

## BUSINESS SERVICES RESPONSIBILITY CHART

Business Services Division	Child Nutrition Services	Early and Expanded Learning	Facilities and Construction	Fiscal Services	Maintenance, Operations and Transportation	Technology
<p><b>Ahmad Sheikholeslami</b> Assistant Superintendent 925-426-4307</p>	<p><b>Sarah Kimiecik</b> Director of Child Nutrition Services 925-426-4414</p> <p><b>Lasya Shah</b> Coordinator of Child Nutrition Services 925-426-4416</p> <p><b>Steven Seligman</b> Coordinator/Chef of Child Nutrition Services 925-426-4415</p>	<p><b>Monique Liebhard</b> Director of Early and Expanded Learning 925-426-7625</p>	<p><b>Aaron Kael</b> Executive Director 925-426-4294</p> <p><b>TBD</b> Assistant Director</p> <p><b>Michael Rice</b> Project Manager 925-426-4247</p>	<p><b>Anne Wells</b> Executive Director 925-410-4365</p> <p><b>Maggie Tung</b> Payroll/Retirement/ Benefit Coordinator 925-426-4311</p> <p><b>Rachel Mercado</b> Purchasing Coordinator 925-426-4335</p>	<p><b>Mehdi Rajabzadeh</b> Executive Director 925-426-4378</p> <p><b>Juan Sanchez</b> Custodial Coordinator 426-4374</p> <p><b>Arley Hill</b> Maint./Ops. Coordinator</p>	<p><b>Robert Torres</b> Chief Technology Officer 925-426-4390</p> <p><b>Cindy Lau</b> Technology Operations Coordinator 925-426-4391</p> <p><b>Jr. Yee</b> Innov./Instructional Tech Coordinator 925-426-4347</p>
<p><b>Carolyn Calderan</b> Administrative Assistant 925-426-4307</p>	<p><b>Teresa Burke</b> Operations Specialist of Child Nutrition Services 925-426-4417</p> <p><b>Kristina Kim</b> Nutrition Technician 925-426-4418</p>	<p><b>Adrianna Emery</b> Admin. Secretary 925-426-0830</p> <p><b>Lisa Grozier</b> Enrollment and Eligibility Analyst 925-426-4366</p> <p><b>Emily Frohn</b> Program Lead 925-426-4351</p> <p><b>Mildred Guzman/ Tiffany Bui</b> Family Services Specialist 925-426-4367/4291</p>	<p><b>Laura Peters</b> Executive Secretary 925-426-4281</p>	<p>Budget Analysts <b>Crisanta Alapan</b> x4317 <b>Harsha Gandhi</b> x4312 <b>Patricia Monroe</b> x4316</p> <p>Accounts Payable <b>Smitha Neelakantan</b> x4340 <b>Shalini Sharma</b> x4339</p> <p>Payroll/Retirement Analysts <b>Maria Chan</b> x4313 <b>Ruby Ann Fernandez</b> x4315 <b>Melissa Sano</b> x4342</p> <p>Purchasing Specialists <b>Betty Preciado</b> x4336 <b>Leti Baswell</b> x4371</p>	<p><b>Aisha Fish</b> Executive Secretary 925-426-4378</p> <p><b>Cassandra Lopez</b> Facilitron 925-426-4377</p> <p><b>Michelle Hill</b> Transportation 925-426-4376</p> <p>Warehouse <b>Francisco Fregoso-Guerrero</b> x4244</p>	<p><b>Marilyn Parks</b> Executive Secretary 925-426-4398</p> <p>Graphics <b>Ping Li-Wong</b> x4240 <b>Ryan Kroetch</b> x4239</p> <p>Sr. Systems Administrator <b>Scott Neal</b> x 4393</p> <p>Technology Admin. <b>Jeff Hau</b> x4387 <b>David Chan</b> x4395 <b>Sunil Deo</b> x4396 <b>Yogita Khedkar</b> x4399</p> <p>Specialists <b>Lucy Myers</b> x4394 <b>Paula Evans</b> x4397</p>

# BUSINESS SERVICES RESPONSIBILITY CHART

Business Services Division	Child Nutrition Services	Early and Expanded Learning	Facilities and Construction	Fiscal Services	Maintenance, Operations and Transportation	Technology
<p>Executive Cabinet/Extended Cabinet City Liaison County Representative Community Partner/Representative Board of Trustee Bi-Monthly Meetings Department Oversight Budgets Committee Oversight and Representation Legal Boundary Demographics Property Policies</p>	<p>Extended Cabinet Department Oversight Department Budgets Policies</p> <p>Wellness Free/Reduced Meals Personnel Feedback Field Trips/Fundraisers Operations Feedback</p> <p>Food Preparation Food Quality Equipment Issues Personnel Feedback</p>	<p>Extended Cabinet Department Oversight Department Budgets Policies</p> <p>CDE Program Compliance and Reporting Preschool Programs Before and After School Programs Summer Camp Programs</p>	<p>Extended Cabinet Department Oversight Department Budgets Policies</p> <p>Bond II &amp; I Facility Management City Representative County Representative Community Partner Property CBOC Representative Committee Participation</p>	<p>Extended Cabinet Department Oversight District Budgets Policies</p> <p>Committee Participation Contracts RFP's Warehouse Surplus</p> <p>Financial Statements &amp; Reports Retirement/Incentive Investments Budgets &amp; Audit Reports Position Control</p>	<p>Extended Cabinet Department Oversight Department Budgets Policies Committee Participation</p> <p>Operations Facility Maintenance Transportation Warehouse</p> <p>Custodial Services Grounds Hazardous Materials Integrated Pest Management (IPM) School Safety/Theft/Vandalism</p>	<p>Extended Cabinet Department Oversight Department Budgets Policies</p> <p>SIS Implementation and Maintenance District-Managed Digital Apps SPAM/Phishing Reporting Student Devices Staff Devices</p>
<p>Insurance Liability/Risk Legal Developer Fees Donations Community Response Committee Meetings and Preparation Board of Trustee Meeting Preparation</p>	<p>Meal Applications Refunds FAQs Purchase Orders</p> <p>Food Preparation Food Orders Food Service Vendor Communication Online Menus Website Feedback</p>	<p>EEL Dept. Support and Inquiries</p> <p>Preschool/After School Enrollment STEAM Enrollment Panther Club Kids Club Summer Camp Enrollment Summer Future Leaders Enrollment</p> <p>Enrichment Programs:</p>	<p>Bond and Facility Project Contracts NOC Change Orders Purchase Orders</p>	<p>Accounting Services Donations Attendance Reporting Billing Cal Card Debt Service Deposits Developer Fees Outdoor Education</p> <p>Payable/Receivable</p> <p>Payroll Services Retirement (PERS &amp; STRS)</p>	<p>MOT Dept Support and Inquiries</p> <p>Facility Rentals</p> <p>Transportation Inquiries Wheels SPED Transportation</p> <p>Warehouse Inquiries</p>	<p>Tech Dept Support and Inquiries</p> <p>Employee &amp; Student Accounts (Email, Copier Pin) Printing Requests</p> <p>Network Infrastructure Clocks/Speakers (Informacast) Security Cameras</p> <p>On-site Technical</p>