

The Accelerated School

2021-2022 Order of Contact for Stakeholder Concerns*

*for complaints outside of regulatory scope of Uniform Complaint Procedure

General Information	Name	Phone Number
Office Manager	Alejandra Ortiz	323-235-6343
Assistant Office Manager	Blanca Atkins	
Nurse	Chinonyerem Amah	
Assistant Principal Student Services	Bryan Ines	
Assistant Principal 6th-8th	Felicia Jackson	
Assistant Principal TK-5	Ashley Zartner	
Principal	Kim Clerx	
Responsibility	1st contact	2nd contact
Discipline	Assistant Principal	Principal
Attendance/Tardies	Assistant Principal	Office Manager
Parent Concerns/Complaints	1st contact	2nd contact
Special ED	SPED Administrator, Lenita Lugo	Principal
504 Plans	Assistant Principals	Principal
SSPT/Intervention Process	Assistant Principal	Principal
Title IX Coordinator	Principal	Assistant Principals
Immigrant Coordinator	Assistant Principals	Principal
Homeless Liaison	Assistant Principals	Principal
Foster Youth Liaison	Assistant Principals	Principal
Safety Plan/Emergencies	Principal	Director of Elementary Education, Francis Reading
Other	1st contact	2nd contact
Site Testing Coordinator	Assistant Principal	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), Francis Reading	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	Technology Manager, Cong Liu	
Student Health Services	Office Manager	Nurse
Technology	Systems and Operations Manager, Cong Liu	Chief Financial Officer, Vincent Shih