

Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

SUPERINTENDENT		
Dr. Steve Martinez		
	NAME	extension
Contact	Melinda Sandridge, Executive Assistant Senior	50161
Contact	Sharon Hally, Executive Assistant Senior	50902
Oversight	<ul style="list-style-type: none"> • Administrative/Board Support • Signature Items for District/State and Federal Compliance Documents, Grant Awards, Contract, etc. • Agenda On-Line/Board Meetings and Preparation • Board Policy • Conflict of Economic Interest Form - 700 • Superintendent/Board Members' Calendars • Board Invitations and Request to School Activities • Notary Services - (by appointment only w/S. Hally) • Labor/Management Collaboration Meetings • Professional Development Assistance for Administrative Professionals Group • Community/Local Government Engagement and Partnerships • Administrative Services • Instructional Services – Innovation, Research & Design • Teaching & Learning - School Leadership (Elementary) • Teaching & Learning - School Leadership (Secondary Education) 	
ADMINISTRATIVE SERVICES		
Bill McGuire, Deputy Superintendent		
	NAME	extension
Contact	Nicole Smith, Executive Assistant II	50139
Contact	Yasmina Flores, Executive Assistant II	50356
Oversight	<ul style="list-style-type: none"> • Business Services 	

Updates/Changes

Please contact Melissa Gettler at melissa.gettler@twinriversusd.org or extension 50856

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	<ul style="list-style-type: none"> • Communications • Fiscal Services • General Services • Human Resources • Information & Education Technology • Legal Services • Nutrition Services • Police Services • Purchasing Services • Transportation Services 	
Business Support Services		
Greg Rash, Director		50121
Oversight	<ul style="list-style-type: none"> • Americans Disability Act (ADA) Compliance • Catapult Emergency Management System • Compliance District Liability (Claims/Lawsuits) • Comprehensive Site Safety Plan • Crossing Guards (Old NSSD and DPHSD only) • District Office (D.O.) Automated Access System • District Insurance Requirements • District Property Loss (Prevention/Financial Recovery) • D.O. Property Management • D.O. Work Orders • Emergency Operations Safety Officer • Employee Accident Investigations • Employee Safety • Environmental Protection Agency (EPA) #s Assignment • Hazardous Materials Business Plans • Hazardous Waste Removal • Injury & Illness Prevention Program 	

Updates/Changes

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	<ul style="list-style-type: none"> • McClellan Park Liaison • Sacramento County Environmental Management Department (EMD) Violations • Sacramento County Probation Department Restitution Requests • Safety Data Sheets • Schools Insurance Authority Liaison • Sharps Container Disposal/Replacement • Student Athletic Insurance Requirements • Student Expired Medication Disposal • Student Safety • WeTip Liaison (Anonymous Crime Reporting System) 	
Communications		
Zenobia Gerald, Director		
	NAME	extension
Contact	Melissa Gettler, Administrative Secretary	50856
Oversight	<ul style="list-style-type: none"> • District Calendar of Events and District Directory • Emergency Cards • Employee Recognition Programs • Outreach and Engagement • Request for School Coverage Event (communications@twinriversusd.org) • School Fact Sheets • Student & Family Handbook • Third Party Flier Review and Distribution 	
Contact	James Tan, Marketing & Communications Specialist	50154
Oversight	<ul style="list-style-type: none"> • Blackboard Connect Administration and District Autocalls • Marketing/District Schools • Publications • Social Media 	
Contact	Roman Rykun, Multimedia Production Specialist	50144

Updates/Changes

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Oversight	<ul style="list-style-type: none"> • Event Photography/Videography • Training Videos 	
Purchasing		
Ruth Hall, Director		
Debra Gordon, Manager, Contracts & E-Rate		
MaryAnn McCarty, Supervisor, Purchasing Services		
	NAME	extension
Contact	Dawn Jones, Administrative Secretary	50311
Oversight	<ul style="list-style-type: none"> • District Cell Phones • Maintain Database for Contracts and post to Board Agenda for approval 	
Contact	Tina Hernandez, Buyer	50675
Oversight	<ul style="list-style-type: none"> • Account Management • Ambulance Service Contract • Copiers • Purchase Order Quotes 	
Contact	Kao Lee, Purchasing Assistant	50183
Contact	Alicia Tayag, Purchasing Assistant	50674
Sue Toledo, Manager, Warehouse/Print & Mail Services		
	NAME	extension
Contact	Michael Kaley, Graphics & Document Coordinator	50677
Oversight	<ul style="list-style-type: none"> • Brochures • Graphic Designs • Posters/Banners • Reproduction of Forms/Binding/Packaging 	
Contact	Teri Kuta, Document Publishing Tech Senior	50676
Oversight	<ul style="list-style-type: none"> • Brochures • Mail Preparation 	

Updates/Changes

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	<ul style="list-style-type: none"> • Mail Services Lead • Reproduction of Forms/Binding/Packaging 	
Contact	Rachel Kennedy, Document Publishing Technician	50688
Oversight	<ul style="list-style-type: none"> • Brochures • Reproduction of Forms/Binding/Packaging 	
Contact	Sarah Fogal, Mailroom Technician	50711
Oversight	<ul style="list-style-type: none"> • Mail Services and Preparation 	
Contact	Vince Navarrette, Warehouse Distribution Coordinator	50683
Oversight	<ul style="list-style-type: none"> • Gear Trucks • Inventory Control • Lead in the Operations & Maintenance of Central Warehouse • Receiving of District Goods • Request to Move 	
Contact	Steve Hernandez, Warehouse Distribution Specialist	50684
Oversight	<ul style="list-style-type: none"> • Receiving of All Materials and Supplies 	
Contact	Adam Jones, Warehouse Distribution Specialist	50685
Oversight	<ul style="list-style-type: none"> • Receiving of All Materials and Supplies 	
Contact	Heather Reyes, Asset & Inventory Control Specialist	50672
Fiscal Services		
Kate Ingersoll, Executive Director		
	NAME	extension
Contact	Leslie Adlesperger, Administrative Assistant II	50123
Oversight	<ul style="list-style-type: none"> • QCC Contact • Orders and Payments 	
Contact	Terrie Rhodes, Attendance Accounting Analyst	86302
Oversight	<ul style="list-style-type: none"> • Audit School Site Attendance Reports and Enrollment 	

Updates/Changes

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	<ul style="list-style-type: none"> • Provides technical assistance in AERIES related to attendance • Short-term Independent Study Review 	
Contact	Debbie Aiello, Attendance Data Technician	86303
Oversight	<ul style="list-style-type: none"> • Audit Attendance Site Reports • Short-term Independent Study Review • Troubleshoot AERIES relating to Attendance and Enrollment 	
Contact	Pam Johns, Attendance Data Technician	86304
Oversight	<ul style="list-style-type: none"> • Audit Attendance Site Reports • Troubleshoot AERIES relating to Attendance and Enrollment • Short-term Independent Study Review 	
Contact	Denisa Marquez, Fiscal Analyst	86304
Oversight	<ul style="list-style-type: none"> • Associated Student Body 	
Barbara Mitchell, Director, Budgetary Accounting		
	NAME	extension
Contact	Jennifer Brown, Budget Analyst Senior	50127
Oversight	<ul style="list-style-type: none"> • Position Control and Budgets 	
Contact	Bonnie Crotts, Budget Analyst Senior	50126
Oversight	<ul style="list-style-type: none"> • Position Control and Budgets 	
Contact	Jorge Godinez, Budget Analyst Senior	86329
Oversight	<ul style="list-style-type: none"> • Position Control and Budgets 	
Contact	Janis Berry, Budget Technician	86305
Oversight	<ul style="list-style-type: none"> • Please see the Budget Technician's Program/Department Responsibility List 	
Contact	Janelle Bosick, Budget Technician	86308
Oversight	<ul style="list-style-type: none"> • Please see the Budget Technician's Program/Department Responsibility List 	
Contact	Jillmee Cha, Budget Technician	64473
Oversight	<ul style="list-style-type: none"> • Please see the Budget Technician's Program/Department Responsibility List 	

Updates/Changes

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Contact	Bethany Linder, Budget Analyst	86306
Oversight	<ul style="list-style-type: none"> • Reporting • Trainer • Please see the Budget Technician's Program/Department Responsibility List 	
Contact	Rob Roach, Budget Technician	86307
Oversight	<ul style="list-style-type: none"> • Please see the Budget Technician's Program/Department Responsibility List 	
Contact	Tizzy Wu, Budget Technician	86328
Oversight	<ul style="list-style-type: none"> • Consolidated Application and Reporting System (CARS) • Documentation of Personnel Expenses Report • Please see the Budget Technician's Program/Department Responsibility List 	
Contact	Xue Her, Accounting Clerk	86327
Rita Kilkenny, Manager, Accounts Payable		
	NAME	extension
Contact	Jenny Thao, Financial Accountant	86324
Oversight	<ul style="list-style-type: none"> • Accounts Receivable - Invoicing and Deposits 	
Contact	Teresa Garcia, Accounting Technician Senior	86325
Oversight	<ul style="list-style-type: none"> • Accounts Receivable - Invoicing and Deposits 	
Contact	Vickie Bird, Accounting Technician	50912
Oversight	<ul style="list-style-type: none"> • Payments to Vendors and Reimbursements (I - M) 	
Contact	Tena Garcia, Accounting Technician	50914
Oversight	<ul style="list-style-type: none"> • Payments to Vendors and Reimbursements (D - H) 	
Contact	Michelle Greenfield, Accounting Technician	50911
Oversight	<ul style="list-style-type: none"> • Payments to Vendors and Reimbursements (N - P) 	
Contact	Arleen Martinez, Accounting Technician	50909
Oversight	<ul style="list-style-type: none"> • Payments to Vendors and Reimbursements (A - C) 	
Contact	Luda Manzyuk, Accounting Technician	50913

Updates/Changes

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Oversight	• Payments to Vendors and Reimbursements (Q - S)	
Contact	Krystle Mays, Accounting Technician	50910
Oversight	• Payments to Vendors and Reimbursements (T - Z)	
Ellie Winter, Director, Financial Services		
Brenda Shine, Supervisor, Payroll & Benefits		
	NAME	extension
Contact	Xeng Her, Administrative Secretary	86326
Contact	Vesna Cha, Payroll Assistant	86320
Oversight	• Pay Warrant Distribution & Absences	
Contact	OPEN, Payroll Assistant	
Oversight	• Pay Warrant Distribution & Absences	
Contact	Gina Velez-Balay, Payroll and Benefits Plans Analyst	86322
Oversight	• Retirees	
Contact	Marsha Wollenberg, Payroll and Benefits Plans Analyst	86323
Oversight	• 403B and 457b	
Contact	Gina Shannon, Benefits Plan Technician	86318
Oversight	• Employee Benefits (M - Z)	
Contact	Laura Walker, Benefits Plans Technician	86319
Oversight	• Employee Benefits (A - L)	
Contact	Sining Cinense, Payroll Technician	86314
Oversight	• Payroll (J - MA)	
Contact	Quvina Coleman, Payroll Technician	86321
Oversight	• Payroll (A - B) • Levy, TRSPA extra duties	
Contact	Tamara Bearden, Payroll Technician	86317
Oversight	• Payroll (T - Z)	

Updates/Changes

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Contact	Jennifer Macias-Sweeney, Payroll Technician	86313
Oversight	• Payroll (F - I)	
Contact	Linda Makley, Payroll Technician	86316
Oversight	• Payroll (RE - S)	
Contact	Marisela Nix, Payroll Technician	86312
Oversight	• Payroll (C - E)	
Contact	Joanna Wade, Payroll Technician	86315
Oversight	• Payroll (MC - RA)	
General Services		
Kim Barnett, Executive Director		
Mark Giugni, Manager, Facilities Planning and Efficiency		
Eloy Vento, Manager, Facilities Planning and Efficiency		
	NAME	extension
Contact	Eyvonne Hendricks, Administrative Secretary Senior	50328
Oversight	<ul style="list-style-type: none"> • Custodial Services • Energy/Conservation • Facilities • General Services • Maintenance Operations 	
Contact	Victoria Garcia, Budget Analyst Senior	50511
Contact	Jennifer Kennedy, Accounting Technician	50473
Contact	Rikk Keomanivong, Facility Services Specialist	50271
Oversight	<ul style="list-style-type: none"> • Developer Fees • Facilities Use • Financial Record Keeping • SchoolDude 	

Updates/Changes

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Perry Herrera, Director, Facilities		
Beth Brose, Project Manager		
Elizabeth Villagomez, Capital Project Assistant I		
	NAME	extension
Contact	Mark Andreyev, Administrative Secretary	50281
Oversight	<ul style="list-style-type: none"> • Facilities • Facilities Financial Recordkeeping 	
Armando Orozco, Director, Maintenance and Operations		
Daun Manning, Maintenance Manager		
Sal Lorta, Maintenance Manager		
Joseph Calhoun, Supervisor		
OPEN, Supervisor		
	NAME	extension
Contact	Vicky Gunter, Administrative Secretary	50511
Oversight	<ul style="list-style-type: none"> • Custodial • Maintenance Operations • Maintenance Operations Financial Recordkeeping 	
Contact	Becky Delgado, Administrative Clerk Senior	50452
Oversight	<ul style="list-style-type: none"> • Carpeting • Electrical • Glass, Locks, Floors • Grounds/Landscape • HVAC • Roofing • Work Orders 	

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Luis Huerta, Manager, Custodial Operations		
OPEN, Supervisor, Custodial Services		
OPEN, Supervisor, Custodial Services		
	NAME	extension
Contact	Zour Xiong, Administrative Clerk	50226
Oversight	<ul style="list-style-type: none"> • Custodians • Substitute Custodians 	
Human Resources/Labor Relations		
Gina Carreón, Assistant Superintendent		
	NAME	extension
Contact	Marisela Flores, Executive Assistant I	50352
Oversight	<ul style="list-style-type: none"> • Board Items • EEOC/Lawsuits • Negotiations 	
David Robertson, Director, Labor Relations		
	NAME	extension
Contact	Penny Kielman, Administrative Assistant I	50357
Oversight	<ul style="list-style-type: none"> • Compliance Requirements • Hiring and Recruitment • Student Teachers 	
Betty von Werlhof, Director, Labor Relations		
	NAME	extension
Contact	OPEN, Administrative Assistant I	
Oversight	<ul style="list-style-type: none"> • Attendance Issues, Discipline • Employee Complaints/EEOC • Fingerprint Scheduling • Grievances, Mediation • Support Plan Development/Resources 	

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Contact	Layle Bojanski, Manager - Certificated	50363
Oversight	<ul style="list-style-type: none"> • Credential Analysis • Hiring/Processing Certificated Employees 	
Contact	Rene Wells, Manager	50364
Oversight	<ul style="list-style-type: none"> • Absence Analysis/Review • Disability Management • Modified Duty Analysis 	
Contact	Nicole Zehnder, Manager - Classified	50361
Oversight	<ul style="list-style-type: none"> • Contract Interpretation • Hiring/Processing Classified Employees • PAFs, Staffing, Classified Summer School Assignments • Seniority List 	
Contact	Allison Ambálova, Technician	50358
Oversight	<ul style="list-style-type: none"> • AESOP • Data Request Tracking • Substitutes 	
Contact	Amber Lynch, Technician	50048
Oversight	<ul style="list-style-type: none"> • Recruitment and Hiring Process 	
Contact	Colleen Mulligan, Technician	50376
Oversight	<ul style="list-style-type: none"> • AESOP • Student Employment • Substitutes 	
Contact	Jennifer Valencia, Technician	50382
Oversight	<ul style="list-style-type: none"> • Coaches • Compliance: TB, Credential Expiration, CPR, Mandated Reporting Training, Annual Notifications • Employment • Overages • Units/Professional Growth 	

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	• Verification Stipends	
Contact	Pang Yang, Technician	50365
Oversight	• Disability Management	
Contact	Elizabeth Saldana, Receptionist	50043
Oversight	• Volunteers	
Contact	Anny Prachanpheng, HR Assistant	50366
Oversight	• Fingerprint Processing • Volunteers	
Information and Educational Technology		
Russell Selken, Executive Director		
	NAME	extension
Contact	Kari Roberts, Administrative Secretary Senior	50889
Contact	Jamie Manalo, Technology Service Specialist	55501
	• Application Analyst and Support	
Jeremy Briggs, Manager, Tech Projects/Systems Integration/User Support		
Contact	Conor Allison, IT User Support Technician Senior • Work Station and Site Support	55523
Contact	Martin Benko, IT User Support Technician • Work Station and Site Support	55512
Contact	Stacie Chernykh, IT User Support Technician • Work Station and Site Support	55542
Contact	Rick Childress, IT User Support Technician • Work Station and Site Support	55535
Contact	Clark Guerts, IT User Support Technician Senior • Work Station and Site Support	55514
Contact	Debbie Hegenderfer, IT User Support Technician Senior • Work Station and Site Support	55517

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Contact	Marylou Heu, IT User Support Technician • Work Station and Site Support	64472
Contact	Shane Kennedy, IT User Support Technician • Work Station and Site Support	55541
Contact	Mike Lara, IT User Support Technician Senior • Work Station and Site Support	55546
Contact	Charles McGimsey, IT User Support Technician Senior • Work Station and Site Support	55519
Contact	Jason Nussbaum, IT User Support Technician • Work Station and Site Support	55548
Contact	Krissy Pancho, IT User Support Technician • Work Station and Site Support	55555
Contact	Azim Sharifi, IT User Support Technician • Work Station and Site Support	55524
Contact	Brittany Smith, IT User Support Technician Senior • Help Desk and Site Technician	55515
Contact	Ray Valdez, IT User Support Analyst • Help Desk and Site Technician	55511
Robert Wilcox, Manager, Network & Systems Operations		
Contact	Ernie Alvarez, IT Cable/Infrastructure Technician • Cable Installation and Support	55531
Contact	Shane Gifford, Network Analyst • Server Implementation and Operational Support	55544
Contact	Ken Gillespie, Systems Administrator • Server Implementation and Operational Support	55533
Contact	Joni Jones, Network Administrator	55537

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	<ul style="list-style-type: none"> • Network Electronic Implementation and Support 	
Contact	John Matsuo, Systems/Applications Analyst Senior <ul style="list-style-type: none"> • Server Implementation and Operational Support 	55534
Contact	Bogdan Maystrishin, IT Network Analyst <ul style="list-style-type: none"> • Network Switch Installation and Support 	55539
Contact	Edward Salinas, IT Cable/Infrastructure Technician <ul style="list-style-type: none"> • Cable Installation and Support 	55536
Contact	Raul Sandoval, Systems/Applications Analyst <ul style="list-style-type: none"> • Server Implementation and Operational Support 	55535
Contact	David Vang, IT Network Analyst <ul style="list-style-type: none"> • Network Switch Installation and Support 	55526
Richard Benz, Manager, Applications & Database		
Contact	Nicolas Althiser, Applications & Data Architect <ul style="list-style-type: none"> • Web Developer 	55561
Contact	Kevin Hall, Database Administrator <ul style="list-style-type: none"> • Database and Applications Support 	55563
Contact	Joyeeta Majumdar, Database Administrator Senior <ul style="list-style-type: none"> • Database and Applications Support 	55564
Contact	Joe Messteri, Applications Developer <ul style="list-style-type: none"> • Web and Application Development and Support 	55562
Contact	David Peterson, Database Administrator <ul style="list-style-type: none"> • Database and Applications Support 	55521
Lucas Machado, Coordinator, Educational Technology		
Jennifer Kramer, Coordinator, Instructional Technology		
	NAME	extension
Oversight	<ul style="list-style-type: none"> • BTSa Support • Illuminate 	

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	<ul style="list-style-type: none"> • Professional Development Support • TRU Tech and Tech Ex 	
Nutrition Services		
Jill Van Dyke, Director		
	NAME	extension
Contact	Debbie Davis, Administrative Secretary	50502
Oversight	<ul style="list-style-type: none"> • Department/District Policies and Procedures • District Meal Program Advisor • External Funding Opportunities • Federal and State Program Compliance • Monitor Budget and Financial Commitments • New Program Development and Implementation 	
Leslie Pring, Operations Manager		
Oversight	<ul style="list-style-type: none"> • After School Supper Program • Chef Rio Coordinator • Field Supervisors Supervision • Food Safety and Sanitation/Health Department NS Fiscal Services Supervision • Kitchen/Facility Use • NS Equipment Inventory and Purchases • NS Equipment Repairs & Maintenance • NS Staff Development • NS Vendor Services – Linens, Pest Control, Food & Supplies • NS Workers Compensation • ROP Program Development • Salad Bar Program • Student Food Fairs • Substitute Staffing • Summer School/Seamless Summer Meals • Vending Program 	50532

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Michael Carrick, Accounting Supervisor		
Oversight	<ul style="list-style-type: none"> • Accounting Staff Supervisor • After School Program Data • Bank Reconciliations • Budget Prep and Analysis • CNIPS Reporting • Deposit Security • Direct Payments • Interfund Transfers • Inventory Control • Journal Entries • Payables and Receivables • PreK Accounting & Management • Purchase Orders • State Claim Reporting 	50503
Lisa Vorce, Nutritionist		
Oversight	<ul style="list-style-type: none"> • Dairy Council Curriculum • Dietetic Intern Program • Fresh Fruit and Vegetable Program • HealthyUS Challenge • Non-Program Foods Menu Planning/School Menu Planning • NS Marketing • Nutritional Analysis • Program Development • Special Dietary Needs • State and Preschool Menu Certifications • Student/Parent Nutrition Education • Wellness Policy 	50514
Contact	Louise Romo, Buyer	61409

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Oversight	<ul style="list-style-type: none"> • Classroom Party Foods • Commodity Diversions • Competitive/Non-Program Foods • Delivery Logistics • Inventory Data • Field Trip Meals • Food Bids • Menu Development • Production Records • Process Food Orders for all Meal Programs • Special School Events • Vendor Contacts 	
Contact	Mary Burns, Café Services Team Leader II	51176
Oversight	<ul style="list-style-type: none"> • Food Ordering • Routing Coordinator • Supper Program Coordinator 	
Contact	Kristina Mason, Purchasing Assistant	76901
Oversight	<ul style="list-style-type: none"> • Assist Nutrition Services Buyer • Food Cost and Expense • Food Specifications • Process Food Orders • Recipe Book Data Entry • Testing Snack Program Coordination 	
Contact	Jason Boschee, Administrative Clerk Senior	50529
Oversight	Assist Nutritionist in: <ul style="list-style-type: none"> • Nutrition Education • Assist Services Marketing • Program Development 	

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	<ul style="list-style-type: none"> • Special Events 	
Contact	Brandie Sepetaio, Administrative Services Technician	50527
Oversight	<ul style="list-style-type: none"> • Homeless, Migrant, Runaway, Foster Contact • Eligibility Compliance • Meal Application Processing and Verification • Meal Application Staff Training • NutriKids Financial Tracking • Return Check Processing • Secondary Orientations 	
Contact	Chelsea Hahner, Account Clerk Senior	63827
Oversight	<ul style="list-style-type: none"> • Account Reconciliation • Daily Cash Receipts • Invoice Processing • Nutrition Staff Scheduling • Statistical Records • Recipe Book Data Entry 	
Contact	Heidi Ordonez, Account Clerk Senior	50518
Oversight	<ul style="list-style-type: none"> • Data Collection • Deposit Reconciliation • Financial Tracking • Payroll Processing • PAFs • Supper Program Data Processing 	
Contact	Katie Hansberry, Administrative Clerk	50312
Oversight	<ul style="list-style-type: none"> • Deposit Reconciliation • Invoice Processing • Mail Distribution • Menu Design 	

Updates/Changes

Please contact Melissa Gettler at melissa.gettler@twinriversusd.org or extension 50856

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

	<ul style="list-style-type: none"> • Nutrition Staff Scheduling Assistant • Program Assistance 	
Cynthia Amaro, Field Supervisor		
Oversight	<ul style="list-style-type: none"> • Creative Connections Arts Academy 7 - 12 • Foothill High • Foothill Ranch Middle • Futures High - GCC • Grant Union High • Highlands High • Miles P. Richmond • North Area Community Day School • Norwood Junior High • Nova Opportunity Program • Pacific Career and Technology High • Pathways at Pacific High • Rio Linda High • Rio Linda Preparatory Academy • Rio Tierra Junior High • SCOE Elinor Hickey Jr/Sr High • SCOE Leo Palmiter Jr/Sr High • Smythe Academy of Arts & Science 7 - 8 • Vista Nueva Career & Technology High 	50505 (916) 842-8140 Cell
Lori Marson, Field Supervisor		
Oversight	<ul style="list-style-type: none"> • Allison Elementary • CCCS Gateway International, Empowering Possibilities (EPIC) • Creative Connections Arts Academy K - 6 • F.C. Joyce Elementary • Foothill Oaks Elementary 	61909 (916) 825-6941 Cell

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

	<ul style="list-style-type: none"> • Frontier Elementary • Hillsdale Elementary • Kohler Elementary • Madison Elementary • Oakdale Elementary • Pioneer Elementary • Ridgepoint Elementary • Sierra View Elementary • Village Elementary • Vineland Elementary • Woodridge Elementary and Preschool 	
Georgina Hahner, Field Supervisor		
Oversight	<ul style="list-style-type: none"> • CCCS Camellia, CCCS McClellan Elementary, CCCS Rio Linda Blvd. Annex • Castori Elementary • Dry Creek Elementary • Fairbanks Elementary • Garden Valley Elementary • Hagginwood Elementary • Harmon Johnson Elementary • Hazel Strauch Elementary • Higher Learning Academy - GCC • Morey Avenue Early Childhood Development Center • Noralto Elementary • Northwood Elementary • Orchard Elementary • Pacific Preschool and Toddlers • Rafferty Elementary - GCC • Regency Park Elementary • SAVA vending programs 	<p>50504 (916) 825-6928 Cell</p>

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

	<ul style="list-style-type: none"> • Skvarla Elementary - GCC • Smythe Academy of Arts & Sciences K - 6 • Westside Elementary • Westside Preparatory Charter • Woodlake Elementary 	
Kim Thomas, Field Supervisor - Supper Program		
Oversight	<ul style="list-style-type: none"> • Castori Elementary • D.W. Babcock Elementary • Del Paso Heights Elementary • Dry Creek Elementary • F.C. Joyce Elementary • Fairbanks Elementary • Foothill High • Foothill Oaks Elementary • Foothill Ranch Middle • Frontier Elementary • Futures High - GCC • Garden Valley Elementary • GCOA Pavilion Elementary (NSLP) • Grant High and West Campus • Hagginwood Elementary • Harmon Johnson Elementary • Hazel Strauch Elementary • Higher Learning Academy - GCC • Highlands High • Hillsdale Elementary • Kohler Elementary • Madison Elementary • Martin Luther King Jr. Technology Academy 	(916) 825-6955 Cell

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

- Morey Avenue Early Childhood Development Center
- Noralto Elementary
- Northwood Elementary
- Oakdale Elementary
- Orchard Elementary
- Pioneer Elementary
- Rafferty Elementary - GCC
- Ridgepoint Elementary
- Rio Linda High
- Rio Linda Preparatory Academy
- Rio Tierra Jr. High
- Sierra View Elementary
- Skvarla Elementary - GCC
- Smythe Academy of Arts & Sciences
- Village Elementary
- W.A. Allison Elementary
- Westside Elementary
- Woodlake Elementary
- Woodridge Elementary

Police Services

David Lugo, Interim Chief

	NAME	extension
Contact	Gina Carrozzo, Police Administrative Analyst	50571
	Interim Chief David Lugo: <ul style="list-style-type: none"> • Budget & Organizational Management • Community Liaison • Police Information and Technology • Regional Law Enforcement Agencies Liaison 	

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

Interim Lieutenant Arlin Kocher:

- Administrative Investigations
- Contract Law Enforcement Services
- Field & Communication Training Coordinator
- Operations
- Recruiting & Hiring

Sergeant Matthew Scott:

- Department Emergency
- Preparedness Liaison Police Fleet
- Regional Terrorism Liaison Officer
- School Resource Officers Supervisor

Sergeant Frank Spino:

- Investigations Supervisor
- Range and Officer Tactics Training Coordinator
- School Resource Officers Supervisor

Transportation

Timothy Shannon, Director

Raymond Manalo, Manager, Vehicle Maintenance

Victoria Sanchez, Manager, Transportation Planning

Fred Covington, Supervisor

Daniel Beam, Supervisor

	NAME	extension
Contact	Linda Lemon, Administrative Secretary	51021
Oversight	<ul style="list-style-type: none"> • Transportation Calendar • Transportation Planning 	
Contact	Sue Alford, Accounting Clerk Senior	51027
Oversight	<ul style="list-style-type: none"> • Field Trip Billing 	

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

	• Transportation Accounting	
Contact	Erika Saber, Accounting Clerk Senior	51034
Oversight	• Transportation Attendance • Transportation Payroll	
Contact	Megan Rowlett, Accounting Clerk	50129
Oversight	• Field Trip Scheduling • Vehicle Rental	
Contact	Federico Demarchi, Transportation Scheduler/Dispatcher	51053
Oversight	• Dispatcher	
Contact	Connie Crowley-Quiepo, Transportation Router	51033
Oversight	• Bus Routes/Regular Ed./SPED	
Contact	Doretta Vancil, Transportation Scheduler/Dispatcher	50135
Oversight	• Dispatcher	
Contact	Christine Coleman, Transportation Scheduler/Dispatcher	50152
Oversight	• Dispatcher	
INSTRUCTIONAL SERVICES		
INNOVATION, RESEARCH & DESIGN		
Dr. Sara Noguchi, Associate Superintendent		
	NAME	extension
Contact	Monica Sanchez Lopez, Executive Assistant II	50034
Oversight	• Adult Education • Assessment and Accountability • Career Technical Education • Charter Schools • Early Childhood Education • Education Technology • Foster Youth	

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

	<ul style="list-style-type: none"> • Head Start • Multi-Tier Support System (MTSS) • Parent and Student Engagement • Promise Zone • Reading Partners • Student Services • Teacher Induction • Visual and Performing Arts 	
Arts & Career Education/Adult Education		
Jackie White, Director		
Danise Egan, Coordinator		
	NAME	extension
Contact	Penny Saiyarath, Administrative Secretary Senior	50409
Contact	Cassi Glenn, Administrative Clerk Senior	63703
Contact	Keenya Powell, Program Developer - CTE	50178
Contact	Nataliya Linevich, Program Specialist - VAPA	50130
Contact	Danielle Burmaster, TOSA - VAPA	60381
Contact	Jasmin Martinez, TOSA - VAPA	50146
Contact	Vasseliki Vervilos, Budget Analyst Senior	66859
Oversight	• Adult Ed Budgets	
Contact	Kim Imus, Office Manager, Adult Education	64002
Assessment and Accountability		
Uve Dahmen, Director		
Chris Arnold, Coordinator		
	NAME	extension
Contact	Delores Johnson, Administrative Secretary	50206
Oversight	• School Accountability Report Cards (SARC)	

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

Contact	Douglas Ho, Research Associate	50209
Oversight	<ul style="list-style-type: none"> • Illuminate Scheduling/Creating Benchmark Assessment • Illuminate Login/Password 	
Contact	Cathy Orosz, Data Management Analyst	50163
Oversight	<ul style="list-style-type: none"> • Benchmark Assessment Reports • Data requests • Elementary Report Cards questions • Fountas & Pinnell Reports • Illuminate and AERIES data extractions • Report Assistance 	
Early Childhood Education		
Elizabeth Cunnion, Coordinator		
	NAME	extension
Contact	Jo Hughes, Administrative Secretary	50463
Oversight	<ul style="list-style-type: none"> • Preschool Enrollment • Preschool Waiting List Placement 	
Contact	Lena Saunders, TOSA	62709
Contact	Leslie Cohen, Program Specialist	61737
Oversight	<ul style="list-style-type: none"> • Preschool Calendar • Preschool Substitute Issues • First 5 Parent Meetings 	
Contact	Teresa Barragan, Family and Community Liaison - Bilingual	50466
Oversight	<ul style="list-style-type: none"> • Preschool Enrollment Overflow • Preschool Parent Classes • Preschool Special Event Coordinator 	
Contact	Erica Reid, School Administrative Specialist	62003
Oversight	<ul style="list-style-type: none"> • Preschool Enrollment 	

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

Contact	Sandra Alatorre-Mora, Administrative Clerk Bilingual Senior	50528
Oversight	<ul style="list-style-type: none"> • Preschool Enrollment • Garden Valley, Kohler, Noralto, Strauch 	
Contact	Maria Barragan, Administrative Clerk Bilingual Senior	50467
Oversight	<ul style="list-style-type: none"> • Preschool Enrollment • Castori, Del Paso, Northwood, Pacific, Sierra View, Woodlake 	
Contact	Brisa Duran, Administrative Clerk Bilingual Senior	50407
Oversight	<ul style="list-style-type: none"> • Preschool Payments, Billing 	
Contact	Lorena Jimenez, Administrative Clerk Bilingual Senior	50383
Oversight	<ul style="list-style-type: none"> • Schedules all preschool enrollment appointments 	
Contact	Yanet Mejia, Administrative Clerk	50811
Oversight	<ul style="list-style-type: none"> • Preschool Enrollment 	
Contact	Heather Sizemore, Health Assistant	50839
Contact	Vasseliki Vervilos, Budget Analyst Senior	66859
Oversight	<ul style="list-style-type: none"> • ECE Budgets 	
Special Projects		
Cynthia Andrews, Director		
	NAME	extension
Contact	Joann Springer, Administrative Secretary	63352
Oversight	<ul style="list-style-type: none"> • Alternative Interventions • AVID • CHARGE • Expanded Learning (ASES) • GATE • LCAP 4s • MTSS • Program Improvement • Secondary Redesign 	

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

	<ul style="list-style-type: none"> • SPSA, Federal Program Monitoring, 50 • Summer School • Williams Act 	
	Christine Moran, Coordinator, MTSS and Intervention	64322
Contact	Mai Xiong, Administrative Clerk Senior	50162
Oversight	<ul style="list-style-type: none"> • Alternative Interventions Invoices/Attendance Verification • Alternative Interventions Tutor Clearances • AVID • GATE • Master Contract and Services • MTSS 	
Contact	Wendi Cowan, Program Development Consultant	50169
Contact	Luz Barajas, Program Development Specialist	50814
Oversight	<ul style="list-style-type: none"> • Alternative Interventions • CHARGE • Expanded Learning (ASES) • Summer School • Williams Act 	
Contact	Jeremy Combs, Program Development Specialist	50020
Oversight	<ul style="list-style-type: none"> • Alternative Interventions • Expanded Learning (ASES) • Summer School 	
Contact	Blanca Gallardo, Program Development Specialist	60377
Oversight	<ul style="list-style-type: none"> • Alternative Interventions • Expanded Learning (ASES) • Federal Program Monitoring • Summer School 	
Contact	Natalya Avetisov, Administrative Clerk Senior	66919

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

Oversight	<ul style="list-style-type: none"> • After School Intervention • Alternative Interventions • CHARGE • Expanded Learning (ASES) • Summer School • Williams Act 	
Contact	Svetlana Koblik, Data Management Assistant	50173
Oversight	<ul style="list-style-type: none"> • Expanded Learning program support • Maintain ASES Records • Purchase Requisitions and Direct Payments • Service Agreements 	
Contact	Tizzy Wu, Budget Technician – Reports to Barbara Mitchell	50179
Oversight	<ul style="list-style-type: none"> • Alternative Intervention payments • ASES Expenditures Reports • Consolidated Application and Reporting System (CARS) • Time Accountability 	
Student Engagement		
Craig S. Murray, Executive Director		
	NAME	extension
Contact	Malayvanh "Monie" Bouaphavong, Administrative Secretary Senior	50838
	<ul style="list-style-type: none"> • Activities • Athletics • Co-Curricular Programs • Community Outreach • Parent Involvement • Student Services 	

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

Teresa Rowan, Director, Co-Curricular Activities & Teacher Induction		
Contact	Sandy Westerberg, Administrative Secretary	52857
Oversight	<ul style="list-style-type: none"> • Activities K-8 • Athletics K-8 • Anchor Trips • Co-Curricular Activities K-8 • New Teacher Induction 	
Student Services		
Rudy Puente, Director		
	NAME	extension
Contact	Robin Ewing, Administrative Secretary	62124
Oversight	<ul style="list-style-type: none"> • Bullying Reports • Complaints • Student Board Members • Student Records • Work Permits 	
Contact	Enid Scott, Administrative Secretary	50842
Oversight	<ul style="list-style-type: none"> • DCOST • Expulsions • Student Records • Subpoenas 	
Contact	Parschal Keeling, Administrative Clerk Senior	50818
Oversight	<ul style="list-style-type: none"> • Health Services • TUPE 	
Contact	Adam Saldana, Community Liaison Bilingual	50038
Oversight	<ul style="list-style-type: none"> • Complaints • Inter-District Agreements • Open Enrollment 	

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

Contact	Tiffany Hunt, Counselor	64393
Oversight	<ul style="list-style-type: none"> • Foster Youth Support Services • Independent Living Program 	
Contact	Ana Olazava-Broadbent, Counselor	50820
Oversight	<ul style="list-style-type: none"> • Foster Youth Support Services • Independent Living Program 	
Contact	Debra Thorne, Enrollment Demographic Specialist	50905
Oversight	<ul style="list-style-type: none"> • Home and Hospital Instruction • Instructional Minutes • Overflow and Enrollment 	
Contact	Roberta Wood, Receptionist	66451
Oversight	<ul style="list-style-type: none"> • Receptionist Bay C 	
Contact	Bonita Mallory, Coordinator, Student Health and Prevention	50851
Oversight	<ul style="list-style-type: none"> • Health Assistants • LVNs • School RNs 	
Contact	Scott Kazer, Program Specialist	50832
Oversight	<ul style="list-style-type: none"> • TUPE 	
Jane Claar, Coordinator, Child Welfare and Attendance		
Tracey Wiltshire, Coordinator, Child Welfare and Attendance		
Contact	Carol Seward, Student Engagement Specialist	64907
Oversight	<ul style="list-style-type: none"> • Child Welfare and Attendance • Homeless Liaison • Partners Against Chronic Truancy (PACT) • Student Attendance Review Board (SARB) 	
Contact	Becky Campora, Student Engagement Specialist	66451
Oversight	<ul style="list-style-type: none"> • Child Welfare and Attendance • Foster Youth Support Services 	

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

	<ul style="list-style-type: none"> • Homeless Education • SART Assistance 	
Contact	Jackie Cunningham, Student Engagement Specialist	52860
Oversight	<ul style="list-style-type: none"> • Child Welfare and Attendance • Foster Youth Support Services • Homeless Education • SART Assistance 	
Contact	Sheri Canfield-Graves, Student Engagement Specialist	52859
Oversight	<ul style="list-style-type: none"> • Child Welfare and Attendance • Foster Youth Support Services • Homeless Education • SART Assistance 	
Yolanda Falkenberg, Coordinator, Parent Engagement		
Contact	Martha Florez, Administrative Clerk Senior	64107
Oversight	<ul style="list-style-type: none"> • Mental Health Assistance for Families • Parent Community Involvement • Parent Home Visit Project • Parent University 	
Contact	Heriberto Soto, Parent Engagement Educator	50019
Oversight	<ul style="list-style-type: none"> • TOSA Parent and Community Involvement 	
Contact	Dayna Russell	50201
Oversight	<ul style="list-style-type: none"> • Court Community School Placements • DCOST Alternative Education • Expulsion Referrals • Keema Referrals • Re-Admission Expulsions • Student Administrative Transfers 	
Contact	OPEN, Mental Health Specialist	

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

SCHOOL LEADERSHIP		
Elementary Education		
Dr. Anne Zeman, Assistant Superintendent School Leadership		
	NAME	extension
Contact	Marianne McMurray, Executive Assistant	61402
Oversight	<ul style="list-style-type: none"> • Leadership Development of Principals and Vice Principals • Supervision and Oversight of Elementary Schools • Supervision, Evaluation and Professional Development of Elementary Principals 	
Ernestine McGuire, Coordinator, Curriculum and Instruction		
Oversight	<ul style="list-style-type: none"> • Elementary Curricular and Instructional Support • ILT Support • Professional Learning Communities (PLCs) • Retentions • TOSA Committees • TOSA Support 	
English Learners		
Dr. Jacquelyn Moore, Director		
Oversight	<ul style="list-style-type: none"> • Budget • Coordinators • EL Counselor • Family Community Liaison • TOSAs • Translator Technicians 	
	NAME	extension
Contact	Sonya Lewis, Administrative Secretary	50184
Oversight	<ul style="list-style-type: none"> • Board Items • Calendars • Contracts/MOU's 	

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

	<ul style="list-style-type: none"> • Coordinator Support • EL Director Support • TOSA Support • Translator Support 	
Alberto Becerra, Coordinator, English Learner Services		61350
Jisel Villegas, Coordinator, English Learner Services		50833
Oversight	<ul style="list-style-type: none"> • Academic Intervention Specialist Bilingual • CBET • CELDT & ELPAC • Dual Immersion • EL/ELD • EL Summer School • Guided Language Acquisition Development (GLAD) • iLit Program Implementation • Newcomer Digital Initiative Program (NDI) • Professional Development w/EL Focus • RSI Grant • Seal of Biliteracy 	
Contact	Alexandra Pina, Administrative Clerk Senior, Bilingual	61503
Oversight	<ul style="list-style-type: none"> • EL Professional Development Support • PAFs and Timesheets • Seal of Biliteracy Support • TOSA-EL Support, Coordinator Support 	
Contact	Mylo Lee, Administrative Clerk	50185
Oversight	<ul style="list-style-type: none"> • Assist with Reclassifications and CELDT Mailings • Carmazzi Invoices • Order Supplies for Department and Programs • Purchase Orders 	
Contact	Paul Barajas, Translator Technician, Spanish	50861

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

Oversight	<ul style="list-style-type: none"> • Provide interpretation for IEP, SST, SART, SARB and parent meetings • Testing assistance in student's primary language • Translate written material from English to Spanish 	
Contact	Guadalupe Castaneda, Translator Technician, Spanish	50861
Oversight	<ul style="list-style-type: none"> • Provide interpretation for IEP, SST, SART, SARB and parent meetings • Testing assistance in student's primary language • Translate written material from English to Spanish 	
Contact	Margarita Gonzalez, Translator Technician, Spanish	50526
Oversight	<ul style="list-style-type: none"> • Translate written material from English to Spanish • Provide interpretation for IEP, SST, SART, SARB and parent meetings • Provide interpretation for meetings and workshops 	
Contact	Maria Salgado, Translator Technician, Spanish	50153
Oversight	<ul style="list-style-type: none"> • Provide interpretation for IEP, SST, SART • Translate material from English to Spanish 	
Contact	Irina Manzyuk, Translator Technician, Russian	50165
Oversight	<ul style="list-style-type: none"> • Coordinates all translation requests • Provide interpretation for meetings and workshops • Testing assistance in student's primary language • Translate written material from English to Russian 	
Contact	Xue Si Thor, Translator Technician, Hmong	50415
Oversight	<ul style="list-style-type: none"> • Provide interpretation for meetings and workshops • Translate written material from English to Hmong 	
Contact	Tamara Keane, TOSA - EL	50117
Oversight	<ul style="list-style-type: none"> • Aligns and integrates ELD Standards curriculum • Analyze EL Student Data for Secondary Schools • EL Lesson Plan Development • Provides EL Support to Secondary School Teachers 	
Contact	Kirsten Weissman, TOSA - EL	50016

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

Oversight	<ul style="list-style-type: none"> • Aligns and integrates ELD Standards curriculum • Analyze EL Student Data for Elementary Schools • EL Lesson Plan Development • Provides EL Support to Elementary School Teachers 	
Professional Development and Curriculum & Instruction		
Andrew Withers, Director		
Ernestine McGuire, Coordinator		
Adam Sinor, Coordinator		
	NAME	extension
Contact	Diane Harris, Administrative Secretary Senior	50264
Oversight	<ul style="list-style-type: none"> • New Principal Mentorship • Professional Development Calendar • Professional Development Support • Support to Director 	
Contact	Mary Gerwer, Program Specialist	50845
Oversight	<ul style="list-style-type: none"> • MLP • PD Data Reports • PD Event Request • Professional Development Hours/Compensation 	
Contact	Ruth Victorio, Administrative Clerk Senior	50194
Oversight	<ul style="list-style-type: none"> • AESOP Sub Requests • Prior Approval Units and Voucher Hours • Professional Development Support 	
Contact	Katria Butler, Administrative Clerk	50314
Oversight	<ul style="list-style-type: none"> • Coordinator Support • TOSA Support 	

Updates/Changes

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

Secondary Education		
Dr. Lori Grace, Assistant Superintendent School Leadership		
Carol Young, Coordinator, Counseling, College and Career Readiness		
Adam Sinor, Coordinator Curriculum and Instruction Secondary		
NAME		extension
Contact	Sharilyn Marshall, Executive Assistant	63632
Oversight	<ul style="list-style-type: none"> • Leadership Development of Vice Principals • Supervision and Evaluation of K-8, Middle and High School Principals • Supervision of Professional Development Department 	
Contact	Carol Young, Coordinator, Counseling, College and Career Readiness	50825
Contact	Denise Gaston, Administrative Clerk Senior	
Oversight	<ul style="list-style-type: none"> • Collects all master schedules from secondary prior to the end of the school year • Coordinates district counseling meeting • Identifies and communicates district counseling deadlines for FAFSA, UC/CSU applications • Informs Coordinator of Curriculum and Instruction impact on transcripts that changes in curriculum may have • Keeps the district master course catalogue • Maintains all district approved and adopted course descriptions • Monitors course codes and names in AERIES • Monitors district non-graduation list and updates the Assistant Superintendent of School Leadership, Secondary • Organize College and Career Fairs (PSAT School Day) • Oversight of district counseling program 	
Contact	Adam Sinor, Coordinator of Curriculum and Instruction	62725
Oversight	<ul style="list-style-type: none"> • Coordinates and leads all district pilots and adoptions of curricular materials • Coordinates the development and revision of district units of study • Oversees creation, revision and board approval of district courses of study • Supervision of Secondary TOSA Team 	

Updates/Changes

Please contact Melissa Gettler at melissa.gettler@twinriversusd.org or extension 50856

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Twin Rivers Unified School District
2016-2017 District Office Departmental Responsibility List

Updated 8-1-17 mcg

Contact	Edna Shoemaker, Curricular TOSA 7-12 ELA	64608
Oversight	<ul style="list-style-type: none"> • ELA Curricular Expert • Liaison to 7-12 ELA Department Chairs • Oversees the construction and revision of District Benchmarks • Participates and organizes district ELA adoptions • Revises district units of study • Subject Area Committee Meetings • Vets resources for district utilization 	
Contact	Pearl Hinlow, Curricular TOSA 7-12 Math	65151
Oversight	<ul style="list-style-type: none"> • Math Curricular Expert • Liaison to 7-12 Math Department Chairs • Oversees the construction and revision of District Benchmarks • Participates and organizes district math adoptions • Revises district units of study • Subject Area Committee Meetings • Vets resources for district utilization 	
Contact	Eric Garber, Curricular TOSA K-12 Science	50229
Oversight	<ul style="list-style-type: none"> • K-12 Science Curricular Expert • Liaison to K-12 Science Teachers • Oversees the construction and revision of District Benchmarks • Participates and organizes district adoptions • Revises district units of study • Subject Area Committee Meetings • Vets resources for district utilization 	
Contact	Jacqueline Wooldridge, Curricular TOSA K-12 Social Science	50049
Oversight	<ul style="list-style-type: none"> • K-12 Social Science, World Languages, AVID Curricular Expert • Liaison to K-12 Social Science, World Language, AVID Teachers • Oversees the construction and revision of District Benchmarks 	

Updates/Changes

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Twin Rivers Unified School District
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Updated 8-1-17 mcg

	<ul style="list-style-type: none"> • Participates and organizes district adoptions • Revises district units of study • Subject Area Committee Meetings • Vets resources for district utilization 	
Special Education		
Kathleen Walker, Executive Director		
	NAME	extension
Contact	Wendy Valeriano, Administrative Secretary Senior	55571
Contact	Dannie Gonzalez, Data Management Specialist	50847
Oversight	• SEIS Maintenance/Input/Records	
Contact	Pavel Gladyshev, Data Management Assistant	52862
Oversight	SEIS Assistance	
Contact	Oksana Koblik, Data Management Assistant	50223
Oversight	• Special Education Records Requests A - L	
Contact	Ben Eckmann, Administrative Clerk Senior	50223
Oversight	• Special Education Records Requests M - Z	
Contact	Theresa Hansen, Administrative Clerk Senior	50895
Oversight	<ul style="list-style-type: none"> • Professional Development • SSI Requests • Transition and Inclusion Support • Travel/Conference • Workability 	
Contact	Shoua Thao, Administrative Clerk Senior	66974
Oversight	<ul style="list-style-type: none"> • Medi-Cal Collaborative • Medical Supply Requests • Secondary Support • Test Materials 	

Updates/Changes

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Updated 8-1-17 mcg

	<ul style="list-style-type: none"> • Timesheets/Accountability 	
Contact	Tessa Williams, Administrative Clerk Senior	50810
Oversight	<ul style="list-style-type: none"> • Elementary Support • Transportation 	
Contact	Maria Reyes Bonds, Accounting Clerk Senior	50893
Oversight	<ul style="list-style-type: none"> • Budget • NPS/NPA Billing 	
Coordinators		
	NAME	extension
Contact	Tracy Barbieri	63655
Oversight	<ul style="list-style-type: none"> • Alternative Programs • Independent Charters • NPS Compliance 7 - 12 • Secondary 	
Contact	Carrie Cooper	61442
Oversight	<ul style="list-style-type: none"> • Inclusion/Learning Center • Professional Development • Related Services • SLPS 	
Contact	Lani Fuzessery	62942
Oversight	<ul style="list-style-type: none"> • ERMHS • Miles P Richmond • NPS 12+ • Psychologists 	
Contact	Anthony Hairston	50826
Oversight	<ul style="list-style-type: none"> • Autism • Behavior Assessments 	

Updates/Changes

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Updated 8-1-17 mcg

	<ul style="list-style-type: none"> • Behavior Team • Professional Development • STAR 	
Contact	Shaen Hosie	50824
Oversight	<ul style="list-style-type: none"> • Compliance • Elementary • NPS K - 6 • Preschool • Vineland 	
Contact	Michelle Price	50823
Oversight	<ul style="list-style-type: none"> • Behavior Assessments • Behavior Team • Discipline • Professional Development • Pro-Act 	
Program Staff		
	NAME	extension
Contact	Cynthia Adabanji-Womack	64465
Oversight	<ul style="list-style-type: none"> • Special Education M/M Teacher 	
Contact	Cynthia Corral	64464
Oversight	<ul style="list-style-type: none"> • Special Education APE Specialist 	
Contact	Amanda Herman	60657
Oversight	<ul style="list-style-type: none"> • Special Education M/M Teacher 	
Contact	Kathleen McCarthy	61315
Oversight	<ul style="list-style-type: none"> • Mental Health Therapist 	
Contact	Keli Rafter	62854
Oversight	<ul style="list-style-type: none"> • Special Education M/M Teacher 	

Updates/Changes

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Contact	Tania Salazar	64306
Oversight	• Mental Health Therapist	
Contact	Julia Siegle	60238
Oversight	• OI Specialist (HHI)	
Program Specialists		
	NAME	extension
Contact	Alan Garrett	52856
Oversight	<ul style="list-style-type: none"> • Alternative Programs • Special Education Department Chairs • Schools: Foothill Ranch, Grant, Norwood, Rio Linda, Rio Linda Prep, SCOE 	
Contact	Mara Gonzales	62715
Oversight	<ul style="list-style-type: none"> • Schools: Babcock, CCAA, CSU, Dry Creek, Northwood, Orchard, Pioneer, SCOE-SH • Student Teachers 	
Contact	Mike Grant, Transition Specialist	52850
Oversight	<ul style="list-style-type: none"> • Secondary Transition • Workability 	
Contact	Gayle Green	62659
Oversight	• Schools: Allison, Foothill Oaks, Frontier, Hagginwood, Madison, Regency Park, Strauch, Woodlake	
Contact	Grace La	50819
Oversight	• Schools: Foothill HS, Gateway Charters, Highlands HS, Kohler, MLK, MPR, Pacific, Rio Tierra, Smythe 7 - 8	
Contact	Kori Olson	60639
Oversight	• Schools: Johnson, Morey Avenue, Noralto, Orchard Preschool, SCOE Preschool, Vineland, Preschool	
Contact	Christopher Smith	52851
Oversight	• Schools: Del Paso Heights, Fairbanks, Garden Valley, NPS, Pathways, Sierra View, Woodridge	
Contact	OPEN	
Oversight	• Schools: Castori, Hillsdale, Joyce, Kohler, NPS, Oakdale, Ridgepoint, Smythe K – 6, Village, Westside	

Updates/Changes

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Special Education TOSA (Teacher on Special Assignment)		
Contact	Jill Booker	62910
Oversight	<ul style="list-style-type: none"> • Early Literacy • Co-teaching • Inclusion 	
Contact	Linda Clark	60924
Oversight	<ul style="list-style-type: none"> • Curriculum • RSP • UDL 	
Contact	Hillary Herrenschmidt	60362
Oversight	<ul style="list-style-type: none"> • Curriculum • SDC K – 6 • UDL 	
Contact	Alicia Sansing	65544
Oversight	<ul style="list-style-type: none"> • Curriculum • SDC K – 6 • UDL 	
Contact	Eva Stockard	60238
Oversight	<ul style="list-style-type: none"> • Behavior Interventions • SDC 6 – 8 	

Updates/Changes

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