



# ACS Services Directory 2025-2026

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Service/Activity Function	Office of Primary Responsibility	Contact	Phone Number
<b>Part 1: SUPERINTENDENT</b>			
Board Meetings/Hearings	Superintendent	Kimberly Jones	350-6145
<b>Part 2: STUDENT SERVICES</b>			
McKinney-Vento / Foster Care	Student Services	Allana Wagner	350-6133
Code of Success	Student Services	Tima Williams	350-6120
Academic Student Support (At Risk)	Student Services	Kimberly Robinson	350-6154
Crisis Response Teams	Student Services	Kimberly Robinson	350-6154
School Health Advisory Council	Student Services	Kimberly Robinson/Tima Williams	350-6154
Homebase Services	Student Services	Kimberly Robinson/Jason Conklin	350-6154
Mental Health	Student Services	Kimberly Robinson	350-6154
Mental Health Liaison	Student Services	Levette Campbell	350-6900

Immunizations/Records	Student Services	April Burger	350-6900
Admin Assist/Bookkeeper	Student Services	Kendral Presha	350-6154
School Nurses	Student Services	Julie Burger/Kimberly Robinson	350-6154
Student Discipline Appeals	Student Services	Kimberly Robinson	350-6154
Student Discipline Hearings	Student Services	Kimberly Robinson	350-6154
Student Health	Student Services	Kimberly Robinson	350-6154
Education & Career Academy (9-12)	Student Services/C&I/Superintendent	Carrie Buchanan	350-6901
School Counselors	Student Services	Kimberly Robinson/Karen Evans	350-6154
Social Workers	Student Services	Kimberly Robinson/Levette Campbell	350-6900
Code of Success-Student	Student Services	Tima Williams	350-6900
Student Title IX	Student Services	Tima Williams	350-6900
Cougar Academy (6-8 grades)	Student Services, C&I/Superintendent	Carrie Buchanan	350-6900
Youth in Transition (9-12)	Student Services	Sarah King	350-6133
Dropout Prevention Services & Support	Student Services/District		350-6901
Transcripts	Student Services	April Kuykendall	350-2637
Student Support Specialist	Student Services	Kimberly Robinson/Levette Campbell	350-6154
Social Emotional Learning and Well-Being	Student Services	Tima Williams	350-6900
McKinney-Vento Tutors (6-8)	Student Services	Allana Wagner	350-6133
Threat Assessments/Teams	Student Services	Kimberly Robinson	350-6154
Restorative Practices	Student Services	Kimberly Robinson	350-6154
Student and Family Engagement	Student Services	Marta Alcalá	350-6162
School Leadership Support	Student Services	Marta Alcalá	350-6162

### Part 3: TEACHING AND LEARNING

Federal Programs	Federal Program Director	Ernest Sessoms	350-6144
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Curriculum-Elementary	C&I	Shannon Baggett/ Ernest Sessoms	350-6197/ 350-6114
Curriculum-Secondary	C&I	Shannon Baggett/ Tiffany Delhagen	350-6197
Curriculum Conference Requests	C&I	Shannon Baggett	350-6197
MTSS/Data Analysis	C&I	Dana Keupp	350-6144
IEP (Individual Ed. Plan)	C&I	Holly Sutter	350-6128
Preschool Enrollment	C&I	Susanna Smith	350-2924
Read to Achieve	C&I	Ernest Sessoms	350-6144
Administrative Assistant	C&I	Tracey Jenkins	350-6175
Federal Programs (Title I, II, III, IV)	C&I	Ernest Sessoms	350-6114
AVID	C&I	Shannon Baggett/ Tiffany Delhagen	350-6185
Testing and Accountability	C&I	Ian Nelson	350-6187
CTE (Career & Technical Ed)	C&I	Dr. Ivry Cheeks	350-2542
Credit by Demonstrated Mastery	C&I	Ian Nelson	350-6187
Health/Physical Education	C&I	Shannon Baggett	350-6197
AIG	C&I	Shannon Hunt	350-6500
Exceptional Children	C&I	Holly Sutter	350-6128
504 Plans	C&I	Holly Sutter	350-6128
EVAAS	C&I	Ian Nelson	350-6187
Professional Development	C&I	Shannon Baggett	350-6197
Field Trips	C&I	Shannon Baggett	350-6197
Proctors (Testing)	C&I	Ian Nelson	350-6187
Video Surveillance	Instructional Technology	James Cathers	350-6148
Wi-Fi	Instructional Technology	James Cathers	350-6148
1:1 Student Devices	IT/C&I	Matt Whiteside	350-6153
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	James Cathers	350-6148
E-Rate	IT	Matt Whiteside	350-6153
Firewall	IT	Martin Jacobson	350-6151
Ident-A-Kid	IT	Nathan Haugaard	350-6181
Infrastructure	IT	James Cathers	350-6148
Instructional Technology	IT	Matt Whiteside	350-6153
iPads	IT	Nathan Haugaard	350-6181
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	350-6181
Video Surveillance	IT	James Cathers	350-6148
WAN Engineer	IT	Martin Jacobsen	350-6151
Website Technical Support	IT	Matt Whiteside	350-6153
Attendance Data	IT	Tisha Rousseau	350-6143
Media/Library Services	IT	Matt Whiteside	350-6153
Data Managers	IT	Tisha Rousseau	350-6143
Student Information Systems	IT	Tisha Rousseau	350-6143

#### **Part 4: POLICIES, ENROLLMENT AND PUBLIC RELATIONS**

Inclement Weather Notification	Communications	Dr. Kim Dechant	545-8564
Records Requests (Media)	Communications	Dr. Kim Dechant	545-8564
Public Relations	Communications	Marilee Woodard	747-8513
School News	Communications	Marilee Woodard	747-8513
Social Media and Newsletter	Communications	Marilee Woodard	747-8513
BT/Teacher/Principal of the Year	Communications	Dr. Kim Dechant	545-8564
Calendar-School Year	Communications	Dr. Kim Dechant	545-8564
Media Relations	Communications	Marilee Woodard	747-8513
MOUs	Legal Risk Management	Lisa Bishop	350-6138
Workers Compensation	Legal & Risk Management	Lisa Bishop	350-6138
Policies (Board)	Legal Risk Management	Lisa Bishop	350-6138

Discretionary Admission	Enrollment	Tanya Presha	350-6168
Graduation Support (Dropout)	Enrollment	Tanya Presha	350-6168
Student Insurance	Enrollment	Tanya Presha	350-6168
Student Records	Enrollment	Tanya Presha	350-6168
Enrollment: Pre-K-12	Enrollment	Tanya Presha and Polly Bolding	350-6111

### Part 5: FINANCE

Employee-Benefits	Finance	Babette Slocum	350-6157
Insurance-Employee	Finance	Babette Slocum	350-6157
Property Claims/Damage	Business/Finance	Tim / Amanda	350-6138
Executive Director	Business/Finance	Heidi Kerns	350-6104
Analyst-Finance	Business/Finance	Heidi Kerns	350-6104
Accounts Payable	Business/Finance	Lynn House	350-6105
Asset Disposal	Business/Finance	Chris Pohlman	350-6101
Audits-Annual	Business/Finance	Christy House	350-6142
Benefits Specialist	Business/Finance	Babette Slocum	350-6157
Budget Allotments	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	Lynn House	350-6105
Direct Deposit	Business/Finance	Becky Harris	350-6102
Employment Verification	Business/Finance	Becky Harris	350-6102
Inventory/Fixed Assets/Surplus	Business/Finance	Chris Pohlman	350-6101
MAC Reports	Business/Finance	Sarah Banks	350-6158
PAR Reports	Business/Finance	Sarah Banks	350-6158
Payroll	Business/Finance	Becky Harris	350-6102
Purchasing Requisitions	Business/Finance	Chris Pohlman	350-6101
Shred-It Services	Business/Finance	Chris Pohlman	350-6101
Timesheets/Stipends	Business/Finance	Becky Harris	350-6102
TRA School Funds Acct Codes	Business/Finance	Christy House	350-6142
Travel/Mileage	Business/Finance	Heidi Kerns	350-6104
Treasurer Training	Business/Finance	Christy House	350-6142

Vendors	Business/Finance	Chris Pohlman	350-6101
Wage Garnishments	Business/Finance	Heidi Kerns	350-6104
Salary Schedules	Business/Finance	TBD	350-6136

### Part 6: HUMAN RESOURCES

ID Badges/Issue	Human Resources	Angela Franklin	350-6164
National Board Certification	Human Resources	April Collins	350-6140
New Hires (Process Paperwork)	Human Resources	Angela Franklin	350-6164
Personnel Files	Human Resources	Dr. Mark Dickerson	350-6123
Personnel Issues	Human Resources	Dr. Mark Dickerson	350-6123
Student Teachers	Human Resources	April Collins	350-6140
Teacher Evaluations	Human Resources	April Collins	350-6140
Teacher Recruitment	Human Resources	April Collins	350-6140
Substitute Teachers	Human Resources	April Collins	350-6140
Tuition Reimbursements	Human Resources	April Collins	350-6123
University Partnerships	Human Resources	April Collins	350-6140
Volunteers	Human Resources	April Collins	350-6140
Retirement	Human Resources	Wendy Hensley	350-6136
Salary Certification	Human Resources	Wendy Hensley	350-6136
Service/Coach Contracts (Temps)	Human Resources	Angela Franklin	350-6164
Disability	Human Resources	Wendy Hensley	350-6136
Insurance-Unemployment	Human Resources	Angela Franklin	350-6164
Volunteers	Human Resources	April Collins	350-6140
Frontline (Applitrack)	Human Resources	Angela Franklin	350-6164
Human Resources	Human Resources	Dr. Mark Dickerson	350-6123
HR Receptionist	Human Resources	Karena Haynes	350-6137
ID Badges/Coding (M 3-4 PM)	Human Resources	Angela Franklin	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	Wendy Hensley	350-6136
Employee-Recruitment	Human Resources	April Collins	350-6140
Employee-Transfers	Human Resources	Dr. Mark Dickerson	350-6123
Payroll Changes	Human Resources	Wendy Hensley	350-6136

Job Postings/Applications	Human Resources	Angela Franklin	350-6164
CEUs	Human Resources	April Collins	350-6140
Licensure/License Renewal	Human Resources	Wendy Hensley	350-6136
Conflict Resolution	Human Resources	Dr. Mark Dickerson	350-6123
Background Checks	Human Resources	Angela Franklin	350-6164
Beginning Teacher Program	Human Resources	April Collins	350-6140
New Employee Orientation	Human Resources	April Collins	350-6140

### Part 7: OPERATIONS

Facility Planning	Chief of Operations	April Dockery	350-6145
Facility Usage/Rentals	Operations	April Dockery	350-6120
Title IX (Non-discrimination-sex)	Crisis Management & Oper	Josh Rigsby	350-6198
Sexual Harassment Claims Title IX	Crisis Management & Oper	April Dockery	350-6120
School Resource Officers	Operations	April Dockery	350-6120
Athletics	Operations	April Dockery	350-6120
Athletic Insurance	Operations	April Dockery	350-6120
Administrative Assistant	Operations	Avery Greene	350-6126
School Nutrition	Chartwells Director	Shan Speilberg	350-2931
School Nutrition	School Nutrition Director	Melissa Allen	350-6110
District Safety Council	Safety Office	April Dockery	350-6120
Bloodborne Pathogens	Safety Office	Josh Rigsby	350-6198
Fire Drills/Reports	Safety Office	Josh Rigsby	350-6198
OSHA	Safety Office	Josh Rigsby	350-6198
Safety	Safety Office	Josh Rigsby	350-6198
Safe Schools	Safety Office	Josh Rigsby	350-6198
Bus Accident/Incident	Transportation	Amanda Rigsby	350-6155 350-2903
Transportation All Things Transportation Yellow and White Buses/HR Transportation Related information	Transportation	Amanda Rigsby	350-6155 350-2903
Transportation Dispatch/Routing/Student Stops/Local Vehicle Request	Transportation	Nae'em Akbar	350-6155

Transportation Billing/Finance	Transportation	Whittni Griffin	350-6152
Bus Driver Recruitment	Transportation	Amanda Rigsby	350-6155 350-2903
Bus Driver Training/CDL/DOT & FMCSA Testing and Compliance	Transportation	Whittni Griffin	350-6152
Transportation Routing/Fleet Support/Student Stops	Transportation	Ricardo Stevenson	350-6121
Insurance-Vehicle	Transportation	Whittni Griffin	350-6152
Repair/Maintenance of Vehicles	Transportation	Whittni Griffin	350-6152
Inter-school Mail (Courier)	Transportation	Amanda Rigsby	350-2903
Construction	Maintenance	Tim Holcombe	350-6194
Custodial Services	Maintenance	Tim Shelton	713-6430
<b>EMERGENCIES</b>	Maintenance	Tim Shelton	713-6430
Work Orders	Maintenance	Burton Doss	350-2991
Maintenance	Maintenance	Burton Doss	350-2991
Maintenance	Maintenance Assistant	Josh Rigsby	350-6198

### Part 8: COMMUNITY PARTNERS

After-School Enrichment	Community Partnerships	Melissa Hedt	350-6130
PTO Council (District)	Community Partnerships	Melissa Hedt	350-6130
Summer Programs	Community Partnerships	Melissa Hedt	350-6130
Parent/Family/Community	Community Partnerships	Melissa Hedt	350-6130
Extended Learning Coordinator	Community Partnerships	Paige Bell	350-6144