



# 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](tel:8664461072)  
 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