

Accelerated Charter Elementary School

2021-20222 Order of Contact for Stakeholder Concerns*

*for complaints outside of regulatory scope of Uniform Complaint Procedure

General Information	Name	Phone Number
Office Manager	Alejandra Espinoza	323-846-6694
Nurse	Chinonyerem Amah	
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 Administrator, Lenita Lugo	Principal
504 Plans	Assistant Principal	Principal
SSPT/Intervention Process	Administrative Coordinator	Assistant Principal
Title IX Coordinator	Principal	Assistant Principal
Immigrant Coordinator	Assistant Principal	Principal
Homeless Liaison	Assistant Principal	Principal
Foster Youth Liaison	Assistant Principal	Principal
Safety Plan/Emergencies	Assistant Principal	Principal
Other	1st contact	2nd contact
State Testing	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	Technology Manager, Cong Liu	Chief Financial Officer, Vincent Shih