

# Fiscal Services

**Brian Guggisberg, Director, Fiscal Services**

**Ext 20501**

Plan, Develop, Manage District Budget  
Direct District Accounting  
Direct Student Attendance Accounting  
Direct ASB Financial Activities  
Direct District Audit  
Grove Charter - Fiscal  
Mandated Costs  
Facilities Financing: GO Bonds, CFDs, COPs

## Student Attendance

Attendance Technician

**Billie Leckey** Ext 20519

## ASB Financial Activities

Middle Schools & OHS/DO

Account Clerk III

**Albert Goulmassian** Ext 20520

Account Clerk II

Vacant Ext 20517

CVHS

Account Clerk II:

**Vacant** Ext 34122

**Nellie Cantillo** Ext 34133

REVHS

Account Clerk II:

**Melinda Tuers** Ext 32160

**Debbie Palmer** Ext 32161

RHS

Account Clerk II:

**Mary Ann Vore** Ext 30129

**Nellie Cantillo** Ext 30128

## Risk Management Department

**Sylvia Morrison, Supervisor**

**Ext 20521**

Insurance (Property/Liability & Workers' Compensation)  
Employee Safety Training/Meetings  
Claims Processing/Investigation/Litigation  
Vandalism/Restitution

Workers' Compensation Insurance/Program  
Modified Work Program  
Student Accidents / Voluntary Insurance  
Compliance Programs

## Employee Benefits

Benefits/Risk Management Technician

**Karen Houston** Ext 20502

Employee H&W Benefits/COBRA

New Employee Orientation

## Accounting Department

**Linda Dougall Soto, Accounting Manager**

**Ext 20503**

Accounting and Payroll Oversight  
Quarterly Tax Reports  
Deferred Net Pay Coordinator

Internal Control Procedures

### Budget Analyst

**Cheri Grosz** Ext 20512

Budget Development & Monitoring  
Federal & State Reporting  
Revenue Distribution  
Time Accounting  
Construction Funds (14,21,25,35)  
Education Services  
Technology  
Medi-Cal Administrative Activities (MAA)

### Position Control Technician

**Penny McConnell** Ext 20511

Maintains Position Control Database  
Employee Position Attachment  
Payroll Encumbering

### Accounting Technicians

**Lynn Barzan** Ext 20510

Petty Cash Audits  
Healthy Start Programs  
State Preschool Grant  
Reprographic Charges  
Reconcile Cash Clearing Acct.  
Special Education Grants  
Budget Monitoring:  
Bryn Mawr, Cram, Franklin, Judson & Brown,  
McKinley, Lugonia, Smiley, Victoria, Beattie,  
Moore, RHS, OHS, Student Services,  
Child Development, Business Services  
Special Services  
Child Nutrition Services

**Angel Villa** Ext 20509

District Invoicing  
Petty Cash Audits  
Centralized GATE Program  
EMON Transfers  
Budget Monitoring:  
Arroyo Verde, Crafton, Highland, Grove, Kimberly,  
Kingsbury, Mentone, Mariposa, Clement, Cope,  
Citrus Valley(CVHS), REV, Human Resources,  
Superintendent, Transportation, Maint/Service Cent  
Adult Education, RISE, eAcademy

### Account Clerk III's

**Geraldine Patterson** Ext 20518

Warehouse Inventory Control  
Cash Receipts/Deposits  
Transportation Report/Distribution  
Postage Charges

**Kami Tolar** Ext 20515

Contract Payments  
State School Building Programs  
Revolving Cash Fund  
CAL-Card/B of A Payments  
Utility Payments

### Account Clerk II's

**Tricia Djanbatian** Ext 20512

Accounts Payable A through K  
Textbooks, Spouse Medical, Office Depot

**Tonia Reffner** Ext 20513

Accounts Payable L through Z  
Conference/Mileage Reimbursement  
Benefits Premiums, Attorney Fees

### Payroll/Benefits Technicians

**Jennifer Murray** Ext 20508

Classified Hourly Payroll  
Attendance

**Jamie Rocha** Ext 20506

Certificated Contract/Hourly Payroll  
Attendance

**Heather Rendleman** Ext 20504

Classified Contract Payroll  
Attendance

### Data Mgmt Report Compliance Analyst

**Edwin Angel-Aparicio** Ext 20505

Federal & State Personnel Reporting  
Employee Database & Maintenance  
Hourly Sick Leave Balance

**Purchasing Department**

**Carol Oedekerck, Manager**

**Ext 20701**

Contract Management  
Bids and CUPCAA  
Maintenance Agreements  
Training on Financial 2000

**Purchasing Assistant**

**Amy Drummond** Ext 20703

Computer Equipment/Software  
Furniture (Office, Kitchen, Classroom)  
Technology  
Warehouse (Stores Only)

**Buyer II's**

**Sandra Mansell** Ext 20705

Athletic, Books, Ceramics,  
Dues, Food Service, Health, Income, Legal,  
Maintenance Agreements, Misc. Inst. Supplies,  
Newspapers, Playground Equipment, Software,  
Subscriptions, Transportation

**Kevin Garcia** Ext 20702

Audio Visual Equipment/Conferences  
[Registration], Fees, Fac  
Field Trips,  
Open Orders, Service Center

**Ingrid Koker** Ext 20704

Ceramics, Copiers, Consultant >\$5000, Custodial, Conferences-J&B&Lugo  
Copiers, Custodial, Facilities, Fixed Asset Inventory, Maintenance,  
Printers, Office Supplies (Not Open Orders), Reprographics,  
Text Books, Toners, Transportation

**Supply Center**

**Russell Holecek, Warehouse Foreman**

**Ext 24120**

**Warehouse Worker II**

**Doug Harding**

Assist in Scheduling/Leading  
Warehouse/Delivery Driver Personnel  
Receive Warehouse Goods/Supplies  
Assist in Maintaining Warehouse

**Warehouse Worker I**

**Manuel Ruiz**

Store Received Goods/Materials  
Fill Warehouse Requisitions/Orders  
Assist in Loading Vehicles  
Assist with Deliveries  
Deliver & Pick Up Intra-District/USPO Mail,  
Prepared Hot and Cold Foods

**Delivery Drivers**

**Tim Whitman**

**Cindy Ortiz**

**Miguel Ruiz**

**Tony Salazar**

Assist in Receiving Warehouse Supplies  
Load Delivery Vehicles  
Deliver & Pick Up Intra-District/USPO Mail,  
Prepared Hot and Cold Foods

**Reprographics**

**Reprographics Technician II**

**Kevin Crawford** Ext 20721

Set up/Operate Offset Presses,  
Riso/Duplo-Type Duplicators,  
Digital Copiers, and Platemakers  
Perform Paste-Up, Stripping,  
Layout Functions  
Computerized Graphics Layout  
and Design, Spread Sheets

**Reprographics Technician I**

**David Butt** Ext 20721

Set-Up/Operate Bindery and  
Riso/Duplo-Type Duplicators,  
and Digital Copiers  
Computerized Graphics Layout  
and Design, Spread Sheets  
Layout Functions

**Reprographics Service Technician**

**Joe Ramos**

**Ext 20725**

**Cell: 724-8942**

Repair/Maintain Digital & Analog Copiers,  
Fax Machines, Duplicators