

Accelerated Charter Elementary School
2019-2020 Order of Contact for Stakeholder Concerns*

*for complaints outside of regulatory scope of Uniform Complaint Procedure

General Information	Name	Phone Number
Office Manager	Claudia Reyes	323-846-6694
Nurse	Chinonyerem Amah	
Administrative Coordinator	Eva Candelario	
Assistant Principal	Carmen Ramos	
Principal	Karin Figueroa	
Responsibility for ACES	1st contact	2nd contact
Discipline	Assistant Principal	Principal
Attendance/Tardies	Office Manager	Principal
Parent Concerns/Complaints	1st contact	2nd contact
Special ED	SPED Admin, Randhir Bains	Principal
504 Plans	Assistant Principal	Principal
SST/Intervention Process	Administrative Coordinator	Assistant Principal
Title IX Coordinator	Dir. Curriculum & Instruction, Lenita Lugo	Principal
Immigrant Coordinator	Assistant Principal	Principal
Homeless Liaison	Administrative Coordinator	Principal
Foster Youth Liaison	Assistant Principal	Principal
Safety Plan/Emergencies	Assistant Principal	Principal
Other	1st contact	2nd contact
State Testing	Administrative Coordinator	Principal
Uniform Complaint Procedure	Director of Curriculum & Instruction, Lenita, Lugo	Principal
Departments	1st contact	2nd contact
Main Office	Office Manager	Principal
Business Services	Chief Financial Officer, Vincent Shih	
Cafeteria	Food Services Manager, Andrew Robles	
Curriculum and Instruction	Director of Elementary Education (ACES/TAS), Susan Raudry	Director of Curriculum & Instruction, Lenita, Lugo
Facilities	Director of Facilities, Tom Nizetich	Chief Financial Officer, Vincent Shih
Human Resources	HR Specialist, Michelle Cerna	Director of Human Resources, Robert French
Student Data	SIS Manager, Carol Kennard	Technology Manager, Cong Liu
Student Health Services	Office Manager	Nurse
Technology	Technology Manager, Cong Liu	Chief Financial Officer, Vincent Shih