

<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	Ginny Dixon	770-651-2127
Accidents/Incidents - Students	Sean Roach	770.651.2090
Accounting: Facilities	Dara Slaughter	770.651.2171
Accounting: Schools	Hollie Hutchins/Chari Hopper	770.651.2230/2099
Accounts Payable Specialist for Elementary Schools	Shawnee Brown	770.651.2201
Accounts Payable Specialist for Middle and High Schools	Wanda Wood	770.651.2203
Accounts Payable Supervisor	Renee Watkins	770.651.2205
Accounts Receivable	Lynn Tomberlin	770.651.2221
Accreditation for District	Dr. Michelle Ruble	770.651.2378
Adult Education/GED	West Georgia Technical College	770.947.7200
Advanced Placement	Tekmekia Gilchrist	770 651.2023
AED/CPR Training	Sean Roach	770.651.2090
After School Programs	Mitzi Teal	770.651.2039
Air Conditioning and Heat Controls	Randy Massey	770.651.2234
Alarm Systems, Fire Alarms, Security Alarms	Randy Massey	770.651.2234
Alternative School Programs	Eric Collins	770.651.2330

Announcements	Portia Lake	770.651.2015
Archives	Miranda Maxwell	770.651.2088

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Area Executive Director (ASES, CHES, DSES, MAES, FMS, MCMS, SMS, YMS, AHS, CHHS, CCI)	Angela Carter	770.651.2143
Area Executive Director (BEES, BAES, ESES, HSES, LSES, MCES, NMES, NDES, SDES, TMS, DCHS, SSC/FLEX)	Shelly Hester	770.651.2210
Area Executive Director (AWES, BSES, BUES, FSES, MLES, SWES, WES, CHMS, CLMS, FSMS, LSHS, NMHS)	Keith Racine	770.651.2096
Asbestos Inspections	Kirk Nicholson	770.651.2215
Executive Director of District Operations	Dr. Christopher Small	770.651.2062
Associate Superintendent	Dr. Michelle Ruble	770.651.2378
Assistant Superintendent of Student Services	Renee Davis	770.651.2084
Assistant Superintendent of Student Services	Pam Nail	770.651.2048
Assistant Superintendent of Teaching and Learning	Chelsie Goodman	770.651.2345
Athletic Field Sprinkler Systems	Eric Collins	770.651.2330
Athletic Fields	Eric Collins	770.651.2330
Athletics	Eric Collins	770.651.2330
Attendance Policy/Protocol	Sean Roach	770.651.2090
Attendance Portal	Tina Griswold/Jana Barnby	770.651.2344

Attendance Zones	EW Tolbert	770.651.2400
Audiologist Services (Hearing Test)	Teresa Villegas	770.651.2145
Back to School Kickoff	Mitzi Teal	770.651.2039
	Patti Sullivan	770.651.2118
Before School Programs	Mitzi Teal	770.651.2039

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Bids (Procurement)	Becky Eigel	770.651.2376
Bleachers / Goals	Eric Collins	770.651.2330
Board Meetings	Shilah Prothro	770.651.2033
Board Members	Shilah Prothro	770.651.2033
Board Policies/Questions	Dr. Michelle Ruble	770.651.2378
BOOST Grant	Mitzi Teal	770.651.2039
Brighten Academy	Lisa McDonald	770.615.3680
Bus Parent and Driver Issues	Quincey McNair	770.651.2421
Bus Routes	Quincey McNair	770.651.2421
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
Calendar: Formation of System Calendar	Portia Lake	770.651.2015
Calendar: System Planner and Refrigerator Calendars	Portia Lake	770.651.2015

Capital Projects	Dr. Christopher Small	770.651.2062
Catering	Kelsey Harville	770.651.2304
CCI (College and Career Institute) Administrator	Geri Armstrong	770.651.2049
CCI (College and Career Institute) Assistant Principal	Bakahai Litman	770-651-2045
CCI (College and Career Institute) Assistant Principal	Kimberly Brown	770-651-2058
CCI (College and Career Institute) Counselor	Debbie McFadden	770.651.2233

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
CCI (College and Career Institute) Office Manager	Crystal Lee	770.651.2075
CCI (College and Career Institute) Receptionist	Sonya Thigpen	770.947.7690
Ceiling Tile Replacements	Randy Massey	770.651.2234
Certification	Dr. Kimberly Johnson	770.651.2313
Character Education	Mitzi Teal	770.651.2039
Charter Schools	Pam Nail	770.651.2048
Chief Financial Officer	Holly Timms	770.651.2274
Child Abuse/Neglect Referrals	Sean Roach	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	Portia Lake	770.651.2015
Director of Public Relations - Communications	Portia Lake	770.651.2015
Consolidated Application	Karen Stoutmire	770.651.2120
Capital Construction Projects	Kirk Nicholson	770.651.2215
New Construction Projects and Requests for Renovations	Dr. Christopher Small	770.651.2062
Counselors: Elementary, Middle and High Schools	Mitch Springer	770.651.2221
Counselor of the Year	Mitch Springer	770.651.2221
Credit Recovery	Tekmekia Gilchrist	770.651.2023
Crisis Communication (Health and other Alert Letters to Parents)	Portia Lake	770.651.2015
Crisis Issues	Chief Tracey Whaley	770.651.2035
CTAE	Tekmekia Gilchrist	770.651.2023

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
DCSS Custodians Warehouse Supplies and Contracts for ABM and MFM	Dr. Christopher Small	770.651.2062
Custody Issues	Renee Davis Pam Nail	770.651.2084
DCSS Self-Service	Becky Eigel	770.651.2376
Deaf/Hearing/Vision Impairments	Monica Henderson	770.651.2144
Death Announcements	Anne Principe	770.651.2036
DE1111 Private School Report	Susan McCoy	770.651.2084
Deliveries	Sonya Cox	770.651.2151

Level 3 Discipline/ Tribunals	Eric Collins	770.651.2101
Douglas County Education Foundation	Angelia O'Neal	770.651.2330
Drills: Fire; Safety; Weather	Chief Tracey Whaley	770.651.2035
EIP	Dr. Kacia Thompson	770.651.2329
Electronics Maintenance Requests	Dara Slaughter	770.651.2213
Elevator Repair Requests	Dara Slaughter	770.651.2213
Email	Technology Helpdesk	770.651.2370
Email Approval (Mass)	Portia Lake	770.651.2015
Emergencies	Chief Tracey Whaley	770.651.2035
Employee Benefits	Stephanie Groover	770 651 2378
Employee Recognition	Portia Lake	770.651.2015
K-5 English/Language Arts	Mitch Springer	770.651.2211
6-12 English/Language Arts	Tekmekia Gilchrist	770.651.2023
ESOL	Cher Algarin	770.651.2147
Facilities: Maintenance Coordinator	Randy Massey	770.651.2234
Family Engagement Coordinator	Patti Sullivan	770.651.2118

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Family Medical Leave	Lynn Dobbs	770.651.2044
Fencing Requests	Dara Slaughter	770.651.2213
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	Sean Roach	770.651.2090
Finance Executive Director	Eugene Herrington	770.651.2236
K-5 Fine Arts	Marissa Prather	770.651.2103
6-12 Fine Arts	Marissa Prather	770.651.2103
Fingerprints	Human Resources	770.651.2378
Fleet Manager	EW Tolbert	770.651.2412
Gym Flooring	Eric Collins	770.651.2234
Flyer Approval	Portia Lake	770.651.2015
Foreign Language 6-12	Tekmekia Gilchrist	770.651.2023
Foster Care Point of Contact	Jill Smith	770.651.2098
Fostering Family Leaders	Mitzi Teal	770.651.2039
	Patti Sullivan	770.651.2118
Free and Reduced Lunch Specialist	Juanita Taylor	770.651.2305
FTE Count	Tina Griswold/Jana Barnby	770.651.2344/2343
Fund Raising	Eric Collins	770.651.2330
Gifted Program K-5	Dawn Taylor	770.651.2161
Gifted Program 6-8	Dawn Taylor	770-651-2161
Governor's Honors	Tekmekia Gilchrist	770.651.2023
Grade Book	Tina Griswold/Jana Barnby	770.651.2344/2343
Grants Administration	Charity Giddens	770.651.2227

Area of Responsibility	Name	Phone Number
------------------------	------	--------------

Grease Trap Pumping	Dr. Christopher Small	770.651.2213
Grounds Maintenance	Dr. Christopher Small	770.651.2213
Handbooks: Student	Angela Carter	770.651.2143
HAVEN	Daryl Holmon	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 Requests	Dara Slaughter	770.651.2213
Home School - GADOE	GA DOE	404. 463.7891
Homeless Liaison	Jill Smith	770.651.2098
HOPE Scholarship Reporting	Tina Griswold/Jana Barnby	770.651.2344/2343
Hospital/Homebound	Sean Roach	770.651.2090
Human Resources Executive Director	Jill Depriest	770.651.2378
Human Resources Director	Dr. Kimberly Johnson	770-651-2313
ID Badges for Employees: new/replacement badges	Nidza Pender	770.651.2311
Incidents/Accidents	Human Resources	770.651.2378
Infinite Campus (Student Information System)	Tina Griswold/Jana Barnby	770.651.2344/2343
Inspections: Fire Sprinkler Systems	Dr. Christopher Small	770.651.2213
Instructional Technology Specialist	Ginny Dixon	770.651.2127



Insurance: Employee Benefits	Stephanie Groover	770.651.2264
------------------------------	-------------------	--------------

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Intercom Systems Maintenance Requests	Dara Slaughter	770.651.2213
International Baccalaureate Director (IB)	Robert Bennett	770.651.6670
Inventory Warehouse	Sonya Cox	770.651.2151
Kindergarten Registration	Michelle Campbell	770.651.2053
Law Enforcement/SROs	Chief Tracey Whaley	770.651.2035
Legal Issues	Dr. Michelle Ruble	770.651.2033
Lifts Requests	Randy Massey	770-651-2234
Light Bulb Replacement	Dara Slaughter	770.651.2234
Parking Lot lights	Dr. Christopher Small	770.651.2062
Locks: Repair and Requests	Dara Slaughter	770.651.2213
Mail Deliveries	Sonya Cox	770.651.2151
Mail: Interoffice	Larry McLendon	770.651.2142
Mail: Metered	Larry McLendon	770.651.2142
Maintenance Issues	Dara Slaughter	770.651.2171
MATCH Mentoring Program	Mitzi Teal	770.651.3445
K-12 Math Coordinator	Dr. Marissa Prather	770.651.2103
Media Specialists	Kenya Elder	770.651.2049
Media Relations	Portia Lake	770.651.2015
New Student Enrollment	Michelle Campbell	770.651.2053

New Teacher Orientation	Dr. Kimberly Johnson	770.651.2313
News Media	Portia Lake	770.651.2015
Nurses	Sean Roach	770.651.2090
OCR (Office of Civil Rights) Report	Dr. Mack	770.651.2393
Open Records Requests	Shilah Prothro	770.651.2033

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Operations	Dr. Christopher Small	770.651.2062
Orthopedic Impairments	Michelle Lowe	770.651.2148
Painting Requests	Dara Slaughter	770.651.2213
Partners in Education (PIE)	Tekmekia Gilchrist	770.651.2023
Performance Learning Center	Dr. Andre Touchard	770.651.6475
Personnel	Jill DePriest	770.651.2378
Pest Control – Food Service	Kelsey Harville	770.651.2300
Plumbing Requests	Dara Slaughter	770.651.2213
Policies	Dr. Michelle Ruble	770.651.2378
Press Releases	Portia Lake	770.651.2015
Printing Needs	Becky Eigel	770.651.2376
Procurement Needs	Becky Eigel	770.651.2376
Public Information	Tracee Guilford	770-651-2112
Public Participation at BOE Meetings	Shilah Prothro	770.651.2033
Receiving	Sonya Cox	770.651.2151

REACH	Mitzi Teal	770.651.2039
Referrals: Child Abuse/Neglect	Sean Roach	770.651.2090
Registration Center- New Students, Kindergarten	Michelle Campbell	770.651.2053
Renovation Projects	Dr. Christopher Small	770.651.2062
Rental of School Facilities		770.651.2104
Research Request	Chelsie Goodman	770.651.2345
Resource Officers	Chief Tracey Whaley	770.651.2101
Retirement Information for Employees	Stephanie Groover	770.651.2264
Retirement Recognition	Portia Lake	770.651.2015

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Roofing Requests	Dara Slaughter	770.651.2213
Safety Drills, Safety Issues, Centegix, Camera System	Chief Tracey Whaley	770.651.2035
K-5 Science	Mitch Springer	770.651.2211
6-12 Science	Tekmekia Gilchrist	770.651.2023
School Accounting Manager	Chari Hooper	770.651.2099
School Based Health Center	Mitzi Teal	770 651 2039
School Nutrition - East	Fran Muhammad	770.651 2295
School Nutrition Executive Director	Danielle Freeman	770-651.2284
Section 504 Students	Dr. Kacia Thompson	770.651.2329
Security Cameras	Chief Tracey Whaley	770.651.2035
Security Issues	Chief Tracey Whaley	770.651.2035

SEL (Satchel Pulse)	Mitzi Teal	770.651.2039
Shadow Day	Tekmekia Gilchrist	770-651-2023
Sick Leave Bank	Jill Depriest	770.651.2378
Signs	Dr. Christopher Small	770.651.2234
K-5 Social Studies	Mitch Springer	770.651.2211
6-12 Social Studies	Tekmekia Gilchrist	770.651.2023
Social Workers	Sean Roach	770.651.2090
Special Education Assistive Technology	Melissa Mitcham	770-651-2595
Special Education Behavioral Services Supervisor	Laura Peden	770-651-2646
Special Education Director (AHS, CHHS, NMHS, CHMS, FMS, FSMS, YMS, BAES, CHES, DSES, FSES, HSES, MCES, NMES, SDES, SWES & State Schools)	Monica Henderson	770-651-2144

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Special Education Assistant Director (CCI, DCHS, LSHS, CLMS, MCMS, SMS, TMS, ASES, AWES, BEU, BSES, BUR, ESES, LSES, MAES, MLES, NDES, WES)	Michelle Lowe	770.651.2148
Special Education Executive Director (DCSSA, Brighten)	Cheryl Handley	770.651.2132
Special Education: Phone Calls from Employees/Public	Theresa Bone	770.651.2132
Special Needs Pre-School Supervisor	Lameshea Cranford	770.651.2113

Special Needs School Bus Issues	Michelle Lowe	770.651.2148
Special Education Transportation Concerns	Quincey McNair	770-651-2421
Spelling Bee for District	Dawn Taylor	770.651.2104
SPLOST Projects	Dr. Christopher Small	770.651.2062
Spotlight Recognition at BOE Meetings	Portia Lake	770.651.2015
Sprinkler Systems: Athletic Fields	Eric Collins	770.651.2330
Sprinkler Systems: Fire	Dr. Christopher Small	770.651.2213
State Reporting	Tina Griswold	770.651.2344
STEM Program	Dr. Marissa Prather	770.651.2161
Strategic Data and Research Executive Director	Dr. LaToya Mack	770-651-2393
Student Accident Insurance	Sean Roach	770.651.2090
Student Information System	Christi Dowie	770.651.2137
Student Information System Training	Christi Dowie	770.651.2137
Student Registration	Michelle Campbell	770.651.2053

<b>Area of Responsibility</b>	<b>Name</b>	<b>Phone Number</b>
Student Services – Assistant Superintendent	Renee Davis Pam Nail	770-651.2084
Student Transfer Requests	Renee Davis Pam Nail	770.651.2084
Substitute Teachers	Chandell Johnson	770.651.2322

Summer School	Dr. Kacia Thompson	770.651.
Superintendent	Trent North	770.651.2033
Surplus Property	Becky Eigel/Sonya Cox	770.651.2376/2151
Teacher Certification	Dr. Kimberly Johnson	770.651.2313
Teacher of the Year Program (TOTY)	Ron Daniel	770.651.2124
Teacher Recruitment	Dr. Kimberly Johnson	770.651.2313
Technology Executive Director	Todd Hindmon	770.651.2387
Technology Support	Technology Department	770.651.2370
Testing	William Marchant	770.651.2396
Title I Executive Director	Karen Stoutmire	770.651.2120
Title I Parental Involvement Program	Patti Sullivan	770.651.2118
Title IIA	Kenya Elder	770.651.2049
Title III (ESOL)	Cher Algarin	770.651.2120
Title IX (Student Sexual Harassment)	Renee Davis Pam Nail	770.651.2084
Transportation	E.W. Tolbert	770.651.2400
Travel(Employees)	Dominique Mitchell	770.651.2094
Tribunals	Eric Collins	770-651-2330
Utility Invoices	Dara Slaughter	770.651.2171

Area of Responsibility	Name	Phone Number
Vendors	Darlene Snyder	770.651.2092

Warehouse	Sonya Cox	770.651.2151
Waste Removal – Food Service	Danielle Freeman	770-651-2284
Wastewater Systems	Dr. Christopher Small	770.651.2234
Website Support, Users	Ron Daniel	770.651.2124
Website Updates	Ron Daniel	770.651.2124
Work –Based Learning	Tekmekia Gilchrist	770.651.2023
Workers Compensation	Human Resources	770.651.2378
Young Georgia Authors’ Competition	Cher Algarin	770.651.2147
Youth Apprenticeship Program	Tekmekia Gilchrist	770.651.2023