

**Plumas Lake Elementary School District
District Office Contact Chart**

<p align="center">Superintendent Personnel and Educational Services Jeff Roberts 743-4428 x 731</p>			<ol style="list-style-type: none"> Any district question not comfortable asking anyone else District Policy- Direction of the District Personnel Decisions and Policies Union Contract questions Curriculum and Instruction Questions Public Relations
Jennifer Stephens	Assistant to Superintendent and Human Resources	743-4428 x 730	<ol style="list-style-type: none"> Board Agenda or Minutes Personnel Forms/Tracking <ol style="list-style-type: none"> Absences, Leaves Address Changes Workers Compensation Health Benefit questions Live Scans/TB New Employee/ Substitute Hiring
<p align="center">Director of Student Services Jason Hofhenke 743-4428 x 743</p>			<ol style="list-style-type: none"> General Information Student Services Foster Youth/Homeless Attendance 504 Plans Discipline Health Services
Sukie Dulai	Program Technician- Student Services/CALPADS Technician	743-4428 x 740	<ol style="list-style-type: none"> AERIES questions, Illuminate login username questions CAASPP & ELPAC Testing Materials Questions TOMS CALPADS/CSIS Categorical Programs
<p align="center">Director of Curriculum & Instruction and Special Education Toni Vernier 743-4428 x742</p>			<ol style="list-style-type: none"> General Information about SPED Services Parent Questions Para-Professional Support Curriculum and Instruction Questions TCIP
Angela Cox	Secretary SPED/Student Services	743-4428 x 741	<ol style="list-style-type: none"> CASEMIS Data Entry Online IEP questions Schedule IEP Meetings Request SPED documents New enrollments for SPED students Inter-district Transfers
<p align="center">Director of Innovation & Technology Instruction Matthew Rhyne 743-4428 x 720</p>			<ol style="list-style-type: none"> Technology Systems <ol style="list-style-type: none"> Student databases Assessment databases Communication tools Websites Staff Development – use of technology Technology Work Order System Technology Questions/Support
Luis Uribe	Network Technician	743-4428 x 794	<ol style="list-style-type: none"> Any network/technology Questions/Support To report computer issues: helpdesk@plused.org
Torrian Hatcher	Help Desk Technician	743-4429 x 711	<ol style="list-style-type: none"> Any network/technology Questions/Support To report computer issues: helpdesk@plused.org
<p align="center">Director of Business Services Ajit Kang 743-4428 x 753</p>			<ol style="list-style-type: none"> Budget/Budget Codes District Liability and Property Insurance Developer Impact Fees Financial Reports Any financial question uncomfortable asking anyone else.
Michelle Payne	Accounting Technician II- Payroll- Purchasing	743-4428 x 752	<ol style="list-style-type: none"> Purchase Orders Timesheets Paycheck deductions, withholding including 403B/457/125 plans/PERS/STRS Stipends Deposits Mandated Costs
Anthony Hernandez	Accounting Technician I- Accounts Payable	743-4428 x 751	<ol style="list-style-type: none"> Mileage and Pre-approved purchase reimbursements Accounts Payable/Accounts Receivable ASB Accounts
<p align="center">Director Facilities/Maintenance/Operations/Transportation Andrew Roberts 742-0981 x761</p>			<ol style="list-style-type: none"> Work Order/ Safety Issues/ Emergency Repairs Transportation Issues/ Routes Grounds or Facilities Concerns Heating and Air Issues
Anthony Hernandez	FMOT Assistant	742-0981	<ol style="list-style-type: none"> Use of Facilities Field Trips Transportation Routes/ Bus Stops
<p align="center">Director of Nutrition Mary DeLong 743-4428 x 770</p>			<ol style="list-style-type: none"> All food service related questions Free and Reduced Applications Food Allergies National School Lunch Policies Food Service Account Balances Classroom Parties