

Santa Maria Joint Union High School District



Where Do I Call if I Have a ? About:



| | <u>Department – Contact Person(s)</u> | <u>Extension</u> |
|---|--|-----------------------------------|
| Accounts Payables | Fiscal Services – A-M – Tessie Nagy N-Z – Janice Swayze | 4406 4407 |
| Board Agenda/Minutes/Policies | Superintendent's Office – Tammy Rhine | 4202 |
| Board of Education | Superintendent's Office – Antonio Garcia | 4201 |
| Budgets | Fiscal Services – Mary Andrade | 4405 |
| Bulk Mailing -Revolving Fund Checks Pickup | Fiscal Services – Jeri Still Warehouse | 4505 4511 |
| CalPads & CBEDS | Information Services – Chris Hollins/Hector Castillo | 4605/4607 |
| Computer Installations & Repairs | Network Operations – Mark Recinos | 4611 |
| Conflict of Interest Code | Personnel – Liz Enriquez | 4302 |
| Construction/Bids | Facilities & Construction – Mary-Beth Gallas | 4806 |
| Course Adoptions | Curriculum – Arcy Pineda | 4212 |
| CTE | Meredith Brough | 8702 |
| Curriculum Department | Curriculum – Arcy Pineda | 4212 |
| Data Uploads/STAR, CAHSEE, & Other | Information Services – Chris Hollins | 4605 |
| Email Addresses | Web & Core Services- Lazaro Sanchez | 4602 |
| Enrollment Figures (District-wide) | Fiscal Services – Michelle Coffin | 4403 |
| Enrollment of Foreign Students | Superintendent's Office – Tammy Rhine | 4202 |
| Equipment-Purchases or Repairs | Purchasing – Patty Blythe | 4503 |
| ESCAPE Software | Fiscal Services – Mary Andrade | 4405 |
| Expulsions & Suspensions | Student Services – Dina Araizaga | 4215 |
| Field Trips | Transportation – Danielle Murillo | 4712 |
| Food Services Manager & Catering | Brook Stephenson | 4413 |
| Food Services - Sites | Cafeteria - PVHS – Amy Argentieri RHS & Delta - Chandra Lauer SMHS – Donna Baker | 5675 2241 3754 |
| Free & Reduced Meal Program | Business Services – Michele Beach | 4402 |
| Furniture Purchases | Purchasing – Debbie Tromp | 4502 |
| Health Insurance Questions/Forms | Personnel – Monica Herrera | 4206 |
| Home/Hospital Instruction | Special Ed – Frances Evans/Sandra Hernandez Regular Ed – PVHS – Susan Hook RHS – Cheryl Foster SMHS – Melissa Barredo | 4221/4311 5704 2708 3710 |
| Inventory – Equipment/Furniture | Facilities & Construction – Julie Shires | 4807 |
| Jr. High Articulation | Curriculum – Arcy Pineda | 4212 |
| Mail-Run & Deliveries | Warehouse – Andy Gutierrez/Steve Moody | 4511/4512 |
| Maintenance Contracts | Purchasing – Patty Blythe | 4503 |
| Mileage Claims | Fiscal Services – Jeri Still | 4505 |
| Multilingual-Migrant Education Program | Maribel Vargas-Meza | 1602 |
| Office Depot Catalog Orders | Purchasing – Rachel Acosta | 4504 |



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| Payroll (Checks & Timesheets) | Payroll – Certificated – Maria Malkin Classified – Polo Perez | 4412 4411 |
| Personnel, Certificated & Substitutes | Personnel – Patti Parker | 4303 |
| Personnel, Coaches & Frontline | Personnel – Lupita Martinez-Perez | 4304 |
| Personnel, Classified | Personnel – Liz Enriquez | 4302 |
| Purchase Orders | Fiscal Services – Jeri Still | 4505 |
| Purchase Requisitions | School Site - DHS – Elva Solorio PVHS –Araceli Mandujano-Padilla RHS – Karen Townsend SMHS – Monica Garcia | 1701 5702 2702 3702 |
| Reimbursement Requests | Fiscal Services – Jeri Still | 4505 |
| Special Education | Special Ed - Sandra Hernandez | 4311 |
| Student Information System (Aeries) | IT Department – Chris Hollins/Hector Castillo | 4605/ |
| Student Insurance | Business Services – Michele Beach | 4402 |
| Student Records, Storage | Student Services – Dina Araizaga | 4215 |
| Student Records, Subpoenas | Instruction – John Davis | 4221 |
| Student Records, Delta High & Adult Ed | School Site - DHS – Ruby Stefono PVHS – Maria Esparza RHS – Vanessa Guerrero SMHS – Rocio Trujillo | 1702 5764 2725 3736 |
| Student Transfers/Open Enrollment | Student Services – Dina Araizaga | 4215 |
| Telephone Repairs | Network Operations – Mark Recinos | 4611 |
| Testing | Student Services – Nicole Latham | 4213 |
| Textbook Orders | Purchasing – Patty Blythe | 4503 |
| Thefts/Insurance Claims | Business Services – Michele Beach | 4402 |
| Transportation Questions | Transportation – Jerry Sitton | 4711 |
| Travel & Conference | Fiscal Services – Jeri Still Curriculum Dept. Only - Arcy Pineda | 4505 4212 |
| U.C. Approved Course Adoption | Curriculum – Arcy Pineda | 4212 |
| Use of District Facilities | District Office - Lori Cook DHS/RHS – Linda Dickinson PVHS – Julie Norris SMHS – Jevi Buck | 4702 2259 5276 3131 |
| Use of District Vehicles | Transportation – Jerry Sitton | 4711 |
| Volunteer Processing Information | Personnel – Lupita Martinez-Perez | 4304 |
| Warehouse Requisitions | Purchasing – Debra Tromp | 4502 |
| Work Orders – Maintenance | School Site - Delta & RHS – Daniel Sheridan PVHS - Danial Mather SMHS - Ken Groppetti | 2257/2259 5275/5276 3125/3131 |
| Workers' Compensation Claims | Personnel – Monica Herrera | 4206 |