

ACS Services Directory 2019-2020



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...Dedicated to a servant's heart, not a telling heart...

Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
HEALTH & SAFETY			
Bloodborne Pathogens	Safety Office	Dr. Darren Barkett	350-6169
Bus Accident/Incident	Transportation	Sue Tripp	350-6152
Code of Conduct	Student Services	Rob Weinkle	350-6150
Crisis Response Team	Safety Office	Dr. Darren Barkett	350-6121
District Safety Council	Safety Office	Dr. Darren Barkett	350-6121
Fire Drills/Reports	Safety Office	Dr. Darren Barkett	350-6169
ID Badges/Issue	Business/Finance	Wendy Hensley	350-6164
Inclement Weather Notification	Communications	Ashley-Michele Thublin	350-6120
Mental Health	Student Services	Kidada Wynn	350-6154
OSHA	Safety Office	Dr. Darren Barkett	350-6121
Safety	Safety Office	Dr. Darren Barkett	350-6121
Safe Schools	Safety Office	Dr. Darren Barkett	350-6121
School Health Advisory Council	Auxiliary Services	Dr. Darren Barkett	350-6121
School Nurses	Auxiliary Services	Dr. Darren Barkett	350-6121
School Resource Officers	Safety Office	Dr. Darren Barkett	350-6121
Video Surveillance	Instructional Technology	James Cathers	350-6148
Workers Compensation	Human Resources	Cynthia Moore	350-6138

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
STUDENT			
1:1 Student Devices	IT	Matt Whiteside	350-6153
504 Plans	Student Services	Kidada Wynn	350-6154
Academic Student Support (At Risk)	C&I	Tanya Presha	350-6168
AIG	C&I	Paige Bode	350-6247
After-School Enrichment	C&I	Sarah Cain/Laura Parks	350-6175
Athletics	Asst Super of Auxiliary Services	Shane Cassida	350-6133
Attendance	C&I	Holly Murray	350-6143
AVID	C&I	Melissa Hedt	350-6130
Calendar-School Year	Communications	Ashley-Michele Thublin	350-6120
CTE (Career & Technical Ed)	C&I	Dr. Sherry Hicks	350-2605
Code of Conduct-Student	Student Services	Shane Cassida	350-6133
Credit by Demonstrated Mastery	C&I	Ian Nelson	350-6187
Curriculum-Elementary	C&I	Sarah Cain	350-6193
Curriculum-Secondary	C&I	Laura Parks	350-6114
Discretionary Admission	Asst Super of Auxiliary	Shane Cassida	350-6131
Graduation Support (Dropout)	C&I	Tanya Presha	350-6168
Enrollment- K-12	C&I	Melissa Bates	350-6111
Equity	C&I	Ms. Hedt/Ms. Alcala Williams	350-7000
Exceptional Children	C&I	Dr. Paula Dowd	350-6128
Field Trips	C&I	Dr. Dana Ayers	350-6118
Foster Care	Youth in Transition	Jessica Supik	545-1817
Free and Reduced Meals	Child Nutrition	Katie Treece	350-6108
GRAD	C&I	Dr. Dana Ayers	350-6118
Health/Physical Education	C&I	Sarah Cain	350-6193
Homebound Services	C&I	Tanya Presha	350-6168
Youth in Transition	Student Services	Jessica Supik	545-1817

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
Immunizations/Records	Student Services	Rob Weinkle	350-6150
Impact Aid	Asst Super of Auxiliary	Shane Cassida	350-6131
Insurance-Athletic	Human Resources	Cynthia Moore	350-6138
Insurance-Student	Human Resources	Cynthia Moore	350-6138
Mental Health	Student Services	Kidada Wynn	350-6154
Middle School Magic	C&I	Laura Parks	350-6187
MTSS	C&I	Melissa Hedt	350-6130
PEP	C&I	Dr. Paula Dowd	350-6128
Preschool Enrollment	C&I	Polly Bolding	350-2901
Read to Achieve	C&I	Sarah Cain	350-2926
Read to Succeed	C&I	Sarah Cain	350-6193
School Counselors	Student Services	Kidada Wynn	350-6154
School Nutrition	Child Nutrition	Katie Treece	350-6108
Student Appeals	Student Services	Rob Weinkle	350-6150
Student Discipline Hearings	Asst Super of Auxiliary Services	Shane Cassida	350-6131
Student Health	Student Services	Rob Weinkle	350-6150
Student Information Systems	C&I	Holly Murray	350-6143
Student Records	Student Services	Rob Weinkle	350-6150
Testing and Accountability	C&I	Ian Nelson	350-6187
Transcripts	AHS/SILSA	Lorri Rucker	350-2637
Title I (Federal Financial Asst)	C&I	Sarah Cain	350-6193
Title II (Prep, Train, Equip high quality teachers and principals)	Human Resource	Kim Dechant	350-6140
Title IVA (Federal Aid) SSAE	C&I	Sarah Cain	350-6184
Title IX (Non-discrimination-sex)	Asst Super of Auxiliary	Shane Cassida	350-6131
Transportation	Transportation	Sue T/Amanda R	350-6152

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
STAFF			
Background Checks	Human Resources	Kim Montgomery	350-6137
Beginning Teacher Program	Human Resources	Kim Dechant	350-6140
Board Hearings	Superintendent	Dr. Bobbie Short	350-6145
Bus Driver Training	Transportation/Safety	Darren Barkett	350-6121
Bus - All Things K-12 Yellow Buses	Transportation	Amanda Rigsby	350-6913
Calendar-School Year	Communications	Ashley-Michelle Thublin	350-6120
Conflict Resolution	Human Resources	Dr. Mark Dickerson	350-6123
Continuing Education Credits	C&I	Dr. Dana Ayers	350-6118
Data Managers	Auxiliary Services	Holly Murray	350-6143
Disability	Human Resources	Brenda Rhinehart	350-6136
Employee-Benefits	Human Resources	Wendy Hensley	350-6164
Employee-Grievances	Human Resources	Dr. Mark Dickerson	350-6123
Employee-Hiring	Human Resources	Dr. Mark Dickerson	350-6123
Employee-Leave FMLA	Human Resources	Brenda Rhinehart	350-6136
Employee-Recruitment	Human Resources	Kim Dechant	350-6140
Employee-Transfers	Human Resources	Dr. Mark Dickerson	350-6123
EVAAS	C&I	Ian Nelson	350-6114
Human Resources	Human Resources	Dr. Mark Dickerson	350-6123
ID Badges/Coding	Human Resources	Wendy Hensley	350-6164
Insurance-Employee	Human Resources	Wendy Hensley	350-6164
Insurance-Unemployment	Human Resources	Cynthia Moore	350-6138
Inter-school Mail (Courier)	Maintenance	Ray Fitzpatrick	620-1890
Job Postings/Applications	Human Resources	Dr. Mark Dickerson	350-6123
Licensure	Human Resources	Brenda Rhinehart	350-6136

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
Media/Library Services	Instructional Technology	Matt Whiteside	350-6153
MOUs	Asst Super of Auxiliary	Kristy Coats	350-6122
National Board Certification	Human Resources	Kim Dechant	350-6140
New Hires	Human Resources	Dr. Mark Dickerson	350-6123
Personnel Files	Human Resources	Dr. Mark Dickerson	350-6123
Personnel Issues	Human Resources	Dr. Mark Dickerson	350-6123
Policies (Board)	Asst Super of Auxiliary	Shane Cassida	350-6131
Professional Development	HR/C&I	Dr. Dana Ayers	350-6123
Property Claims/Damage	Human Resources	Cynthia Moore	350-6138
Retirement	Human Resources	Brenda Rhinehart	350-6136
Salary Certification	Human Resources	Brenda Rhinehart	350-6136
Salary Schedules	Human Resources	Brenda Rhinehart	350-6136
Service/Coach Contracts	Human Resources	Cynthia Moore	350-6138
Sexual Harassment Claims Title IX	Asst Super of Auxiliary	Shane Cassida	350-6131
School Counselors	Student Services	Kidada Wynn	350-6154
Social Workers	Student Services	Kidada Wynn	350-6154
Student Teachers	Human Resources	Kim Dechant	350-6140
Teacher Evaluations	Human Resources	Kim Dechant	350-6140
Teacher Recruitment	Human Resources	Kim Dechant	350-6140
Teacher/Principal of the Year	Human Resources	Kim Dechant	350-6140
Substitute Teachers/Training	Human Resources	Kim Dechant	350-6140
Tuition Reimbursements	Human Resources	Dr. Mark Dickerson	350-6123
Volunteers	Human ResourcesDRA	Kim Dechant	350-6140

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
FINANCE			
Analyst-Finance	Business/Finance	Sharon Wrenn	350-6141
Accounts Payable	Business/Finance	Christy/Pam W.	350-6142
Allotments	Business/Finance	Sarah Banks	350-6158
Audits-Annual	Business/Finance	Christy House	350-6142
Benefits	Business/Finance	Wendy Hensley	350-6164
Budget	Business/Finance	Sarah Banks	350-6158
Budget Audits-Schools	Business/Finance	Sarah Banks	350-6158
CO Account Codes-Schools	Business/Finance	Sarah Banks	350-6158
Cash Management	Business/Finance	Christy House	350-6142
Contract Payments for AP	Business/Finance	Pam Williams	350-6105
Copier Maintenance	Business/Finance	Sabrina Harris	350-6101
Direct Deposit	Business/Finance	Taletha Clark	350-6102
Employment Verification	Business/Finance	Wendy Hensley	350-6164
Insurance Claims-Property	Human Resources	Cynthia Moore	350-6138
Inventory-Fixed Assets	Business/Finance	Sabrina Harris	350-6101
PAR Reports	Business/Finance	Christy House	350-6142
Payroll	Business/Finance	Taletha Clark	350-6102
Purchasing Requisitions	Business/Finance	Sabrina Harris	350-6101
Shred-It Services	Business/Finance	Sabrina Harris	350-6101
Surplus Items	Business/Finance	Sabrina Harris	350-6101
Timesheets	Business/Finance	Natasha Padgett	350-6221
TRA School Funds Acct Codes	Business/Finance	Christy House	350-6142
Travel/Mileage	Business/Finance	Sharon Wrenn	350-6141
Treasurer Training	Business/Finance	Christy House/Taletha Clark	350-6142
Vendors	Business/Finance	Sabrina Harris	350-6101

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INSTRUCTIONAL TECHNOLOGY			
1:1 Laptop Management	IT	Bonnie Cathers	713-5045
Applications Support	IT	Chip Fleckenstein	350-6149
Backup Support	IT	Bill Young	713-0154
Cell Phones	IT	Chip Fleckenstein	350-6149
Computer Maintenance	IT	Martin Jacobsen	350-6151
Curriculum-Technology	IT	Matt Whiteside	350-6153
Desktop Support	IT	Bill Young	713-0154
Digital Lead Teachers	IT	Matt Whiteside	350-6153
Door Control Settings	IT	Chip Fleckenstein	350-6149
E-Rate	IT	Matt Whiteside	350-6153
Firewall	IT	Martin Jacobson	350-6151
Ident-A-Kid	IT	Nathan Haugaard	747-2614
Infrastructure	IT	James Cathers	350-6148
Instructional Technology	IT	Matt Whiteside	350-6153
iPads	IT	Nathan Haugaard	747-2614
Media/Library Centers	IT	Matt Whiteside	350-6153
Network Services	IT	Martin Jacobsen	350-6151
Password Reset	IT	Martin Jacobsen	350-6151
Phones (wired)	IT	Martin Jacobsen	350-6151
Technology Support-Central Office	IT	Nathan Haugaard	747-2614
Video Surveillance	IT	James Cathers	350-6148
WAN Engineer	IT	Martin Jacobsen	350-6151
Wi-Fi	IT	James Cathers	350-6148
Website Technical Support	IT	Matt Whiteside	350-6153

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
COMMUNICATIONS			
Community Events	Communications	Ashley-Michelle Thublin	350-6120
Digital/Social Media	Communications	Ashley-Michelle Thublin	350-6120
Equity	C&I	Ms. Hedt/Ms. Alcala Williams	350-7000
Facility Usage/Rentals	Communications	Ashley-Michelle Thublin	350-6120
McKinney-Vento	Youth in Transition	Jessica Supik	545-1817
Media Relations	Communications	Ashley-Michelle Thublin	350-6120
Parent/Family/Community	Student Services	Marta Alcala-Williams	350-6162
Records Requests (Media)	Communications	Ashley-Michelle Thublin	350-6120
Proctors (Testing)	C&I	Ian Nelson	350-6114
PTO Council (District)	Student Services	Marta Alcala-Williams	350-6162
Public Relations	Communications	Ashley-Michelle Thublin	350-6120
School News	Communications	Ashley-Michelle Thublin	350-6120
Student Engagement	Communications	Ashley-Michelle Thublin	350-6120
#The ACSWay Awards	Communications	Ashley-Michelle Thublin	350-6120
Volunteers	Human Resources	Kim Dechant	350-6140
Website Content	Communications	Ashley-Michelle Thublin	350-6120
MAINTENANCE			
Construction	Maintenance	Tim Holcombe	350-6194
Custodial Services	Maintenance	Tim Shlton	350-2991
EMERGENCIES	Maintenance	Don Sims	350-6198
Facility Planning	Assistant Superintendent of Auxiliary	Shane Cassida	350-6133
Insurance-Vehicle	Transportation	Sue Tripp	350-6152
Repair/Maintenance of Vehicles	Transportation	Sue Tripp	350-6152
Work Orders	Maintenance	Don Sims	350-6198

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