

# Operations Organizational Chart

## **Chief Operations Officer Patrick Abele**

Oversees, manages and directs Operations to include Child Nutrition Services, Environmental Health & Safety, Facilities & Maintenance, Transportation. Responsible for Student Assignment, Transfers, Discretionary Admissions, Attendance Boundaries, Acts as Hearing Officer for Student Assignment Appeals, Manages Capital Planning, Construction and Renovation Projects, Financial Expenditures for Operations, Surplus equipment, Energy Management, Coordinates inclement weather response and Emergency Planning for Operations.

## **Administrative Assistant Karen Coffee**

Operations Administrative Support, Budget, Accounts payable for Facilities & Maintenance. Purchasing, contract development, Support for Student Assignment and Transfers. Processes, reviews and generates facilities reports. Assist with preparation of internal and external documents for COO, Reviews Board packet materials.

## **Director-Environmental Health & Safety Sara Pitts**

Responsible for the following programs: OSHA, Fire and Health Codes, Indoor Air Quality, Pest Management, Hazardous materials, Playground Safety and equipment purchasing, ADA compliance, Chemical Hygiene program. Coordination, development and maintenance of emergency programs and the district Emergency Management Plan. Serve as district representative for several county emergency planning committees.

## **Student Assignment Specialist Michelle Dodson**

Oversees Student Assignment area including Admissions, Transfers, Choice enrollment, GIS assignment database, monitors schools capacity and new residential development. SAPFO reporting. Prepares reports and information on student assignment data for the Board and District.

## **Director-Child Nutrition Services Valerie Green**

Child Nutrition Budget, Staffing, Leadership of all cafeterias including meal planning and staff, Bidding/Purchasing, Kitchen and Food Service Equipment, School Cafeteria Facility Management, Child Nutrition Program Compliance, Financial Management of School Health Program, Marketing/Public Relations of School Meals Program, Free/Reduced Applications Database, Maintains breakfast/lunch/afterschool/summer meal programs.

## **Director-Maintenance Roger Ivey**

Evaluates and directs daily responsibility of maintenance personnel, oversees construction and renovation projects, coordinates work by outside contractors, conducts pre-construction and construction meetings with contractors, approves all applications for building and grounds improvements, oversees disposal of surplus equipment, works with external code officials, reviews facility work orders, assists with long range facility plans.

## **Director-Transportation Errin Bryant**

Responsible for daily transportation operations including school bus maintenance for both the Orange County Schools and Chapel-Hill Carrboro School districts, Supervises bus routing, accident investigation, inclement weather patrol, prepares reports for state transportation reporting, Coordinates transportation services for after-school programs, athletics, field trips and other related services, Evaluates and supervises maintenance personnel and bus drivers.