



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/ELPAC
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

Nicole Ortega
Brenda Cicerone
Lori Miller
Josie Peterson
Simmonetta Abao
Angie Acuna
John Hashizume
Brenda Cicerone
Josie Peterson
Will Lucey
Susanne Campos
Susanne Campos
Josie Peterson and
Brenda Cicerone
Angie Acuna
Nicole Ortega
Brenda Cicerone
Susanne Campos
Josie Peterson
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
Will Lucey
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

Updated 8.10.17

Original: 5/27/09

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

SHOULD BE DIRECTED TO

Marta Grech
Hildur Carlen
Will Lucey
Will Lucey
Ray Avila
John Hashizume
Marta Grech
Will Lucey
Nelson Sendino
Josie Peterson
Moy Scott
Lori Miller
Melissa Rivera
Nicole Ortega
Nicole Ortega
Mary Notmeyer
Susanne Campos
Simmonetta Abao
Marta Grech
Marta Grech
Tax Deferred Services (866) 446-1072
Moy Scott
Lori Miller
Brenda Cicerone
Michelle Pimm
Michelle Pimm
Ray Avila
Susanne Campos
Wendy Tukloff
Ray Avila
Will Lucey
Barbara Smith
Lori Miller
Ray Avila
Nicole Ortega
Nelson Sendino
Ray Avila
Mary Notmeyer
Marta Grech
Brenda Cicerone
Barbara Falk