

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

<p align="center"><b>Superintendent Personnel and Educational Services Jeff Roberts 743-4428 x 731</b></p>			<ol style="list-style-type: none"> <li>Any district question not comfortable asking anyone else</li> <li>District Policy- Direction of the District</li> <li>Personnel Decisions and Policies</li> <li>Union Contract questions</li> <li>Curriculum and Instruction Questions</li> <li>Public Relations</li> </ol>
Jennifer Stephens	Assistant to Superintendent and Human Resources Secretary	743-4428 x 730 For HR x 6	<ol style="list-style-type: none"> <li>Board Agenda or Minutes</li> <li>Personnel Forms/Tracking               <ol style="list-style-type: none"> <li>Absences, Leaves</li> <li>Address Changes</li> <li>Workers Compensation</li> </ol> </li> <li>Health Benefit questions</li> <li>Live Scans/TB</li> <li>New Employee/ Substitute Hiring</li> </ol>
<p align="center"><b>Director of Student Services Jason Hofhenke 743-4428 x 743</b></p>			<ol style="list-style-type: none"> <li>General Information Student Services</li> <li>Foster Youth/Homeless</li> <li>Attendance</li> <li>504 Plans</li> <li>Discipline</li> <li>Health Services</li> </ol>
Sukie Dulai	Program Technician- Student Services/CALPADS Technician	743-4428 x 740	<ol style="list-style-type: none"> <li>AERIES questions, Illuminate login username questions</li> <li>CAASPP &amp; ELPAC Testing Materials Questions</li> <li>TOMS</li> <li>CALPADS/CSIS</li> <li>Categorical Programs</li> </ol>
<p align="center"><b>Director of Curriculum &amp; Instruction and Special Education Lori Greenwood 743-4428 x742</b></p>			<ol style="list-style-type: none"> <li>General Information about SPED Services</li> <li>Parent Questions</li> <li>Para-Professional Support</li> <li>Curriculum and Instruction Questions</li> <li>TCIP</li> </ol>
Angela Cox	Secretary SPED/Student Services	743-4428 x 741	<ol style="list-style-type: none"> <li>CASEMIS Data Entry</li> <li>Online IEP questions</li> <li>Schedule IEP Meetings</li> <li>Request SPED documents</li> <li>New enrollments for SPED students</li> <li>Inter-district Transfers</li> </ol>
Tiffany Embry	Counselor	743-1271 x 326	
<p align="center"><b>Director of Innovation &amp; Technology Instruction Brian Briggs 743-4428 x 720</b></p>			<ol style="list-style-type: none"> <li>Technology Systems               <ol style="list-style-type: none"> <li>Student databases</li> <li>Assessment databases</li> <li>Communication tools</li> <li>Websites</li> </ol> </li> <li>Staff Development – use of technology</li> <li>Technology Work Order System</li> <li>Technology Questions/Support</li> </ol>
Alan Kuentz	Network Technician	743-4428 x 721	<ol style="list-style-type: none"> <li>Any network/technology Questions/Support</li> </ol>
<p align="center"><b>Director of Business Services Ajit Kang 743-4428 x 753</b></p>			<ol style="list-style-type: none"> <li>Budget/Budget Codes</li> <li>District Liability and Property Insurance</li> <li>Developer Impact Fees</li> <li>Financial Reports</li> <li>Any financial question uncomfortable asking anyone else.</li> </ol>
Michelle Payne	Accounting Technician II- Payroll- Purchasing	743-4428 x 752	<ol style="list-style-type: none"> <li>Purchase Orders</li> <li>Timesheets</li> <li>Paycheck deductions, withholding including 403B/457/125 plans/PERS/STRS</li> <li>Stipends</li> <li>Deposits</li> <li>Mandated Costs</li> </ol>
Macy Costa	Accounting Technician I- Accounts Payable	743-4428 x 751	<ol style="list-style-type: none"> <li>Mileage and Pre-approved purchase reimbursements</li> <li>Accounts Payable/Accounts Receivable</li> <li>ASB Accounts</li> </ol>
<p align="center"><b>Dir. Facilities/Maintenance/Operations/Transportation Ray McKinney 742-0981 740-3726 (cell)</b></p>			<ol style="list-style-type: none"> <li>Work Order/ Safety Issues/ Emergency Repairs</li> <li>Transportation Issues/ Routes</li> <li>Grounds or Facilities Concerns</li> <li>Heating and Air Issues</li> </ol>
Anthony Hernandez	FMOT Assistant	742-0981 x 760	<ol style="list-style-type: none"> <li>Use of Facilities</li> <li>Field Trips</li> <li>Transportation Routes/ Bus Stops</li> </ol>
<p align="center"><b>Director of Nutrition Mary DeLong 743-4428 x 770</b></p>			<ol style="list-style-type: none"> <li>All food service related questions</li> <li>Free and Reduced Applications</li> <li>Food Allergies</li> <li>National School Lunch Policies</li> <li>Food Service Account Balances</li> <li>Classroom Parties</li> </ol>