

SANTA PAULA ELEMENTARY SCHOOL DISTRICT DISTRICT OFFICE

OFFICE OF THE SUPERINTENDENT

Dr. F. Paul Chounet, Superintendent 933-8802

7:30 a.m. – 5:00 p.m.

Accountable to the Board of Trustees for the operation of all district functions

Marisela Hernandez, Executive Assistant to the Superintendent 933-8802

7:30 a.m. - 4:30 p.m.

Supports the Superintendent with the daily operation of the school district.

Certificated Human Resources

Patricia Jump, Human Resources Technician 933-8818

7:30 a.m. - 4:30 p.m.

Certificated Human Resources, including Substitute Teachers

EDUCATIONAL SERVICES

Robin Freeman, Assistant Superintendent 933-8804

8:00 a.m. – 5:30 p.m.

Curriculum, Instruction, and Assessment (Instructional Materials, Textbook Adoption, Pacing Charts, Local Assessment), Professional Development, Categorical Programs

Melissa Banuelos, Administrative Secretary 933-8804

7:30 a.m. - 4:30 p.m.

Standardized Testing & Reporting, Instructional Materials, Supplemental Education Services (SES), School Year Calendar, Intra-District Transfers, Williams Visits, Ventura County STAR Spelling Bee, SPARKS, Student Report Cards, SPSA, School Accountability Report Cards

Anita Lemos, Data Services Specialist 933-8815

7:30 a.m. – 12:30 p.m.

Data Analysis (STAR and OARS), Socio-Economic Parent Surveys, Consolidated Application, Master Calendar

Bernie Lopez-Gonzales, ELD Coordinator 933-8851

7:30 a.m. – 10:45 a.m. / 1:00 p.m. – 4:30 p.m. (Tentatively)

English Learners (ELAC/DELAC, CELDT, EL Classification, 227 Meetings), ESL Classes

EDUCATIONAL SERVICES (cont.)

Migrant Education

Gina Ramirez, Coordinator of Migrant/ASPIRE 933-8816

9:00 a.m. - 6:00 p.m.

After School Program (ASPIRE), Migrant Education

Martha Soto, Program Assistant 933-8898

12:00 p.m. – 4:00 p.m.

Migrant Services

Carmen Gonzalez, Program Recruiter 933-8806

10:00 a.m. - 2:15 p.m.

Migrant Recruitment Services

CLASSIFIED HUMAN RESOURCES DEPARTMENT

Tommie Sanchez-Reyes, Director 933-8810

8:00 a.m. – 5:00 p.m.

Classified Human Resources Policies & Procedures, Professional Growth, Recruitment, Personnel Commission, Classified Employee Counseling

Sonia Bautista, Human Resources Assistant 933-8810

7:30 a.m. – 4:30 p.m.

Classified Applications, Classified Substitutes, Job Interest Cards, Classified Personnel Files, Classified Employee Support

BUSINESS SERVICES

Cathy Bojorquez, Assistant Superintendent 933-8819

8:00 a.m. – 5:00 p.m.

Student Injuries, Workers' Compensation, General Liability Insurance, Negotiations

Darai Roundy, Administrative Secretary 933-8819

7:30 a.m. – 4:30 p.m.

Consultant Agreements, Contracts, Fundraisers, Study Trips, Transportation, Registration Packets

Business Office

Terri Renneli, Director of Budget & Finance 933-8824

Budget Development, Position Control, Regulatory Issues, State Reporting, Health Benefits, Categorical, Escape Reports

Monique Terrazas, Attendance Accounting Specialist 933-8820

8:00 a.m. – 5:00 p.m.

Zangle Support, Attendance Procedures & Reports, Cash Receipts, Developer Fees, Donations, Budget & Expenditure Transfers.

Terry Donovan, Accounting Technician 933-8812

7:30 a.m. – 4:30 p.m.

Accounts Payable, Reimbursements, Donation Accounts

Bonnie Rivera, Accounting Technician 933-8813

8:30 a.m. -11:30 a.m. M,T,Th,F

Requisitions, Purchase Orders, Fixed Assets

Nancy Hill, Accounting Technician 933-8807

8:00 a.m. – 5:00 p.m.

Certificated Payroll, Section 125 Cafeteria Plan, Tax Shelter Annuities, Submit Certificated Employee Injury reports (Workers' Comp)

Chreyl Meyer, Accounting Technician 933-8808

7:30 a.m. – 4:30 p.m.

Classified Payroll, Submit Classified Employee Injury reports (Workers' Comp)

Child Nutrition Services

Jeremy Schoengart, Director 933-8838

7:00 a.m. – 4:00 p.m.

Site Questions other than Zangle Student Accounts

Sandee Alamillo, Accounting Assistant 933-8817

7:00 a.m. – 4:00 p.m.

Zangle Student Accounts

Maintenance & Operations

Darrin Yarbrough, Director 933-5603

7:00 a.m. – 4:00 p.m.

Maintenance and facilities work orders, custodial supplies

Carmina Lira, Clerk Typist II 933-5602

7:00 a.m. – 11:00 a.m.

Custodial Subs, Use of Facilities

Technology

Christian Baker, Director 933-8830

7:30 a.m. – 4:30 p.m.

Computer access security concerns, software licensing, technology vendor support, future projects.

John Peralta, Network Technician 933-8832

7:30 a.m. – 4:30 p.m.

Tech support for all sites.

Connie Rhew, Data Services Specialist 933-8831

8:00 a.m. – 5:00 p.m.

Zangle Support, Data Reporting, Data Maintenance

SPECIAL EDUCATION & STUDENT SUPPORT SERVICES

Frida Goldstein-Friend, Executive Director 933-8836

8:00 a.m. – 5:00 p.m.

Special education, student services, health services, mental health services, inter-district transfers, intra-district transfers, suspension appeals, expulsions, School Attendance Review Board, Elementary School Counseling Grant, School Community Violence Prevention Grants (Barbara Webster and Isbell), Child Development Center, non-public school placements

Yvonne Segovia, Administrative Secretary – 933-8836

7:30 a.m. – 4:30 p.m.

Special education, special education transportation, student services, inter-district transfers, suspensions database, SARB referrals, home/hospital teaching, expulsions and administrative hearing panels.

Irma Gomez, Special Programs Assistant – 933-8835

7:30 a.m. – 2:30 p.m.

LEA Medi-Cal Billing Option worksheets, Medical Administrative Claiming support, requisitions and purchases for special education and student services.

Kristi Grooms, Special Education Specialist – 933-8840

7:30 a.m. – 4:30 p.m.

IEPs for Special Day Class students, special education support, 504 Plans, preschool referrals,

Health Services

Vacant, Registered Nurse – 368-3580

Tuesdays & Thursdays 7:30 a.m. – 3:30 p.m. Wednesdays 7:30 – 12:00 p.m.

Health services, immunizations, vision and hearing screening, scoliosis screening, medication administration, kindergarten round-up, Emergency Health Care Plans.