



# Santa Maria High School

## DIRECTORY OF SERVICES

2021-22

### ADMINISTRATION

|  |                                   |           |
|--|-----------------------------------|-----------|
| <b>Principal</b>                       | Steve Campbell / Monica Garcia    | 3701/3702 |
| Assistant Principal - Student Affairs  | Ivan Diaz / Denise Robles         | 3703/3704 |
| Assistant Principal - C&I/Counseling   | Monica Pallan / Melissa Barredo   | 3709/3710 |
| Assistant Principal - Special Programs | Tim Vincent / Leticia Juarez      | 3705/3706 |
| Dean of Students                       | Jules Manfreda / Veronica Morales | 3707/3708 |

### SERVICE

### CONTACT

### EXTENSION

|                                 |                                  |                |
|---------------------------------|----------------------------------|----------------|
| Academic Awards                 | Monica Pallan / Melissa Barredo  | 3709/3710      |
| Absences (Certificated)         | Tin Vincent / Leticia Juarez     | 3706           |
| Absences (Classified)           | Ivan Diaz / Denise Robles        | 3703/3704      |
| Accident Report (Student)       | Sandra Fry / Jesse Soto          | 3582/3581      |
| Accident Report (Staff)         | Monica Herrera                   | 4406           |
| Activities                      | Adrian Salazar                   | 3310           |
| Adjunct Duty List               | Ivan Diaz / Denise Robles        | 3703/3704      |
| Attendance (Students)           | Liz Noriega Acosta               | 3739           |
| Attendance Assistant (Students) | TBD                              | 3738           |
| Aeries Help Desk                | Hector Castillo / Chris Hollins  | 4607/4605      |
| ASB Accounts                    | Jeanette McColm / Mary Danielson | 3755/3756      |
| Announcements                   | Perlita Ceballos                 | 3721           |
| Athletic Director               | Dan Ellington                    | 3540           |
| Back to School Night            | Tim Vincent / Leticia Juarez     | 3705/3706      |
| Bells                           | Ken Groppetti                    | 3125           |
| Bulletin                        | Perlita Ceballos                 | 3721           |
| Budgets - Categorical           | Steve Campbell                   | 3701           |
| Budgets - Department            | Department Heads                 | See Department |
| Bus Transportation (District)   | Jerry Sitton                     | 4711           |
| Cafeteria                       | Donna Baker                      | 3460           |
| Calendar                        | Monica Garcia                    | 3702           |
| California Healthy Kids Survey  | Tim Vincent / Leticia Juarez     | 3705/3706      |
| California Interscholastic CIF  | Dan Ellington                    | 3540           |
| Career Specialist               | Kimberley Washington             | 3760           |
| Child Abuse Forms               | Tim Vincent / Leticia Juarez     | 3705/3706      |

### CLASS ADVISORS

|                               |  |                |
|-------------------------------|--|----------------|
| <b>Senior Class</b>           | Adrian Salazar                                   | 3609           |
| <b>Junior Class</b>           | Karen Draper                                     | 3613           |
| <b>Sophomore Class</b>        | Alysha Olson / Sierra Taylor                     | 3618           |
| <b>Freshman Class</b>         | Sara Araujo / Kristie Vanhorn / Amanda Rodriguez | 3337/3105/3332 |
| Conference Room or Facilities | Jevie Buck                                       | 3131           |
| Confiscated Items             | Doniel Galloway / Denise Robles                  | 3768/3704      |
| Copies / Xerox                | Britini Osmonson                                 | 3761           |

### COUNSELING DEPARTMENT- Monica Pallan

|                  |                       |      |
|------------------|-----------------------|------|
| 9th Grade A - L  | Ben Lopez             | 3229 |
| 9th Grade M - Z  | Maria Frugé           | 3557 |
| 10th Grade A - L | Cecilia Grimaldo      | 3711 |
| 10th Grade M - Z | Donna Trombetta       | 3558 |
| 11th Grade A - L | Margarita Franco      | 3716 |
| 11th Grade M - Z | Victoria Lopez        | 3249 |
| 12th Grade A - L | Rosa Mendoza-Martinez | 3718 |
| 12th Grade M - Z | Terzino Gaeta         | 3749 |
| Counselor        | Erica Martinez        | 3766 |
| Counselor        | Christy Reasner       | 3763 |

| SERVICE                    | CONTACT        | EXTENSION |
|----------------------------|----------------|-----------|
| Counseling - Psychological | Chantel Miller | 3790      |
| Counseling - Psychological | Katy Edwards   | 3784      |
| Course Description Book    | Monica Pallan  | 3709      |
| Data Specialist            | Sony Melena    | 3764      |

### DEPARTMENT HEADS - Steve Campbell

|                                |  |             |
|--------------------------------|--|-------------|
| Agriculture                    | Mark Powell                              | 3331        |
| Business                       | Cindy Quaid                              | 3230        |
| Counseling                     | Victoria Lopez                           | 3716        |
| English                        | Elissa Gonzalez / Julieta Delgadillo     | 3621/3339   |
| Family Consumer Science        | Mary Foley                               | 3211        |
| International Languages        | Meena Akhavan / Mireya Luna              | 3110        |
| Mathematics                    | Natasha Lombardi-Hyder / Manuel Felix    | 3355/3356   |
| Physical Education             | Jamie Tanner                             | 3538        |
| Science                        | Robin Schneider                          | 3243        |
| Social Studies                 | Richard Guiremand                        | 3642        |
| Special Education              | Kristie Whitefield-Van Horn              | 3216        |
| Visual & Performing Arts       | Chelsea Greene                           | 3525        |
| Discipline (Major)             | Ivan Diaz/Denise Robles                  | 3703/3704   |
| Discipline (Minor)             | Jules Manfreda / Veronica Morales        | 3707/3708   |
| Equipment Repair               | Department Heads                         | See above   |
| ELAC                           | Monica Pallan / Melissa Barredo          | 3709/3710   |
| <b>Emergency Line</b>          | Front Desk, All Admin & Admin Assistance | <b>3000</b> |
| Enrollment/Registration        | TBD                                      | 3736        |
| Facilities                     | Ken Groppetti                            | 3125        |
| Fax Machine                    | Special Ed Office / Mary Crowell         | 3728        |
| Field Trip Forms & Information | Denise Robles                            | 3704        |
| Fire Drills                    | Ken Groppetti                            | 3125        |
| 504 Program                    | Tim Vincent / Leticia Juarez             | 3705/3706   |
| Food Service                   | Donna Baker                              | 3460        |
| Foreign Exchange Student       | Steve Campbell                           | 3701        |
| Forms                          | Leticia Juarez/Monica Garcia             | 3706/3702   |
| Free Lunch Program             | Teresa Luna                              | 3202        |
| Front Desk                     | Perlita Ceballos                         | 3721        |
| Grades change forms & grades   | Eileen Reyes / Sony Melena               | 3736/3764   |
| Graduation                     | Ivan Diaz/Denise Robles                  | 3703/3704   |

### GUIDANCE OFFICE - Monica Pallan

|                    |                         |      |
|--------------------|-------------------------|------|
| Guidance Tech      | Marina Rodriguez-Vargas | 3723 |
| Guidance Tech      | Lupe Sheley-Ojeda       | 3713 |
| Guidance Secretary | TBD                     | 3751 |

| SERVICE                       | CONTACT                             | EXTENSION    |
|-------------------------------|-------------------------------------|--------------|
| Health Office LVN             | Sandra Fry                          | 3582         |
| Health Office Technician      | Jesse Soto                          | 3581         |
| Health Nurse                  | Jade Fernandez                      | 3582         |
| Homework Assign/Requests      | Counselors                          | See Guidance |
| Home and Hospital Instruction | TBD                                 | TBD          |
| ID Pictures (Retakes)         | Information Desk / Perlita Ceballos | 3721         |
| Independent Study             | Monica Pallan / Melissa Barredo     | 3709/3710    |
| Injuries (Staff)              | Monica Herrera - District Office    | 4406         |
| Insurance Forms - Staff       | Kathy Grimes - District Office      | 4410         |
| ISI (In School Intervention)  | Shelly Klein                        | 3341         |
| Inter-District Transfer       | Dina Araizaga                       | 4215         |
| Keys                          | Ken Groppetti                       | 3125         |

| <b>SERVICE</b>                 | <b>CONTACT</b>                      | <b>EXTENSION</b>          |
|--------------------------------|-------------------------------------|---------------------------|
| Library Services               | Rebecca Spendlove                   | 3758                      |
| Lost and Found                 | Perlita Ceballos / Information Desk | 3721                      |
| Mail / Postage                 | Britini Osmonson                    | 3761                      |
| Maintenance                    | Ken Groppetti                       | 3125                      |
| Maintenance Secretary          | Jevie Buck                          | 3131                      |
| Marquee / Kiosk Updates        | Monica Garcia                       | 3702                      |
| Master Schedule (Master Board) | Monica Pallan / Melissa Barredo     | 3709/3710                 |
| Migrant Education              | Adriana Martinez                    | 3734                      |
| Obsolete Equipment             | Jules Manfreda / Veronica Morales   | 3707/3708                 |
| Obsolete Textbooks             | Diane Juarez                        | 3759                      |
| On Track Credit Recovery       | Monica Pallan / Melissa Barredo     | 3709/3710                 |
| Parking Permits - Staff        | Perlita Ceballos                    | 3721                      |
| Payroll - Certificated         | Maria Malkin - District Office      | 4412                      |
| Payroll - Classified           | Polo Perez - District Office        | 4411                      |
| Pictures (School)              | Ivan Diaz / Denise Robles           | 3703/3704                 |
| Plant Manager                  | Ken Groppetti                       | 3125                      |
| PLC Agendas                    | Monica Pallan                       | 3709                      |
| Psychological Services         | Chantel Miller / Katy Edwards       | 3790                      |
| Purchasing Requests            | Department Heads                    | See Department list above |
| Lunch Applications             | Teresa Luna Rojas                   | 3202                      |
| Report Cards                   | Sony Melena                         | 3764                      |
| Registrar                      | TBD                                 | 3736                      |
| Safety Program                 | Ken Groppetti                       | 3125                      |
| Scholarships                   | Kimberley Washington                | 3760                      |

| <b>SERVICE</b>                 | <b>CONTACT</b>  | <b>EXTENSION</b>                                       |
|--------------------------------|---|--|
| <b>Security Officers</b>       | <b>Doniel Galloway, Griselda Arroyo, Daniel Nunez, Joe Gauna, Gabe Athie,</b> | <b>3768/3340</b>                                       |
| <b>Security - Campus</b>       | <b>Supervisor - Jules Manfreda</b>  | <b>3703</b>  |
| School Resource Officer        | TBD   | 3488   |
| Speech Therapist               | Christen Copeland   | 3587   |
| Staff Mailbox                  | Britini Osmonson  | 3721   |
| Stu Worker Paychecks           | Melissa Barredo   | 3710   |
| Substitute Teacher Check-In    | Leticia Juarez / Monica Garcia Back-up  | 3706 / 3702  |
| Sub Service                    | Teacher uses Aesop / Leticia Juarez   | 3506   |
| Teacher Aesop District Support | Lupita Martinez-Perez   | 4304   |
| Technology Committee           | Jules Manfreda  | 3707   |
| Tech Help Desk                 | Mark Recinos  | 4611   |
| Technology                     | Jules Manfreda / Veronica Morales   | 3707/3708  |
| Technology Repairs             | Email tech request  | <a href="mailto:help@smjuhsd.org">help@smjuhsd.org</a> |
| Telephones                     | Email request / contact Mark Recinos  | <a href="mailto:help@smjuhsd.org">help@smjuhsd.org</a> |
| Telephone List                 | Monica Garcia   | 3702   |
| Testing (AP)                   | Tim Vincent / Leticia Juarez  | 3705/3706  |
| Testing (CELDT)                | Elyssa Rodriguez-Chavarria  | 1601   |
| Testing (PSAT) Information     | Tim Vincent / Leticia Juarez  | 3705/3706  |
| Textbooks                      | Diane Juarez  | 3759   |
| Textbooks - Ordering           | Tim Vincent / Leticia Juarez  | 3705/3706  |
| The Breeze (Newspaper)         | Tina Van Den Heever   | 3112   |
| Transcripts                    | Sony Melena / TBD   | 3764/3736  |
| Uniform Complaints             | Steve Campbell / Monica Garcia  | 3701/3702  |
| Visitor Check-In               | Perlita Ceballos  | 3721   |
| Volunteer Forms                | Monica Garcia   | 3702   |
| WASC (Monitoring)              | Tim Vincent / Leticia Juarez  | 3705/3706  |
| Website Updates                | Monica Garcia   | 3702   |
| Williams Act Information       | Tim Vincent / Leticia Juarez  | 3705/3706  |
| Work Orders                    | Ken Groppetti   | 3125   |
| Work Permits                   | Kimberley Washington  | 3760   |
| Yearbook                       | Alysha Olson Sanchez  | 3625   |