



Pacifica School District WHO DOES WHAT?

QUESTIONS ABOUT

Accounts Payable
 Accounts Receivable (misc. monies-lost books, etc.)
 Address Changes
 Administrative Services
 Affordable Care Act
 After School Tutoring
 Alarm System
 Attendance (student) & Attendance Reports
 Auditors/Audit
 Bell Schedules
 Board Bylaws, Policies & Administrative Regulations
 Board Meetings
 Budget (Verification of Budget Codes, Balances, and Budget Printout)
 CELDT
 Cash Receipts
 Certificate of Insurance Form
 Conflict of Interest Code
 Labor Contract – LSEA
 Labor Contract – CSEA
 Contracts
 Cums
 Custodial Services
 Day Care Contracts
 Emergency Preparedness
 Employee Directory (Non-Confidential/Confidential)
 Employment Verification
 Enrollment
 Equipment Support
 Extended School Year (ESY)
 Facilities & Field Use
 Field Trips Transportation Request
 Food Services: General (menus, etc)
 Food Service: Free Lunch Prog., Accounts Payable, State Reimb.)
 Forms, Reprographics (copying & printing)
 Fringe Benefits (Dental/Medical Forms for Enrollment)
 Governing Board Elections
 Grants
 Hearing, Vision, Scoliosis Screening
 Home School Program Enrollment
 Home School Attendance
 Independent Study
 Instructional Materials/Curriculum
 Instructional Minutes
 Inter-District Transfers
 Inventory of Computers/Equipment

SHOULD BE DIRECTED TO

Angie Acuna
 Brenda Cicerone
 Lori Miller
 Josie Peterson
 Simmonetta Abao
 Jill Macedo
 John Hashizume
 Brenda Cicerone
 Josie Peterson
 Alison Drake
 Susanne Campos
 Susanne Campos
 Josie Peterson and
 Brenda Cicerone
 Jill Macedo
 Angie Acuna
 Brenda Cicerone
 Susanne Campos
 Ray Avila
 Josie Peterson
 Brenda Cicerone
 Marta Grech
 John Hashizume
 Josie Peterson
 John Hashizume
 Lori Miller
 Moy Scott
 Marta Grech
 Nelson Sendino
 Jennifer Gray
 Mary Notmeyer
 Ty Truong
 Lisa Kern
 Brenda Cicerone
 Alison Drake
 Moy Scott
 Susanne Campos
 Will Lucey
 Marta Grech
 Marta Grech
 Barbara Falk
 Marta Grech
 Will Lucey
 Alison Drake
 Marta Grech
 Nelson Sendino

QUESTIONS ABOUT

Kindergarten/Mid-year Kindergarten Enrollment
 Kick off to Kindergarten
 LCAP
 Labor Relations, Certificated
 Labor Relations, Classified
 Maintenance of Facilities – Work Orders
 Master Calendar/Weekly Bulletin
 Music
 Network Support
 Oddstad Property
 Open Position Recruitment –SR, Ort, LMEC, IBL, FMO
 Open Position Recruitment –Cab. Val, OSS, DO, ESS
 Payroll/Salaries/Deductions from Checks
 Parcel Tax Exemptions
 Petty Cash (Site)
 Property Files
 Public Records Act Requests
 Purchase Order Processing
 Records/Immunization
 Registration
 Retirement Plans (403B/457)
 Seniority List – Certificated
 Seniority List – Classified
 Site Mini-grants
 Special Education Information System
 Special Education Data
 Special Education Program/Compliance
 Statement of Economic Interests
 Strategic Planning
 Student Attendance Review Board (SARB)
 State Testing and Accountability
 Student Information System
 Substitutes (Certificated/Classified)
 Suspensions/Expulsions
 Telephone Directory
 Telephones
 Transportation
 Work Orders
 Work Permits
 Worker's Compensation
 504 information and folders

SHOULD BE DIRECTED TO

Marta Grech
 Open
 Will Lucey
 Ray Avila
 Josie Peterson
 John Hashizume
 Marta Grech
 Tom Stafford
 Nelson Sendino
 Josie Peterson
 Moy Scott
 Lori Miller
 Melissa Rivera
 Angie Acuna
 Angie Acuna
 Mary Notmeyer
 Susanne Campos
 Simmonetta Abao
 Marta Grech
 Marta Grech
 Tax Deferred Services [\(866\) 446-1072](tel:8664461072)
 Moy Scott
 Lori Miller
 Brenda Cicerone
 Michelle Pimm
 Michelle Pimm
 Ray Avila
 Susanne Campos
 Wendy Tukloff
 Ray Avila
 Jill Macedo
 Barbara Smith
 Lori Miller
 Ray Avila
 Angie Acuna
 Nelson Sendino
 Ty Truong
 Mary Notmeyer
 Marta Grech
 Brenda Cicerone
 Barbara Falk

Updated 11.7.16

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H:\Procedures in Business Services\2009-10 Who Does What



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