# District Office Contact Chart

<table>
<thead>
<tr>
<th>Position</th>
<th>Contact Information</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent Person and Educational Services</td>
<td>Jeff Roberts</td>
<td>743-4428 x 731</td>
</tr>
<tr>
<td>Jennifer Stephens Assistant to Personnel and Educational Services Secretary</td>
<td>743-4428 x 730 For HR x 6</td>
<td>743-4428 x 730</td>
</tr>
<tr>
<td>Director of Student Services Jason Hohenke</td>
<td></td>
<td>743-4428 x 743</td>
</tr>
<tr>
<td>Sukie Dulai Program Technician- Student Services/CALPADS Technician</td>
<td></td>
<td>743-4428 x 740</td>
</tr>
<tr>
<td>Director of Curriculum &amp; Instruction and Special Education Lori Greenwood</td>
<td></td>
<td>743-4428 x 742</td>
</tr>
<tr>
<td>Angela Cox Secretary SPED/Student Services</td>
<td></td>
<td>743-4428 x 741</td>
</tr>
<tr>
<td>Tiffany Embry Counselor</td>
<td></td>
<td>743-1271 x 326</td>
</tr>
<tr>
<td>Director of Innovation &amp; Technology Instruction Brian Briggs</td>
<td></td>
<td>743-4428 x 720</td>
</tr>
<tr>
<td>Alan Kuentz Network Technician</td>
<td></td>
<td>743-4428 x 721</td>
</tr>
<tr>
<td>Director of Business Services Ajit Kang</td>
<td></td>
<td>743-4428 x 753</td>
</tr>
<tr>
<td>Michelle Payne Accounting Technician II- Payroll-Purchasing</td>
<td></td>
<td>743-4428 x 752</td>
</tr>
<tr>
<td>Macy Costa Accounting Technician I- Accounts Payable</td>
<td></td>
<td>743-4428 x 751</td>
</tr>
<tr>
<td>Anthony Hernandez FMOT Assistant</td>
<td></td>
<td>742-0981 x 760</td>
</tr>
<tr>
<td>Mary DeLong Director of Nutrition</td>
<td></td>
<td>743-4428 x 770</td>
</tr>
</tbody>
</table>

## Superintendent

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

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

1. General Information Student Services
2. Foster Youth/Homeless
3. Attendance
4. 504 Plans
5. Discipline
6. Health Services

## Sukie Dulai

1. AERIES questions, Illuminate login username questions
2. CAAASPP & ELPAC Testing Materials Questions
3. TOMS
4. CALPADS/CSIS
5. Categorical Programs

## Director of Curriculum & Instruction

1. General Information about SPED Services
2. Parent Questions
3. Para-Professional Support
4. Curriculum and Instruction Questions
5. TCIP

## Angela Cox

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

## Tiffany Embry

1. Any network/technology Questions/Support

## Director of Innovation & Technology Instruction

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

## Alan Kuentz

1. Any financial question uncomfortable asking anyone else.

## Michelle Payne

1. Purchase Orders
2. Timesheets
3. Paycheck deductions, withholding including 403B/457/125 plans/PERS/STRS
4. Stipends
5. Deposits
6. Mandated Costs

## Macy Costa

1. Mileage and Pre-approved purchase reimbursements
2. Accounts Payable/Accounts Receivable
3. ASB Accounts

## Anthony Hernandez

1. Use of Facilities
2. Field Trips
3. Transportation Routes/ Bus Stops

## Director of Nutrition

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

## Director of Business Services

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

1. Work Order/ Safety Issues/ Emergency Repairs
2. Transportation Issues/ Routes
3. Grounds or Facilities Concerns
4. Heating and Air Issues

## Anthony Hernandez

1. Use of Facilities
2. Field Trips
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