

Department of Procurement and Resource Management

Kevin Michael
Director
443-550-8157

Procurement & Other Duties

- Acquisition of Goods & Services for Schools/Departments
- Purchase Requisitions/Orders
- Bidding Process
- Vendor/Community Relations
- Vendor Contracts
- KeepWell@Work Program
- CCPS Vehicle Registration
- Centrex/VOIP Telephone Issues/Requests
- Insurance
- Staff Evaluations
- Collective Bargaining

Warehouse

- Douglas Hicks**
Shipping/Receiving Foreman
443-550-8208 → Warehouse Operations Inventory
- William Winchester**
Shipping/Receiving Specialist
443-550-8208 → Shipping/Receiving School/Department Deliveries
- Drivers**
Kyle Gallegos
Spencer Height
Karl Reichel
443-550-8208 → School/Department Deliveries

Copy Center/Mail Room

- Dawn Rice**
Coordinator of Communications
443-550-8155
- Document Editing, Formatting and Duplication Services for All Schools and Departments
- Distribution of Intra-office Pony Mail and Incoming US Mail
Meter Outgoing US Mail

Child Nutrition

- Donald Knode**
Supervisor of Child Nutrition
443-550-8680
- Valarie Parmer**
Dietician/Nutrition Specialist
443-550-8684 → Menu Development/ Diet Modifications/ Nutritional Analysis
- Linda Burns**
Specialist in Child Nutrition
443-550-8673 → Day-to-Day Operations/ Staff Training
- Dana Krohnert**
Specialist in Child Nutrition
443-550-8682 → Day-to-Day Operations/ Staff Training
- Bonita Lea**
Financial Analysis
443-550-8683 → Financial Reporting/ Program Audits
- Melody Esposito**
Secretary 4
443-550-8680 → Meal Application/ Food & Related Suppl. Order
- Cafeteria Managers/ Assistant Managers/ General Cafeteria Workers** → Breakfast & Lunch Meals
- Lunch Room Monitors** → Assist Students During Lunch
- Drivers**
Kyle Gallegos
Spencer Height
Karl Reichel
443-550-8208 → Food Deliveries/ Mail Deliveries