

BUSINESS SERVICES RESOURCE DIRECTORY

Accounting

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| Budget and Transfers (Day-to-Day Operational) | Ofelia Roxas | 933-7005, Ext. 2023 |
| Cash Deposits | Donna Murphy | 933-7005, Ext. 2014 |
| Conference Reimbursements | Jeanette Poblete | 933-7005, Ext. 2020 |
| Journal Expenses | Ofelia Roxas | 933-7005, Ext. 2023 |
| Jury Duty Payments | Donna Murphy | 933-7005, Ext. 2014 |
| Mileage Reimbursements | Jeanette Poblete | 933-7005, Ext. 2020 |
| Petty Cash Requests | Donna Murphy | 933-7005, Ext. 2014 |
| Revolving Cash Fund | Ofelia Roxas | 933-7005, Ext. 2023 |
| Scholarship Funds | Robert Johnson | 933-7005, Ext. 2019 |
| Student Activities - Account Balances/Check Disbursements | Robert Johnson | 933-7005, Ext. 2019 |
| Student Activities - School Reconciliation Schedules | Donna Murphy | 933-7005, Ext. 2014 |

Budget and Accounting

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| Account Codes | Susanne Montoya | 993-7055, Ext. 2015 |
| Budget (Historical/Statistical Analyst District-wide, not Program or Site) | Susanne Montoya | 933-7055, Ext. 2015 |
| General Fund Budget Allocations | Susanne Montoya | 933-7055, Ext. 2015 |
| Grant Funding | Susanne Montoya | 933-7055, Ext. 2015 |
| Personnell Authorization Forms (PAs) | Daniel Bonora | 933-7055, Ext. 2049 |

Child Nutrition/Food Services

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| Catering | Yvonne Migliori | 933-7015, Ext. 2261 |
| Child Nutrition/Food Services | Yvonne Migliori | 933-7015, Ext. 2261 |
| Food Sale Questions | Yvonne Migliori | 933-7015, Ext. 2261 |

Facilities Planning

The facilities & planning division assesses long and short term needs for student housing; Plans for modernization of existing and/or construction of new facilities to accommodate those needs as well as updating facilities for code compliance, ADA requirements and programmatic adjustments, provides routine and restricted maintenance, as well as deferred maintenance.

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| Policy, Procedure, & Operational Questions | Steve Breakfield | 933-7045, Ext. 2341 |
| Bond Measure Questions | Steve Breakfield | 933-7045, Ext. 2341 |
| Project Funding Questions | Michelle Spragg | 933-7045, Ext. 2345 |
| Facilities Planning and Construction Issues | Michelle Spragg | 933-7045, Ext. 2345 |
| District Boundaries/Maps and Schoolsite Locator Program | Michelle Spragg | 933-7045, Ext. 2345 |
| Deferred Maintenance Question | Steve Breakfield | 933-7045, Ext. 2341 |
| Routine & Restricted Maintenance - Building Division | Charles Leubner | 933-7050, Ext. 2870 |
| Routine & Restricted Maintenance - Mechanical Division | Tabatha Hoak | 933-7050, Ext. 2807 |

| Information Services | | |
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| The Information Services department is a team of professional technologists that serve and support students, staff, and administration with proven technologies. Our end users can rely on our live Help Desk operation to get technical support for all instructional and administrative technologies. | | |
| Fiscal Database Related: General Bi-Tech/IFAS issues (HR, GL, Payroll, Budget, Purchasing, AP, AR), Custom Reporting, CDD's, Class Size Overage's | Help Desk | 933-7090, Option #1 or ext. 4357 |
| Network Related: Computer issues, Printer Issues Network down, VOIP Phones, Voicemails, Internet, Outlook email, Microsoft software, Password issues, Problems logging on to computer or network, New Technology Projects | | |
| Operations Related: Student account setups, Optix login, Follow-up on Help Desk tickets, Email distribution lists | | |
| Student Database Related: General Genesis and Teacher Vue issues (Enrollment, Attendance, Scheduling, Reporting), Duplicate Students or Student ID's, Add/Drop Students | | |
| Escalation for Fiscal related | Thomas Pope | 933-7090, Ext. 2171 |
| Escalation for Network related | Juancho Forlanda | 933-7090, Ext. 2153 |
| Escalation for Student related | Gus Juarez | 933-7090, Ext. 2174 |
| Genesis Issues | Help Desk | Ext. 4357 |
| Security breach any system | Robert Torres | 933-7090, Ext. 2165 |
| Internal Audit | | |
| The purpose of the Internal Audit department is to review the internal control structure of the district, primarily in the areas of attendance accounting and Associated Student Body (ASB) funds. Internal Audit also prepares necessary reports that are filed with the State of California and the federal government or for use within the district. Internal Audit interacts with school sites and district departments, other governmental agencies, outside entities such as the district's external auditors, and the general public. | | |
| Associated Student Body Calendar/Rev Potential Forms | Gene Wyllie Krista Eigenhuis | 933-7010, Ext. 2054 933-7010, Ext. 2009 |
| Attendance (ADA) Reports - P-1/P-2/Annual | Gene Wyllie | 933-7010, Ext. 2054 |
| Attendance Procedures/Policies/Training | Krista Eigenhuis | 933-7010, Ext. 2009 |
| Certificated Salary and Benefits Report (J-90) | Gene Wyllie | 933-7010, Ext. 2054 |
| Class-Size Reduction, Application/Filing | Gene Wyllie | 933-7010, Ext. 2054 |
| Class-Size Reduction, Operational Reporting | Gene Wyllie | 933-7010, Ext. 2054 |
| Enrollment-Reports/History/Statistical Analysis | Gene Wyllie | 933-7010, Ext. 2054 |
| Fund Raising Compliance - Student Activities | Gene Wyllie | 933-7010, Ext. 2054 |
| Instructional Minute Calculations/Compliance | Krista Eigenhuis | 933-7010, Ext. 2009 |
| Internal Audit/Internal Control | Gene Wyllie | 933-7010, Ext. 2054 |
| Kindergarten Retention Forms/Compliance | Krista Eigenhuis | 933-7010, Ext. 2009 |
| Genesis Attendance (ADA) Reports - Monthly | Krista Eigenhuis | 933-7010, Ext. 2009 |
| Payroll | | |
| Payroll Questions concerning direct deposit information, incorrect pay, inaccurate deductions, incorrect STRS or PERS credits or contributions, or Tax Sheltered Annuity (TSA) deductions | Payroll Help Desk | 933-7001, Option 1 or Ext. 2000 |
| <i>Note: Questions regarding Notice of Assignments, Hourly salary rates, or Range, Step and Class should be directed to the Human Resources Department.</i> | | |

| Purchasing | | |
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| The purpose of the Purchasing Department is to furnish the materials and services necessary to educate the District's children by providing consistent, cost effective procurement support to all schools and departments. Purchasing seeks to achieve this goal in an environment of fairness, honesty and integrity with our customers and suppliers. | | |
| Athletic and P.E. Equipment and Supplies | Cheryl Blush | 933-7095, Ext. 2248 |
| Audio Visual Equipment and Supplies | Anita Tomboc | 933-7095, Ext. 2252 |
| Books and Companion Materials | Chery Blush | 933-7095, Ext. 2248 |
| Cellular Phones | Joanne Barosso | 933-7095, Ext. 2247 |
| Classroom Supplies | Anita Tomboc | 933-7095, Ext. 2252 |
| Computers, Peripherals and Software | Lydia Hough | 933-7095, Ext. 2250 |
| Construction and Modernization Projects | Ivan Costa | 933-7095, Ext. 2249 |
| Consultant Contracts | Cheryl Blush | 933-7095, Ext. 2248 |
| Copiers, Duplicators and Related Equipment and Supplies | Lydia Hough | 933-7095, Ext. 2250 |
| Custodial Equipment and Supplies | Joanne Barosso | 933-7095, Ext. 2247 |
| Furniture | Ivan Costa | 933-7095, Ext. 2249 |
| Maintenance Agreements | Joanne Barosso | 933-7095, Ext. 2247 |
| Office Depot Program and Office Supplies | Anita Tomboc | 933-7095, Ext. 2252 |
| Open Purchase Orders | Anita Tomboc | 933-7095, Ext. 2252 |
| Surplus Equipment and Furniture | Charlee Spurgeon | 933-7095, Ext. 2693 |
| Travel and Conference Reservations | Cheryl Blush | 933-7095, Ext. 2248 |
| Warehouse Deliveries | Jeff Wigley | 933-7095, Ext. 2690 |
| Warehouse Stock Information | Joanne Barosso | 933-7095, Ext. 2247 |
| Reprographics | | |
| Graphic designs, posters/flyers, mail merge | Gibran Soto | 933-7080, Ext. 2191 |
| K-12 District Assessment | Humphrey Her | 933-7080, Ext. 2192 |
| Reprographics/Mail Room Issues | Mason Chan | 933-7080, Ext. 2190 |
| Risk Management | | |
| The purpose of the risk management department is to assure that the SUSD student population receives a continous high quality public education without interruptions caused by natural or artificial disasters by controlling, reducing or transferring risk by the most affordable method. | | |
| Benefits | Bill Shook | 933-7110, Ext. 2551 |
| Claims Against the District | Bill Shook | 933-7110, Ext. 2551 |
| District Insurance | Bill Shook | 933-7110, Est. 2551 |
| FMLA leave, maternity leave, or personal disability | Karen Cravens | 933-7110, Ext. 2556 |
| Temporary modified duty assignments and reasonable accomodation | Karen Cravens | 933-7110, Ext. 2556 |
| Fire Drills | Bill Shook | 933-7110, Ext. 2551 |
| Indoor Air Complaints | Rocky Goehring | 933-7110, Ext. 2553 |
| Insurance Certificates | Bill Shook | 933-7110, Ext. 2551 |
| Loss of Student or Employee Personal Property | Bill Shook | 933-7110, Ext. 2551 |
| On-the-Job Employee Injuries/Medical Treatment | Karen Cravens | 933-7110, Ext. 2556 |
| Open Enrollment | Bill Shook | 933-7110, Ext. 2551 |
| Safety Patrol Supplies | Rocky Goehring | 933-7110, Ext. 2553 |
| School District Safety Information | Rocky Goehring | 933-7110, Ext. 2553 |
| School Parades/Assemblies | Bill Shook | 933-7110, Ext. 2551 |
| School Site Equipment Theft | Bill Shook | 933-7110, Ext. 2551 |
| School Site Safety Inspections | Rocky Goehring | 933-7110, Ext. 2553 |
| Student Accidents | Bill Shook | 933-7110, Ext. 2551 |
| Use of Private Vehicles for School Business | Bill Shook | 933-7110, Ext. 2551 |

| Transportation | | |
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| Bus Dispatch Questions | Cindy Olmos | 933-7145, Ext. 2668 |
| Bus Driver Safety & Training | John Vezeldenos | 933-7145, Ext. 2672 |
| Driver/Staff Time Keeping Questions | Delores Yanez | 933-7145, Ext. 2663 |
| Field Trip Reservations and Questions | Rebecca Dominguez | 933-7145, Ext. 2669 |
| Garage/Mechanics | John Jordan | 933-7145, Ext. 2675 |
| Purchase Order/Receipt Questions | Tanya Signman | 933-7145, Ext. 2680 |
| Transportation Operations and Questions | Mary Bankston | 933-7145, Ext. 2661 |
| Vehicle Maintenance Questions | John Jordan | 933-7145, Ext. 2675 |