124

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Character Education	Mitzi Teal	770.651.2039
Charter Schools	Pam Nail	770.651.2048
Chief Financial Officer	Greg Denney	770.651.2262
Child Abuse/Neglect Referrals	Sean Roach	770.651.2090
	James Strong	770.651.2101
Communities in Schools of Douglas County (CISDC)	Mitzi Teal	770.651.2039
Community Coaches	Eric Collins	770.651.2330
Communications Executive Director	Nell Boggs	770-651-2037
Consolidated Application	Karen Stoutmire	770.651.2106
Construction	Kirk Nicholson	770.651.2215
Constructions Projects: New	Kwame Carr	770.651.2062
Counselors: Elementary, Middle and High Schools	Mandy Johnson	770.651.2049
Counselor of the Year	Mandy Johnson	770.651.2049
Credit Recovery	Kacia Thompson	770.651.2329
Crisis Communication (Health and other Alert Letters to Parents)	Portia Lake	770.651.2015
Crisis Issues	Trent North	770.651.2033
	Tracey Whaley	770.651.2035
CTAE	Mandy Johnson	770.651.2049
Custodians	Hugh Mitchell	770.651.2234
Custody Issues	Renee Davis	770.651.2084
	Pam Nail	770.651.2048
Data Drops: Technology	Brad Causey	770.651.2153
DCSS Self-Service	Mandy Turnipseed	770.651.2266

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Deaf, Hearing Impairments	Monica Henderson	770.651.2144
Death Announcements	Anne Principe	770-651-2036
Deliveries	Sonya Latham	770.651.2151
Discipline	Eric Collins	770.651.2330
Douglas County Education Foundation	Angelia O'Neal	770.651.2111
Drills: Fire; Safety; Weather	James Strong	770.651.2101
EIP	Cathy Swanger	770.651.2104
Electrical Concerns	Hugh Mitchell	770.651.2234
Electrical Infrared Scanning Inspections	Hugh Mitchell	770.651.2234
Electronics Maintenance	Sean Kelly	770.651.2149
Electronic Newsletter	Nell Boggs	770.651.2037
Elevators	Hugh Mitchell	770.651.2234
Email	Lokin Crook	770.651.2342
Email Approval (Mass)	Nell Boggs	770.651.2037
Emergencies	Trent North James Strong	770.651.2033 770.651.2101
Employee Benefits	Stephanie Groover	770 651 2378
Employee Newsletter	Nell Boggs	770.651.2037
English/Language Arts	Cathy Swanger	770.651.2104
ESOL	Cher Algarin	770.651.2147
E Walk	Carol Camp	770.651.2137
Facilities: Maintenance Director	Hugh Mitchell	770.651.2234
Family Medical Leave	Chris Sims	770.651.2044
Fencing	Hugh Mitchell	770.651.2234

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Field Trip Coordinator for Buses	Quincey McNair	770.651.2421
Field Trip Requests	Quincey McNair	770.651.2421
Field Trip Requests: Athletics, Out of State, Overnight	Eric Collins	770.651.2330
Finance Assistant Director	Holly Timms	770.651.2274
Fine Arts	Dawn Taylor	770.651.2161
Fingerprints	Chancie Thompson	770.651.2309
Fire Alarms	Hugh Mitchell	770.651.2234
Fleet Manager	EW Tolbert	770.651.2412
FLEX Academy	Tara Campbell	770.651.2334
Flooring	Hugh Mitchell	770.651.2234
Foreign Exchange Students	Darlene Snyder	770.651.2084
Foreign Language 6-12	Cathy Swanger	770.651.2104
Foster Care Point of Contact	Jill Smith	770.651.2098
Free and Reduced Lunch Specialist	Juanita Taylor	770.651.2305
FTE Count	Tina Griswold Jana Barnby	770.651.2344 770.651.2343
Fund Raising	Eric Collins	770.651.2330
Gifted Program	Dawn Taylor	770.651.2161
Governor's Honors	Cathy Swanger	770.651.2104
Grade Book	Tina Griswold Jana Barnby	770.651.2344 770.651.2343
Grants Administration	Toya North	770.651.2329
Grease Trap Pumping	Hugh Mitchell	770.651.2234
Grounds Maintenance	Hugh Mitchell	770.651.2234

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Handbooks: Student	Angela Carter	770.651.2143
HAVEN	Alisa Long	770.651.2552
Hazardous Waste Removal	Sean Roach	770.651.2090
Health Concerns: Nurses	Sean Roach	770.651.2090
Health Insurance Benefits	Stephanie Groover	770.651.2264
Health Services	Sean Roach	770.651.2090
Heating and Air Controls	Sean Kelly	770.651.2149
Home School - GADOE	GA DOE	404. 463.7891
Homeless Outreach Facilitator	Jill Smith	770.651.2098
Homeless Liaison	Renee Davis	770.651.2084
HOPE Scholarship Reporting	Tina Griswold	770.651.2344
	Jana Barnby	770.651.2343
Hospital/Homebound	Sean Roach	770.651.2090
Human Resources Executive Director	Jill DePriest	770.651.2378
Human Resources Assistant Director/Certified	Dr. Kimberly Johnson	770-651-2313
HVAC	Sean Kelly	770.651.2149
ID Badges for Employees: new/replacement badges	Chancie Thompson	770.651.2309
ID Badges for Employees: building access issues	Debbie Edwards	770.651.2370
Incidents/Accidents	James Strong	770.651.2101
Infinite Campus (Student Information System)	Tina Griswold	770.651.2344
	Jana Barnby	770.651.2343
Inspections: Fire Sprinkler Systems	Sean Kelly	770.651.2149
Insurance: Employee Benefits	Stephanie Groover	770.651.2264

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Intercom Systems	Royce Crocker/Mike Catoe	770.651.2219
International Baccalaureate Director (IB)	Grant Fossum	770.651.6523
Inventory Warehouse	Sonya Latham	770.651.2151
Kindergarten Registration	Cynthia Weitzel	770.651.2054
Law Enforcement/SROs	Chief Tracey Whaley	770.651.2035
Legal Issues	Trent North	770.651.2033
Lifts	Hugh Mitchell	770-651-2234
Light Bulb Replacement	Hugh Mitchell	770.651.2234
Lights: Exit	Hugh Mitchell	770.651.2234
Locks	Hugh Mitchell	770.651.2234
Mail Deliveries	Sonya Latham	770.651.2151
Mail: Interoffice	Larry McLendon	770.651.2142
Mail: Metered	Larry McLendon	770.651.2142
Maintenance Issues	Susan McCoy	770.651.2213
MATCH Mentoring Program	Mitzi Teal	770.651.2039
Math	Kathleen French	770.651.2212
Media Centers	Kenya Elder	770.651.2427
Media Relations	Portia Lake	770.651.2015
Mentor Teacher Program	Kenya Elder	770.651.2427
Mentoring: MATCH Mentoring Program	Mitzi Teal	770.651.2039
Mobile Classrooms	Sean Kelly	770.651.2149
New Student Enrollment	Cynthia Weitzel	770.651.2050



<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
New Teacher Orientation	Dr. Kimberly Johnson	770.651.2313
News Media	Portia Lake	770.651.2015
Non-Resident Students	Darlene Snyder	770.651.2084
Nurses	Sean Roach	770.651.2090
OCR (Office of Civil Rights) Report	Renee Davis	770.651.2084
Open Records Requests	Trent North	770.651.2033
Operations	Kwame Carr	770.651.2062
Orthopedic Impairments	Monica Henderson	770.651.2144
Painting	Hugh Mitchell	770.651.2234
Parent Issues - Discipline	Eric Collins	770.651.2330
Parent Portal - Infinite Campus	Tina Griswold	770.651.2344
	Jana Barnby	770.651.2343
ParentLink Non-Technical Issues	Tina Griswold	770.651.2344
	Jana Barnby	770.651.2343
ParentLink Technical Issues	Vasile Costin	770.651.2349
Partners in Education (PIE)	Mandy Johnson	770.651.2049
Payroll	Amanda Shelburn	770.651.2272
Personnel	Jill DePriest	770.651.2307
Pest Control – Food Service	Cindy Schultz	770.651.2300
Physical Education & Health	Casey Bethel	770.651.2103
PIE (Partners in Education)	Mandy Johnson	770.651.2049
Plumbing	Hugh Mitchell	770.651.2234
Policies	Dr. Michelle Ruble	770.651.2378
Press Releases	Portia Lake	770.651.2015

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Printing Needs	Becky Eigel	770.651.2376
Procurement Needs	Becky Eigel	770.651.2376
	T. Dobbs	770.651.2383
Professional Learning Director	Kenya Elder	770.651.2427
Project Success	Angela Carter	770.651.2143
Project Graduation	Tara Campbell	770.651.2334
Property Control Manager	Stephanie Brown	770.651.2268
PSAT	William Marchant	770.651.2396
Psychologists	Shane Avery	770-651-5623
Public Information	Portia Lake	770-651-2015
Public Participation at BOE Meetings	Melanie Nicholson	770.651.2033
Public Relations	Nell Boggs	770.651.2037
Publications	Nell Boggs	770.651.2037
Purchasing	Becky Eigel	770.651.2376
	T. Dobbs	770.651.2383
Receiving	Sonya Latham	770.651.2151
Records Center: Central Office/Students /Records Retention	Sheila Wallace	770.651.2326
REACH	Mitzi Teal	770.651.2039
Referrals: Child Abuse/Neglect	Sean Roach	770.651.2090
	James Strong	770.651.2101
Registration Center- New Students, Kindergarten	Cynthia Weitzel	770.651.2050
Renovation Projects	Kwame Carr	770.651.2062
Rental of School Facilities	Susan McCoy	770.651.2213
Research Request	Melanie Manley	770.691.2345

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Resource Officers	James Strong	770.651.2101
Retirement Information for Employees	Stephanie Groover	770.651.2264
Retirement Recognition	Lynn Murray	770.651.2124
Roofing	Hugh Mitchell	770.651.2234
Safety Director, Safety Drills, Safety Issues	James Strong	770.651.2101
Science	Casey Bethel	770.651.2103
School Accounting Manager	Hollie Hutchins	770.651.2230
School Based Health Center	Mitzi Teal	770 651 2039
School Dedications	Nell Boggs	770.651.2037
School Facilities Historical Files	Susan McCoy	770.651.2171
School Nutrition Accountant	Jody Stephens	770.651 2298
School Nutrition - West	Fran Muhammad	770.651 2295
School Nutrition - East	Ervin Watson	770.651.2290
School Nutrition Executive Director	Danielle Freeman	770-651.2284
School Website Monitoring	Nell Boggs	770.651.2037
Science Fair	Casey Bethel	770.651.2103
Section 504 Students	Kacia Thompson	770.651.2329
Security Cameras	Brad Causey/Weyman Gresham	770.651.2153
Security Issues	Tracey Whaley	770.651.2035
Service Recognition: Years of Service Certificates	Lynn Murray	770.651.2124
Shadow Day	Mandy Johnson	770-651-2049
Sick Leave Bank	Jill DePriest	770.651.2378

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Signs	Hugh Mitchell	770.651.2234
SMART Grant Project Director	Mitzi Teal	770.651.2039
Social Studies	Kacia Thompson	770.651.2329
Social Workers	Sean Roach	770.651.2090
Special Education Assistive Technology	Melissa Mitcham	770-651-2595
Special Education Behavioral Services Supervisor	Vicki Garner	770.651.2072
Special Education Assistant Director (AHS, NMHS, YMS, FMS, FSMS, CCI, DCSSA, BAES, BSES, DSES, FSES, MCES, MLES, NMES, SDES)	Monica Henderson	770-651-2144
Special Education Assistant Director (CHHS, DCHS, LSHS, CHMS, CLMS, MAMS, SMS, TMS, ASES, AWES, BEU, BUR, CHES, ESES, HSES, LSES, MAES, NDES, SWES, WES)	Michelle Lowe	770.651.2148
Special Education Supervisor of ID Programs	Leanne Lowen	770.651.
Special Education Language Pathology Supervisor	Melissa Mitcham & Susie Hovis	770-651-2595
Special Education Lead Psychologist	Shane Avery	770 651.5623
Special Education Medicaid	Nikki Krow	770.651.2134
Special Education Supervisor Elementary Schools	Angela Haynes	770-651-3990
Special Education Supervisor Middle Schools	Alisa Haynes	770-651-2594
Special Education Supervisor High Schools	Kim Brown	770-651-3120
Special Education Executive Director	Cheryl Handley	770.651.2132

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Special Education Records/Special Ed. Records Retention	Erika Rodriguez	770.651.2316
Special Education: Financial Issues/Purchasing	Theresa Bone	770.651.2132
Special Education: Phone Calls from Employees/Public	Nikki Krow	770.651.2135
Special Needs Pre-School Secretary	Brittany Wyatt	770-651-2116
Special Needs Pre-School Supervisor	Amanda Shuemake	770.651.2113
Special Needs School Bus Issues	Erika Rodriguez	770.651.2316
Special Education Transportation Concerns	Quincey McNair	770-651-2421
Spelling Bee for District	Cathy Swanger	770.651. 2104
SPLOST Projects	Kwame Carr	770.651.2062
Sprinkler Systems: Athletic Fields	Hugh Mitchell	770.651.2234
Sprinkler Systems: Fire	Sean Kelly	770.651.2149
State Reporting	Tina Griswold Jana Barnby	770.651.2344 770.651.2343
STEM Program	Casey Bethel	770.651.2103
Student Accident Insurance	Sean Roach	770.651.2090
Student Handbook	James Strong	770-651-2101
Student Information System	Tina Griswold Jana Barnby	770.651.2344 770.651.2343
Student Information System Training	Tina Griswold Jana Barnby	770.651.2344 770.651.2343
Student Registration	Cynthia Weitzel	770.651.2050
Student Services – Assistant Superintendent	Renee Davis	770-651.2084

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
	Pam Nail	770.651.2048
Student Support and Services	Sean Roach	770.651.2090
Student Transcripts	Sheila Wallace	770.651.2326
Student Transfer Requests	Renee Davis	770.651.2084
	Pam Nail	770.651.2048
Substitute Teachers	Chandell Johnson	770.651.2322
Summer School – High School	Mandy Johnson	770.651.2049
Summer School – Grant Programs	Mitzi Teal	770.651.2039
Superintendent	Trent North	770.651.2033
Surplus Property	Becky Eigel	770.651.2376
	Sonya Latham	770.651.2151
Teacher Certification	Dr. Kimberly Johnson	770.651.2313
Teacher of the Year Program (TOTY)	Lynn Murray	770.651.2124
Teacher/Principal For A Day	Lynn Murray	770.651.2124
Teacher Recruitment	Dr. Kimberly Johnson	770.651.2313
Technology Executive Director	Todd Hindmon	770.651.2387
Technology Support	Anuj Dayal	770.651.2321
	Paul Poole	770.651.2306
Telephones	Michael Williams	770.651.2339
Testing	William Marchant	770.651.2396
Title I Director	Karen Stoutmire	770.651.2106
Title I Parental Involvement Program	Patti Sullivan	770.651.2118
Title IIA	Kenya Elder	770.651.2427
Title III (ESOL)	Karen Stoutmire	770.651.2106

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Title IX (Student Sexual Harassment)	Renee Davis	770.651.2084
	Pam Nail	770.651.2048
Transportation	E.W. Tolbert	770.651.2400
Travel(Employees)	Melanie McLarty	770.651.2094
Tribunals	Eric Collins	770.651.2330
Utility Invoices	Susan McCoy	770.651.2213
Vendors	Becky Eigel	770.651.2376
	T. Dobbs	770.651.2383
Visual Impairments	Monica Henderson	770.651.2144
Voice Mail	Michael Williams	770.651.2339
Warehouse	Sonya Latham	770.651.2151
Waste Removal – Food Service	Cindy Schultz	770.651.2300
Wastewater Systems	Hugh Mitchell	770.651.2234
Website Support, Users	Nell Boggs	770.651.2037
Website Updates	Nell Boggs	770.651.2037
Work –Based Learning	Mandy Johnson	770.651.2049
Work Permits	Larry McLendon	770.651.2142
Workers Compensation	Chris Sims	770.651.2044
Young Georgia Authors’ Competition	Cathy Swanger	770.651.2104
Youth Apprenticeship Program	Mandy Johnson	770.651.2049