

# 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-L – Tessie Nagy M-Z – Janice Swayze	4406 4407
Board Agenda/Minutes/Policies	Superintendent’s Office – Tammy Rhine	4202
Board of Education	Superintendent’s Office – Mark Richardson	4201
Budgets	Fiscal Services – Mary Andrade	4405
Bulk Mailing -Revolving Fund Checks Pickup	Fiscal Services – Monica Herrera Warehouse	4505 4511
CalPads & CBEDS	Information Services – Chris Hollins	4605
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 – Career Technical Education	LeeAnne Del Rio/Rebecca Jacobs	4217/4218
Curriculum Department	Curriculum – Arcy Pineda	4212
Data Uploads/STAR, CAHSEE, & Other	Information Services – Chris Hollins & Heydi Elenes	4605/4607
District Technology Committee Info	IT Department – Gabby Nunez	4222
Email Addresses	Web & Core Services- Iain Sinclair	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
Expulsions & Suspensions	Student Services – Dina Araizaga	4215
Field Trips	Transportation – Danielle Murillo	4712
Food Services Manager & Catering	Carla Hart	5658
Food Services	Cafeteria - PVHS – Amy Argentieri RHS & Delta - Chandra Lauer SMHS – Donna Baker	5675 2241 3754
Free & Reduced Meal Program	Business Services – Michele Beach/Melissa Wright	4402/4408
Furniture Purchases	Purchasing – Debbie Tromp	4502
Health Insurance Questions/Forms	Personnel – Tommi Berry	4206
H I V Task Force	Curriculum – Arcy Pineda	4212
Home/Hospital Instruction	Regular Ed – Georgianna Hernandez Special Ed – Frances Evans/Sandra Hernandez	1741 4221/4311
Inventory – Equipment/Furniture	Facilities & Construction – Anita Wickers	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 – Monica Herrera	4505
Multilingual-Migrant Education Program	Lincoln Street – Maribel Vargas-Meza	1602



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	<u>Department – Contact Person(s)</u>	<u>Extension</u>
Office Depot Catalog Orders	Purchasing –Debbie Tromp	4502
Payroll (Checks & Timesheets)	Payroll – Certificated – Maria Malkin	4412
	Classified – Polo Perez	4411
Personnel, Certificated & Substitutes	Personnel – Patti Parker	4303
Personnel, Coaches & AESOP	Personnel – Lupita Martinez-Perez	4304
Personnel, Classified	Personnel – Liz Enriquez	4302
Purchase Orders	Fiscal Services – Monica Herrera	4505
Purchase Requisitions	School Site - DHS – Elva Solorio	1701
	PVHS –Tami Barnum	5702
	RHS – Karen Townsend	2702
	SMHS – Myrna Flores	3702
Reimbursement Requests	Fiscal Services – Monica Herrera	4505
Special Education	Special Ed - Sandra Hernandez	4311
Student Information System (Aeries)	IT Department – Chris Hollins & Heydi Elenes	4605/4607
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	1702
	PVHS – Maria Esparza	5764
	RHS – Vanessa Guerrero	2725
	SMHS – Marina Rodriguez-Vargas	3736
Student Transfers/Open Enrollment	Instruction – Dina Araizaga	4215
Telephone Repairs - NEC	Maintenance – Lori Cook	4702
Telephone Repairs – SHORTEL	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 – Monica Herrera	4505
	Curriculum Dept. Only- Arcy Pineda	4212
U.C. Approved Course Adoption	Curriculum – Arcy Pineda	4212
Use of District Facilities	District Office - Lori Cook	4702
	DHS/RHS – Linda Dickinson	2259
	PVHS – Julie Norris	5276
	SMHS – Jevi Buck	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	2257/2259
	PVHS - Danial Mather	5275/5276
	SMHS - Ken Groppetti	3125/3131
Workers' Compensation Claims	Personnel – Tommi Berry	4206