

National School District

WHO TO CALL FOR WHAT 2011-2012

Account numbers/SACS

Activity Reports
Adapted PE
Administrative Panel Hearing (expulsions)
Adolescent Growth Education (AGE)
After-School Program
AIDS Curriculum
Alarms (procedures/information)
Assessment
Attendance accounting
Audiovisual repair

Erina Cowart

Liliana Enriquez
Rachel Pedregal
Veronica Calzada
Ricardo Gil
Sara Borbon
Ricardo Gil
Dian Sallee
Laura Aviles
Anna Buxbaum
Doug Smithdeal

7714

7701
7743
7750
7756
7749
7756
7770
7741
7710
7704

Barbecue (scheduling/request grill)

Before-School Program
Bell Schedules
Bilingual Education Program
Board agenda
Board policies
Board Room reservation
Border Voices Poetry
Boundary book (school assignment)
BTSA (Beginning Teacher Support Assessment)
Budget
Bulk Mailing/Postage
Business/HR Conference Room Reservation
Buy-Back (staff development)

Holly Bauer

Sara Borbon
Anna Buxbaum
Laura Aviles
Yvette Olea
Yvette Olea
Liliana Enriquez
Sara Borbon
Liliana Enriquez
Maria Dalla
Erina Cowart
Anna Buxbaum
Anna Buxbaum
Veronica Calzada

7733

7749
7710
7741
7700
7700
7701
7749
7701
7721
7714
7710
7710
7750

CBEDS (CA Basic Educational Data System)

CPM (Coordinated Program Monitoring)
CELDT/LAS (CA English Language Development Test)
Change of Address (employees)
CNS Printed Materials (extra menus)
CON APP
Comp time

Computer training
Computers
Concurrent Enrollments (CCEs)

Anna Buxbaum

Laura Aviles
Laura Aviles
Martha Sandoval
Holly Bauer
Laura Aviles
Debbie McDowell (classified)
Laura Valverde (certificated)
Laura Aviles
Larry Troisi
Veronica Calzada

7710

7741
7741
7729
7733
7741
7715
7724
7741
(e-mail)
7750

Consultant contracts	Anna Buxbaum	7710
Consultant payments	Jim Hudson	7716
Credentials	Sandy Ellis	7546
CSEA contract	Maria Dalla/Scott Harms	7721/7770
Curriculum lab	Ricardo Gil	7756
Custodians	Jerry O'Hara	7777
Custodians – subs	Jerry O'Hara/Sandy Ellis	7777//7546

DAC

DELAC		
Digital Video Camera		
Disaster Preparedness		
Distribution Center		
District Admin/School Activities' calendars		
Drug/alcohol awareness		

Sara Borbon

		7749
Laura Aviles		7741
Laura Aviles		7741
Rachel Pedregal		7743
Ricardo Gil		7781
Liliana Enriquez		7701
Rachel Pedregal		7743

Early Childhood Programs

(except Special Ed)

Educational Services Conf Room		
Educational Services Mini-Conf Room		
ELD Program		
Employee discount cards		
Employee evaluation forms (online)		
Employee list by site and assignment		
Employment verifications		
Enrollment Report		
Equipment pricing/purchasing		
Equipment repair		
Equipment – in-house work order to M & O		
Equipment		
Overhead projector		
Portable chart		
Portable light table		
Portable microphones		
VCR and monitor		
Incubators		
Model of ear/eye/skeleton/teeth/torso		
Exit Reason Discrepancies (ERDs)		

Rita Palet

8672

Laura Aviles		7741
Veronica Calzada		7750
Laura Aviles		7741
Martha Sandoval		7729
Martha Vazquez		7737
Martha Vazquez		7737
Martha Sandoval		7729
Jim Hudson		7716
Adriana Orendain		7718
Adriana Orendain		7718
Dian Sallee/Bob Harris		7770
Ricardo Gil		7756

Veronica Calzada		7750
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Field Trips	Ramona Stanard	7706
Fine Arts – Instrumental Music Program	Sara Borbon	7749
First aid supplies	Adriana Orendain	7718
Flyers for parents/groups (approval of distribution)	Veronica Calzada	7750
Food Safety	Holly Bauer	7733
Food Sales (authorization/pricing)	Holly Bauer/Jon Hansen	7733/7735
Forms (see attached listing)	http://nsd.us/business/forms.php	
GATE	Rachel Pedregal	7743
GENESIS	Veronica Calzada	7750
Gift forms	Anna Buxbaum	7710
Governing Board	Yvette Olea	7700
Grounds (maintenance of)	Bob Harris/Dian Sallee	7780/7770
History (District)	Jim Hudson	7716
Homeless students	Rachel Pedregal	7743
Home tutors	Rachel Pedregal	7743
Independent Study	Rachel Pedregal	7743
Instrumental Music Program	Sara Borbon	7749
Insurance (employee)	Debbie McDowell (classified)	7715
	Laura Valverde (certificated)	7724
Insurance (except Worker’s Comp & employee)	Anna Buxbaum	7710
Inter/intra-district attendance permits	Rachel Pedregal	7743
Job announcements and applications	Martha Sandoval	7729
Jury duty payments	Debbie McDowell (classified)	7715
	Laura Valverde (certificated)	7724
Kindergarten	Veronica Calzada	7750
Laminator/poster maker	Ricardo Gil	7756
LAND (President)	Alfonso Denegri	8250
LCD Projector	Laura Aviles	7741
Language Arts	Veronica Calzada	7750
Leave requests (employee balances)	Debbie McDowell (classified)	7715
	Laura Valverde (certificated)	7724
Leadership Meetings	Yvette Olea	7700
Library book information/lost/damage	Ricardo Gil	7756
Literacy	Veronica Calzada	7750
Lunch Applications (students)	Holly Bauer	7733

Maintenance of facilities	Bob Harris/Dian Sallee	7780/7770
Masonic Sixth Grade Citizenship Awards	Liliana Enriquez	7701
Medi-Cal Fee for Service Program	Evelyn Gonzales	7703
Meeting room reservations:		
Board Room	Liliana Enriquez	7701
Business/Human Resources conf room	Anna Buxbaum	7710
Ed Services Conference and Training	Laura Aviles	7741
Ed Services Mini Conference and Training	Veronica Calzada	7750
Mileage/travel claim	Jim Hudson	7716
Multiple Identifiers (MIDs)	Veronica Calzada	7750
NCETA Contract	Maria Dalla	7721
New employee orientation	Sandy Ellis	7546
Non-public school	Rachel Pedregal	7743
Noon supervisor	Martha Sandoval	7729
Nurses	Rachel Pedregal	7743
PAR (Peer Assistance Review) Council	Maria Dalla	7721
Parent complaints	Yvette Olea	7700
Parent involvement	School Principal	
Payroll:		
Salary placement	Sandy Ellis	7546
Deductions/health	Debbie McDowell (classified)	7715
	Laura Valverde (certificated)	7724
Deductions/voluntary	Debbie McDowell (classified)	7715
	Laura Valverde (certificated)	7724
Check distribution	Jim Hudson	7716
Pre-K (Prop 10)	Rita Palet	8672
Preschool	Rita Palet/Jessica Garcia/Carmen Medina	8670
Production Department	Connie Morales	7760
Professional growth units	Sandy Ellis	7546
Professional shelf library	Ricardo Gil	7756
Promotion certificates - sixth grade	Liliana Enriquez	7701
Promotion/Retention	Veronica Calzada	7750
Proposition 10	Rita Palet	8672
Psychologists	Rachel Pedregal	7743
Purchasing	Adriana Orendain	7718
Report cards	Veronica Calzada	7750
Revolving cash reimbursement	Anna Buxbaum	7710

Salary placement

SAT (Student Assistance Team)/SST
 SARB
 School Accountability Report Cards (SARC's)
 School Improvement
 School plans
 Schoolwide projects
 School Readiness
 Science
 Science Kit Checkout
 SELPA
 Sexual Harassment (employees)
 Sexual Harassment (students)
 Sixth grade camp
 Sixth grade camp (count/busing)
 SMILES/Smile Fitness Program
 Special Education
 Speech
 Staff Development
 STAR testing
 Stein Farm
 Stores orders
 Student Accident Reports (online only)
 Student activity funds
 Student locator-(GENESIS) public agencies
 Student Lunch applications
 Student placement
 Student records
 Student teachers
 Substitutes (availability for "school business" only)
 Substitutes
 Summer School (Camp WINGS)
 Summer School - Extended Year Program (Sp Ed)
 Superintendent's Roundtable

TB tests (employees)

Teacher/Classified Employee of the Year
 Technology Committee
 Technology training
 Telephone problems
 Testing (student)
 Textbooks (English and Spanish)/Prices
 Timecards

Sandy Ellis

Rachel Pedregal 7743
 Rachel Pedregal 7743
 Veronica Calzada 7750
 Laura Aviles 7741
 Laura Aviles 7741
 Laura Aviles 7741
 Rita Palet 8672
 Veronica Calzada 7750
 Ricardo Gil 7756
 Rachel Pedregal 7743
 Maria Dalla 7721
 Veronica Calzada 7750
 Anna Buxbaum 7710
 Ramona Stanard 7706
 Rachel Pedregal 7743
 Rachel Pedregal 7743
 Rachel Pedregal 7743
 Veronica Calzada 7750
 Laura Aviles 7741
 Veronica Calzada 7750
 Adriana Orendain 7718
 Anna Buxbaum 7710
 Anna Buxbaum 7710
 Liliana Enriquez 7701
 Holly Bauer 7733
 Veronica Calzada 7750
 Liliana Enriquez 7701
 Maria Dalla 7721
 Veronica Calzada 7750
 Sandy Ellis 7546
 Sara Borbon 7749
 Rachel Pedregal 7743
 Liliana Enriquez 7701

7546**Martha Sandoval**

Maria Dalla 7721
 Laura Aviles 7741
 Laura Aviles 7741
 Larry Troisi 7783
 Laura Aviles 7741
 Ricardo Gil 7756
 Debbie McDowell (classified) 7715
 Laura Valverde (certificated) 7724

7729

Timesheets (attendance)	Debbie McDowell (classified)	7715
	Laura Valverde (certificated)	7724
Timesheets (labor)	Debbie McDowell (classified)	7715
	Laura Valverde (certificated)	7724
Title 1	Laura Aviles	7741
Transitions to English (textbooks)	Ricardo Gil	7756
Translation (Spanish)	Yolanda Lopez	7754
Transportation (daily routing, scheduling)	Ramona Stanard	7706
Transportation (special education)	Rachel Pedregal	7743
Travel/mileage claims	Jim Hudson	7716
Travel packets (compilation of)	Liliana Enriquez	7701
Travel purchase orders	Anna Buxbaum	7710
Use of Facilities	Anna Buxbaum	7710
Vandalism (incidents of; i.e., graffiti, damage, etc.)	Dian Sallee	7770
Verification of attendance/birthdate for:	Liliana Enriquez	7701
immigration		
passports		
subpoenas		
visas		
Voicemail	Larry Troisi	7783
Web Site/Intranet	Timbrely Pearsley	7764
Who to Call for What List	Yvette Olea	7700
Work Requests (online only)	Bob Harris/Dian Sallee	7780/7770
Worker's Compensation	Debbie McDowell (classified)	7715
	Laura Valverde (certificated)	7724
Writing Committee	Veronica Calzada	7750
Xerox key operator (curriculum lab)	Liliana Enriquez	7701
Xerox key operator (Production Room)	Connie Morales	7760