<table>
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<tr>
<th>Position</th>
<th>Contact Information</th>
<th>Responsibilities</th>
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| Superintendent Personel and Educational Services | Jeff Roberts 743-4428 x 731 | 1. Any district question not comfortable asking anyone else  
2. District Policy - Direction of the District  
3. Personnel Decisions and Policies  
4. Union Contract questions  
5. Curriculum and Instruction Questions  
6. Public Relations |
| Jennifer Stephens Assistant to Superintendent and Human Resources | 743-4428 x 730 | 1. Board Agenda or Minutes  
2. Personnel Forms/Tracking  
a. Absences, Leaves  
b. Address Changes  
c. Workers Compensation  
d. Live Scans/TB  
e. New Employee/ Substitute Hiring  
3. Health Benefit questions |
| Director of Student Services Jason Hofhenke | 743-4428 x 743 | 1. General Information Student Services  
2. Foster Youth/Homeless  
3. Attendance  
4. 504 Plans  
5. Discipline  
6. Health Services |
| Sukie Dulai CALPADS/SIS Specialist | 743-4428 x 740 | 1. AERIES questions, Illuminate login username questions  
2. CAAAPP & ELPAC Testing Materials Questions  
3. TOMS  
4. CALPADS/CSIS  
5. Categorical Programs |
| Director of Curriculum & Instruction and Special Education Toni Vernier | 743-4428 x 742 | 1. General Information about SPED Services  
2. Parent Questions  
3. Para-Professional Support  
4. Curriculum and Instruction Questions  
5. TCIP |
| Angela Cox Secretary SPED/Student Services | 743-4428 x 741 | 1. CASEMIS Data Entry  
2. Online IEP questions  
3. Schedule IEP Meetings  
4. Request SPED documents  
5. New enrollments for SPED students  
6. Inter-district Transfers |
| Director of Innovation & Technology Instruction Matthew Rhyne | 743-4428 x 720 | 1. Technology Systems  
a. Student databases  
b. Assessment databases  
c. Communication tools  
d. Websites  
2. Staff Development – use of technology  
3. Technology Work Order System  
4. Technology Questions/Support |
| Luis Uribe Network Technician | 743-4428 x 794 | 1. Any network/technology Questions/Support  
2. To report computer issues: helpdesk@plusd.org |
| Torrian Hatcher Help Desk Technician | 743-4429 x 711 | 1. Any network/technology Questions/Support  
2. To report computer issues: helpdesk@plusd.org |
| Director of Business Services Ajit Kang | 743-4428 x 753 | 1. Budget/Budget Codes  
2. District Liability and Property Insurance  
3. Developer Impact Fees  
4. Financial Reports  
5. Any financial question uncomfortable asking anyone else. |
| Michelle Payne Accounting Technician II- Payroll- Purchasing | 743-4428 x 752 | 1. Purchase Orders  
2. Timesheets  
3. Paycheck deductions, withholding including 403B/457/125 plans/PERS/STRS  
4. Stipends  
5. Deposits  
6. Mandated Costs |
| Anthony Hernandez Accounting Technician I- Accounts Payable | 743-4428 x 751 | 1. Mileage and Pre-approved purchase reimbursements  
2. Accounts Payable/Accounts Receivable  
3. ASB Accounts |
| Director Facilities/Maintenance/Operations/Transportation Andrew Roberts | 742-0981 x761 | 1. Work Order/ Safety Issues/ Emergency Repairs  
2. Transportation Issues/ Routes  
3. Grounds or Facilities Concerns  
4. Heating and Air Issues |
| Anthony Hernandez FMOT Assistant | 742-0981 | 1. Use of Facilities  
2. Field Trips  
3. Transportation Routes/ Bus Stops |
| Director of Nutrition Mary DeLong | 743-4428 x 770 | 1. All food service related questions  
2. Free and Reduced Applications  
3. Food Allergies  
4. National School Lunch Policies  
5. Food Service Account Balances  
6. Classroom Parties |