

<b>Area of Responsibility</b>	<b>Point of Contact Name</b>
Accidents/Incidents - Students	Principal/Andre Weaver
Accidents/Incidents- Employees	School Nurse/Charlene Brackmann
Accounting	Tonya Nally
Accountability	Floyd Braid
Accreditation	Floyd Braid
Advanced Placement	Beth Glover
AED/CPR Training	Susan Tolbert
After School Programs	Jennifer Matthews
Air Conditioning and Heat	Keith Williams
Alarm Systems	Keith Williams
Alternative School Programs/Canes Learning Center	Kenneth Crenshaw
Athletic Fields	School AD/Keith Williams
Athletics- Middle School	Shane McPherson
Athletics- High School	Darrell Demastus
Athletic Charters	Cathy Watkins
Attendance	School Registrar/Attendance Clerk
Audiologist	Susan Tolbert
Bids (Procurement)	Tonya Nally
Board Meeting Agenda	Jessica Childers
Board Policies	Andre Weaver
Bus Drivers	Cathy Watkins
Bus Routes	Cathy Watkins
Calendar- System	Andre Weaver
Capital Projects	Ken Paige
Capturing Kids Hearts	Katie Vaughan
Certification	Denise Brown
DFACS Referrals	Kristen Braid
Community Coaches	Darrell Demastus
Consolidated Application	Matt Gibson
Counselors	Marc Collier
Credit Recovery	Kenneth Crenshaw
CTAE	Marc Collier
Curriculum – PK-12	Audra Saunders
Deaf/Hearing	Susan Tolbert
DFACS Referrals	Counselor/School Social Worker
Discipline Tribunals	Andre Weaver
Drills- Safety	Ken Paige
EIP	Beth Glover
Email Concerns	Incident IQ
Emergencies	Ken Paige/Andre Weaver
Employee Benefits/Employee Leave	Kim Black
English/Language Arts	Randi Sonenshine
ESOL	Ashley Chupp
Family Engagement	Ashely Chupp

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Family Medical Leave	Kim Black/Matt Gibson
Field Trip Requests - Transportation	Cathy Watkins
Field Trip Requests- Overnight, out of state	Jessica Childers
Fine Arts	Michael Moon
Fingerprints	Sam Berry
Foreign Language Instruction	Randi Sonenshine
Foster Care Point of Contact	Kristen Braid
Free and Reduced Lunch	Mallory Whorton
FTE Count	Carla Boyd
Fund Raisers	School Bookkeeper/Principal
Gifted Program	Beth Glover
Governors Honors	Beth Glover
Grounds Maintenance	Keith Williams
Handbook – Student	Andre Weaver
Handbook- Employee	Matt Gibson
Health Insurance Benefits	Kim Black
Homeschool- GADOE	Carla Boyd
Homeless Students	Mari Casole
Hospital Homebound	School Student Support Specialist
ID Badges for Employees	Sam Berry
Infinite Campus	Carla Boyd/Kathy Lockard/Diane Hassler
Instructional Resources	Kathy Lockard
Intercom	David Hutchinson
Legal Issues	Andre Weaver
Mail- Interoffice	Charlene Brackmann
Mail- Metered	Charlene Brackmann
Maintenance Issues	Keith Williams
Mentoring Program- Employees	Matt Gibson
Mentoring Program- Students	Tiffany Mize
Math Instruction	Bobbie Bruton
Movie Request	Media Specialist/ITS
New Student Enrollment	Kennelle Gresham
New Teacher Orientation	Matt Gibson
Novel Request	TSS/Diane Hassler
Nurses	Susan Tolbert
Open Records Request	Hilary Mullinax
Orthopedic Impairments	Christy McDonald/Heather Pasley
Painting Requests	Keith Williams
Parent Concerns	Principal/Andre Weaver
Payroll	Christa Vosburgh
Personnel	Matt Gibson
Pest Control	Keith Williams
Policies	Andre Weaver

<b>Area of Responsibility</b>	<b>Point of Contact Name</b>
Press Releases	Cheree Dye
Public Participation at Board Meetings	Jessica Childers
Public Relations	Cheree Dye
Rental of School Facilities	Jessica Childers
Research Request	Andre Weaver
Remedial Education Program	Beth Glover
RESA	Audra Saunders
Retirement	TRS Representative
Retirement Recognition	Jessica Childers
Safety Drills	Ken Paige
Science Instruction	TBD
School Nutrition- Employees	Mallory Whorton
Section 504	Jorie Wright
Security Cameras	David Hutchinson
Security Issues	Ken Paige
Sick Leave	School Leave Clerk/Kim Black
Digital Signage- School- Maintenance	Ken Paige
Digital Signage- School- Programming	ITS
Social Media	Cheree Dye
Social Studies Instruction	Emily Walker
Social Workers	Kristen Braid/Audra Saunders
Software Request	Incident IQ
Special Education	Susan Tolbert
Special Needs Pre K	Jill Elrod
Special Needs- Transportation	Susan Tolbert/Cathy Watkins
State Reporting	Carla Boyd
STEAM	Marc Collier
Substitute Teachers	Denise Brown
Summer School	Audra Saunders
Support Staff Person of the Year	Matt Gibson
Surplus- Technology	Kristi Hovers
Surplus- Furniture/School Materials	Diane Hassler
System Charter	Floyd Braid
System Strategic Performance Data	Floyd Braid
Teacher of the Year	Matt Gibson
Teacher Recruitment	Matt Gibson
Technology - Instruction	School ITS/Diane Hassler
Testing and Assessment	Ashley Chupp
Title I	Matt Gibson
Title III	Ashley Chupp
Title IX- Employees	Matt Gibson
Title IX- Students	Andre Weaver
Travel – Employees	Tonya Nally
Tribunals	Andre Weaver
Truancy	School Level Social Worker

<b>Area of Responsibility</b>	<b>Point of Contact Name</b>
Vendors	Hilary Mullinax
Vision Impairments	Kelly Condra
Virtual Learning/Canes Virtual Academy	Kenneth Crenshaw
Waste Removal	Keith Williams
Website- Public	Cheree Dye
Website- Staff	Diane Hassler
Work Based Learning	Shannon Boyer
Workers Compensation	School Nurse/ Charlene Brackmann
Young Georgia Authors	Randi Sonenshine