



# Academy Support Staff

## 9TH GRADE ACADEMY

### CLERK

**Becky Venegas** (818) 758-4481  
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### ACADEMIC COUNSELORS

**Cindy Martinez (A-F)** (818) 758-4405  
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### PSW

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### DEAN

**Melissa Reisbord** (818) 758-5248  
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### GLA COORDINATOR

**Leila Haghi** (818) 758-6551  
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## 11TH GRADE ACADEMY

### CLERK

**Maria Salvatierra** (818) 758-4443  
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### ACADEMIC COUNSELORS

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### PSW

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### DEAN

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### GLA COORDINATOR

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## 10TH GRADE ACADEMY

### CLERK

**Jenny Constanza** (818) 758-4480  
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### ACADEMIC COUNSELORS

**Lisa Gazarian (A-F)** (818) 758-6542  
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**Lillian Galvez (G-N)** (818) 758-6522  
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**Nancy Rocha (O-Z)** (818) 758-4476  
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### PSW

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### DEAN

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### GLA COORDINATOR

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## 12TH GRADE ACADEMY

### CLERK

**Anne Mirzakhania** (818) 758-4484  
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### ACADEMIC COUNSELORS

**Sami Brown (A-F)** (818) 758-6553  
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**Ana Palacios (O-Z)** (818) 758-6555  
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### PSW

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### DEAN

**Dr. Joe Granish** (818) 758-6554  
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### GLA COORDINATOR

**Jenina Franco** (818) 758-6552  
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# Crisis Protocol

## NON-URGENT

### Temperature Check

(Determine if concern is non-urgent)



### Email Crisis Team

(Determined by student's grade level)

Team9@birminghamcharter.com  
Team10@birminghamcharter.com  
Team11@birminghamcharter.com  
Team12@birminghamcharter.com

## URGENT

### Call GLA Clerk Immediately

(Determined by student's grade level)

9th	Becky Venegas	(818)758-4481
10th	Jenny Constanza	(818)758-4480
11th	Maria Salvatierra	(818)758-4443
12th	Anne Mirzahanian	(818)758-4484



### Email Crisis Team

(Determined by student's grade level)

Team9@birminghamcharter.com  
Team10@birminghamcharter.com  
Team11@birminghamcharter.com  
Team12@birminghamcharter.com



**When in doubt...**

**CALL for help**

**instead of emailing**

**Hand Off**

**DO NOT leave student alone  
SUPERVISE until a Crisis Team  
Member picks up student**

\*CRISIS Team Members:  
GLA Counselors, PSW, Dean, AP, Coordinator, Clerks