

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 – Mayouli Louangprasert	4406 4407
Board Agenda/Minutes/Policies	Superintendent’s Office – Arcy Pineda	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 – Gordon Greer/Steve Moody	4505 4511/4512
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 – Martha Garcia	4212
CTE	Meredith Brough	8702
Curriculum Department	Curriculum – Martha Garcia	4212
Data Uploads/STAR, CAHSEE, & Other	Information Services – Chris Hollins	4605
Email Addresses	Web & Core Services- Rob Carter	4602
Enrollment Figures (District-wide)	Fiscal Services – Michelle Coffin	4403
Enrollment of Foreign Students	Superintendent’s Office – Arcy Pineda	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 – Janice Swayze	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 – Martha Garcia	4212
Mail-Run & Deliveries	Warehouse – Gordon Greer/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 – Heather Lord 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 – Rachel Acosta	4504
Thefts/Insurance Claims	Business Services – Michele Beach	4402
Transportation Questions	Transportation – Jerry Sitton	4711
Travel & Conference	Fiscal Services – Jeri Still Curriculum Dept. Only – Martha Garcia	4505 4212
U.C. Approved Course Adoption	Curriculum – Martha Garcia	4212
Use of District Facilities	District Office – Courtney Starr 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 – Rachel Acosta	4504
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

