

# Who to Call List

## District Office Departments

### Finance Department

<i>Larry Hammel – 202154</i> General Accounting	<i>Steve Atha – 202158</i> Enterprise ERP Assistance School Credit Cards Bank/Positive Pay
<i>Dawn Lloyd – 202145</i> Payroll Sick Leave Sub Pay/Time & Attendance	<i>Chad Dowdy – 202139</i> Payroll Teachers Retirement Sub Pay/Time & Attendance
<i>Kelly Cianciolo – 202183</i> Accounts Payables Accounts Receivables	<i>Danielle Stacey – 202138</i> Accounts Payables Purchase Orders & Requisitions Travel Reimbursements
<i>Susan Hurst – 201181</i> Internal Audits	<i>Hannah Ward – 201180</i> EPES School Pay EOM Reconciliations
<i>Kris Knoebel – 202135</i> Fixed Assets 1099s Casual Labor Forms	<i>Jamie Coleman – 202181</i> Misc Payroll
<i>Lisa Waters – 202142</i> Checks	<i>Cathy Grogan – 201121</i> Enterprise ERP Systems
<i>Sheila Fairfield – 202140</i> Workers Compensation Student/Visitor Accidents	<i>Katie Beusse – 202136</i> Benefits
<i>Paula Whitley – 202141</i> Benefits	

### Purchasing

### Warehouse

<i>Brad Richardson – 210107</i>	<i>Dave Bennett – 210116</i>
<i>Trey Tryan – 210108</i> Sole Source Approvals	<i>Nathan Jackson – 210143</i> Delivery Schedules
<i>Tammy Ridings – 210105</i> Vendor Setup/Information General Commodity Quotes Amazon	<i>Susan Henderson – 211121</i> Pick Tickets/Custodial Orders

## Who to Call List District Office Departments

### Facilities Department

### Human Resources

<i>Kristi Kimbrell – 202127</i>	<i>Renita O'Dell – 202153/ Judy Bolton – 201162</i> Fulltime Staff Onboarding
<i>Sharon Hamilton – 202128</i> Facility Rental Contracts	<i>Tracie Rutan – 202148</i> FMLA/VOE
<i>Jan Selz – 202125</i> School Initiated Projects	<i>Sharon McAllister – 201151</i> <i>Melissa McCance - 200156</i> AESOP/Subs/ Lay Coach/Afterschool/Crucial Conversations
	<i>Chris Smith – 202149</i> Fingerprint/Criminal Background/Name Changes

### Technology Department

### Superintendent Office

<i>Connie Schmidt – 204406</i> Technology Bookkeeper	<i>Victoria Horak – 202133</i> AA to Chief of Staff LSC Assistance
<i>Kelsey Clack – 205550</i> Milner/Print Cartridges Technology Quotes	<i>Suzy Mayo – 202122</i> AA to Superintendent AA to Board of Education

### Special Education

### Student Services

<i>Teresa Dixon – 310253</i> Teacher Allotment Reimbursement Special Ed Bookkeeper Department Approved Substitute Codes	<i>Leticia Gomez – 203342</i> AA to Associate Superintendent for SS
<i>Mardy Hendon – 310100</i> Pre-School Bookkeeper	<i>Melissa Nash – 202334</i> Secretary for Student Support Secretary for MTSS & Psychological Svcs
	<i>Angel Findley – 202275</i> Bookkeeper for Federal Programs Title I Substitute Reimbursements

### Teaching & Learning

### CTAE

<i>Ashley Norman – 202270</i> Bookkeeper for T&L T&L Substitute Reimbursement	<i>Leah SanAntonio – 403520</i> CTAE Bookkeeper CTAE Substitute Reimbursement
<i>Christine Snead – 202255</i> AA to Associate Superintendent of T&L	

**Who to Call List**  
**District Office Departments**

**School Safety**

**Food Services**

<i>Ola Shadburn – 312727</i> Staff/Guest ID Badges Tribunal	<i>Missy Anderson – 310193</i> FNS Bookkeeper School Ice Cream My School Bucks
<i>Kim Rickett – 312827</i> School Safety Bookkeeper Cellular Service Agreements Driver's Ed Fingerprints	

**Communications**

**FoCAL**

<i>Robyn Gravitt – 203369</i> Communications Bookkeeper/Assistant	<i>Emily Mercer – 206405</i> FoCAL Bookkeeper/Assistant
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