

**When I Have A Question, Whom Do I Call?
2018-19 UUSD District Contact List**

Subject/Question	Administrator Contact	Support Staff Contact
504 Compliance Officer	Jason Iversen 472-5061	Kim Saylor 472-5065
Accounts Payable	Penny Lauseng 472-5010	Christa Fidler 472-5016
Accounts Receivable / Invoicing - All Other	Kati Aguilar 472-5013	Lynn Adams 472-5017
AdCo	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Adult Education	Scott Paulin 472-5062; Christy Pedroncelli 463-5217	Andria Gonzalez 463-5217
Adult ESL	Scott Paulin 472-5062; Christy Pedroncelli 463-5217	Andria Gonzalez 463-5217
AERIES	Katie Sommer 472-5053	Jackie Sherman 472-5076
After School Educational Program - ASES	Scott Paulin 472-5062	Veronica Mejia 472-5054
Agenda OnLine	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Alt Ed Assessments & Standards	Scott Paulin 472-5062	
Alt Ed Attendance Accounting	Scott Paulin 472-5062	Kathy Howell 472-5020
Alt Ed CAHSEE	Scott Paulin 472-5062	Veronica Mejia 472-5054
Alt Ed Employment Development Division	Scott Paulin 472-5062	Veronica Mejia 472-5054
Alternative Education & Placement	Scott Paulin 472-5062	Veronica Mejia 472-5054
Alternative Supports (SES)	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Annual Notice to Parents	Katie Sommer 472-5053	Marcia Locatelli 472-5052
API - Academic Performance Index	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Assessment & Standards	Jenny Bailey 472-5051	Veronica Mejia 472-5054
Assignment Monitoring	Nicole Glentzer 472-5030	Lori Woodward 472-5032
Attendance Accounting	Jason Iversen 472-5061	Kathy Howell 472-5020
AYP-Adequate Yearly Progress	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Bilingual Students	Susana Lowery 472-5060	Mikkel Kyle 472-5055
Board Agenda	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Board Agenda Calendar	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Board Goals and Objectives	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Board Governance Handbook	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Board Meeting Calendar	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Board Minutes	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Board of Education	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Board Policies and Regulations	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Bond Expenditure Plan	Penny Lauseng 472-5010	Lynn Adams 472-5017
Bond Projects/Construction	Penny Lauseng 472-5010	Lynn Adams 472-5017
BTSA (North Coast Beginning Teacher Program)	Nicole Glentzer 472-5030	Maribel Ramirez 472-5034
Budget	Kati Aguilar 472-5013	Lisa Humphrey 472-5082
Budget - Categorical	Kati Aguilar 472-5013	Kristy Bryant 472-5015
Bus Scheduling	Ann Stephens 472-5091	Lisa Humphrey 472-5082
Business Services	Penny Lauseng 472-5010	Kati Aguilar 472-5013
CAASPP	Jenny Bailey 472-5051	Veronica Mejia 472-5054
CAHSEE	Jenny Bailey 472-5051	Veronica Mejia 472-5054
California Healthy Kids Survey - CHKS	Jason Iversen 472-5061	Kim Saylor 472-5065
CALPADS	Jason Iversen 472-5061	Jackie Sherman 472-5076
CALWORKS	Jason Iversen 472-5061	Kim Saylor 472-5065
Career Technical Education (CTE)	Scott Paulin 472-5062; Jason Iversen 472-5061	Mikkel Kyle 472-5055
Catastrophic Leave Request	Nicole Glentzer 472-5030	Lori Woodward 472-5032

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Categorical Program Monitoring (CPM)	Katie Sommer 472-5053	Marcia Locatelli 472-5052
CBEDS	Nicole Glentzer 472-5030	Lori Woodward 472-5032
CDS Coordinator	Debra Kubin 472-5002	Debbie Ornelas 472-5002
CELDT District Coordinator	Susana Lowery 472-5060	Mikkel Kyle 472-5055
Certificated Management Vacancies	Nicole Glentzer 472-5030	Maribel Ramirez 472-5034
Certificated Unit Evaluation	Nicole Glentzer 472-5030	Maribel Ramirez 472-5034
Certificated Vacancies	Nicole Glentzer 472-5030	Maribel Ramirez 472-5034
Certificates of Insurance	Penny Lauseng 472-5010	Lauren Bishop 472-5014
Charter School Assessments & Standards	Scott Paulin 472-5062	
Charter School CAHSEE	Scott Paulin 472-5062	
Charter Schools	Scott Paulin 472-5062	
CHSPE Test Coordinator	Jenny Bailey 472-5051	Veronica Mejia 472-5054
Civil Rights Data Collection Report	Jason Iversen 472-5061	Kim Saylor 472-5065
Classified Eligibility Lists	Iralene Holbrook 472-5040	Lori Klee 472-5040.
Classified Professional Growth	Nicole Glentzer 472-5030	Lois Lincoln 472-5034
Classified Transfers	Nicole Glentzer 472-5030	Lois Lincoln 472-5034
Classified Vacancies	Iralene Holbrook 472-5040	Lori Klee 472-5040.
Coaches	Nicole Glentzer 472-5030	Lois Lincoln 472-5034
Coaching Applicants	Nicole Glentzer 472-5030	Maribel Ramirez 472-5034
Common Core State Standards	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Communication	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Community Transition Program	Beth Kirkley 472-5025	Lori Schiele 472-5025
Complaints: Employee	Nicole Glentzer 472-5030	Lori Woodward 472-5032
Complaints: Public/Parent	Nicole Glentzer 472-5030	Lori Woodward 472-5032
Consolidated Application	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Construction Projects	Penny Lauseng 472-5010	Lynn Adams 472-5017
Content Area Teams (CAT)	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Contract/Certificated Bargaining Unit	Nicole Glentzer 472-5030	Lori Woodward 472-5032
Contract/Classified Bargaining Unit	Nicole Glentzer 472-5030	Lori Woodward 472-5032
Counselor Network	Scott Paulin 472-5062	Veronica Mejia 472-5054
Credentialing	Nicole Glentzer 472-5030	Lori Woodward/Maribel Ramirez 472-5030
CST / SBAC (California Standardized Test)	Jenny Bailey 472-5051	Veronica Mejia 472-5054
Curriculum / Instruction / SBAC	Katie Sommer 472-5053	Veronica Mejia 472-5054
Curriculum Adoption	Katie Sommer 472-5053	Veronica Mejia 472-5054
Custodial Services	Gabriel Sherman 472-5081	Dave Brown 467-5022; 391-7231
DCC - District Curriculum Committee	Jenny Bailey 472-5051; Katie Sommer 472-5053	Marcia Locatelli 472-5052
DELAC-District English Learner Advisory Committee	Susana Lowery 472-5060	Mikkel Kyle 472-5055
Developer Fees	Penny Lauseng 472-5010	Lynn Adams 472-5017
District Advisory Committee (DAC)	Debra Kubin 472-5002	Debbie Ornelas 472-5002
District Compliance Officer - Section 504	Jason Iversen 472-5061	Kim Saylor 472-5065
District Designated Emergency Manager	Gabriel Sherman 472-5081	Maricella Zamora 472-57623
District Goals	Debra Kubin 472-5002	Debbie Ornelas 472-5002
District History	Debbie Ornelas 472-5002	
District Insurance & Liability	Penny Lauseng 472-5010	Lauren Bishop 472-5014

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Subject/Question	Administrator Contact	Support Staff Contact
Donations	Penny Lauseng 472-5010	Renee Houbart 472-5012
EDD (Employment Development Division)	Nicole Glentzer 472-5030	Anthony Fleming 472-5035
Educational Services	Katie Sommer 472-5053	Marcia Locatelli 472-5052
ELAP-English Language Acquisition Program	Susana Lowery 472-5060	Mikkel Kyle 472-5055
ELD-English Language Development	Susana Lowery 472-5060	Mikkel Kyle 472-5055
ELL-English Language Learners	Susana Lowery 472-5060	Mikkel Kyle 472-5055
Emergency Operation Plans	Penny Lauseng 472-5010	Gabe Sherman 472-5081
Employee Absence Tracking	Nicole Glentzer 472-5030	Anthony Fleming 472-5035
Employee Attendance	Nicole Glentzer 472-5030	Anthony Fleming 472-5035
Employee Doctor's Notes	Nicole Glentzer 472-5030	Anthony Fleming 472-5035
Employment	Nicole Glentzer 472-5030	Lori / Maribel / Lois 472-5030
Energy Education Program	Gabriel Sherman 472-5081	Dave Brown 467-5022; 391-7231
Energy Education Specialist	Gabriel Sherman 472-5081	Dave Brown 467-5022; 391-7231
English Learner Program	Susana Lowery 472-5060	Mikkel Kyle 472-5055
Enrollment Placements	Nicole Glentzer 472-5030	Lori Woodward 472-5032
ESSA-Every Student Success Act Inquiries	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Evaluations	Nicole Glentzer 472-5030	Maribel / Lois 472-5030
Expulsions	Jason Iversen 472-5061	Kim Saylor 472-5065
Federal Program Monitoring (FPM)	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Field Trips	Katie Sommer 472-5053	Veronica Mejia 472-5054
Fingerprinting	Nicole Glentzer 472-5030	Lori / Maribel / Lois 472-5030
Fingerprinting-Classified Substitutes	Iralene Holbrook 472-5040	Lori Klee 472-5040.
Fiscal Services	Penny Lauseng 472-5010	Renee Houbart 472-5012
Flyers / Posters approval for distribution/posting	Jason Iversen 472-5061	Kim Saylor 472-5065
Food Service Accounts Receivable / Invoicing	Jim Stuart 472-5790	Jessica Welch 472-5789
Food Services	Jim Stuart 472-5790	Jessica Welch 472-5789
Freedom of Information Act (public records request)	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Funding Change Form	Nicole Glentzer 472-5030	Lori Woodward 472-5032
Fundraising	Jason Iversen 472-5061	Kim Saylor 472-5065
GED	Scott Paulin 472-5062; Christy Pedroncelli 463-5217	Andria Gonzalez 463-5217
General District Inquires	Debbie Ornelas 472-5002	Marta Restrepo 472-5003
Gifted & Talented Education-GATE	Katie Sommer 472-5053	
Governance	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Grants	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Grounds	Gabriel Sherman 472-5081	Lisa Humphrey 472-5082
Guidance Services	Scott Paulin 472-5062; Jason Iversen 472-5061	Mikkel Kyle 472-5055
Health Advisory Committee	Jason Iversen 472-5061	Kim Saylor 472-5065
Health Insurance & Benefits Info (employees)	Penny Lauseng 472-5010	Lauren Bishop 472-5014
Health Insurance Payments (employees)	Penny Lauseng 472-5010	Lauren Bishop 472-5014
Health Services (students)	Jason Iversen 472-5061	Kim Saylor 472-5065
Hiring Protocol	Nicole Glentzer 472-5030	Lori Woodward 472-5032
Home/Hospital	Scott Paulin 472-5062	Kim Saylor 472-5065
Homeless / Foster Youth - (McKinney Vento)	Jason Iversen 472-5061	Mikkel Kyle 472-5055
Human Resources - General Inquiries	Nicole Glentzer 472-5030	Lori Woodward 472-5032
IlluminateEd	Katie Sommer 472-5053	Jackie Sherman 472-5076

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Subject/Question	Administrator Contact	Support Staff Contact
Instructional Technology Leaders (ITL)	Vacancy 472-5051	Marcia Locatelli 472-5052
Intra/Inter District Transfer	Nicole Glentzer 472-5030	Lori Woodward 472-5032
Kindergarten Registration	Jenny Bailey 472-5051	Veronica Mejia 472-5054
Language Census (Calpads Report)	Susana Lowery 472-5060	Mikkel Kyle 472-5055
Leadership Network	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Leadership Team	Debra Kubin 472-5002	Debbie Ornelas 472-5002
LEAP-Local Educational Agency Plan	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Legal Counsel	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Legally Blind Students Reports	Beth Kirkley 472-5025	Lori Schiele 472-5025
Library Services	Katie Sommer 472-5053	Marcia Locatelli 472-5052
MAA / Medi-Cal	Jason Iversen 472-5061	Marta Restrepo 472-5003
Maintenance & Operations	Gabriel Sherman 472-5081	Lisa Humphrey 472-5082
Medical Home School	Scott Paulin 472-5062	Kim Saylor 472-5065
Mendocino County Youth Project Rep	Jason Iversen 472-5061	Kim Saylor 472-5065
Middle College	Scott Paulin 472-5062	
Migrant Education	Susana Lowery 472-5060	Mikkel Kyle 472-5055
Mission Statement	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Negotiations	Nicole Glentzer 472-5030	Lori Woodward 472-5032
New Position Request	Nicole Glentzer 472-5030	Lori Woodward 472-5032
No Child Left Behind-classified certification	Iralene Holbrook 472-5040	Lori Klee 472-5040.
No Child Left Behind-teacher certification	Nicole Glentzer 472-5030	Lori Woodward/Maribel Ramirez 472-5030
Nurses	Jason Iversen 472-5061	Kim Saylor 472-5065
Nutrition & Wellness	Jason Iversen 472-5061	Terry d'Selkie 463-6851
OPUS	Debbie Ornelas 472-5002	
Parent Complaints	Nicole Glentzer 472-5030	Lori Woodward 472-5032
Parent Involvent	Scott Paulin 472-5062	Veronica Mejia 472-5054
Partnership Scholars	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Payroll-Certificated	Kristy Bryant 472-5015	Chelsea Gully 472-5018
Payroll-Certificated Consultants	Kristy Bryant 472-5015	Chelsea Gully 472-5018
Payroll-Classified	Kristy Bryant 472-5015	Melissa Dale 472-5019
Payroll-Classified Consultants	Kristy Bryant 472-5015	Melissa Dale 472-5019
Payroll-Coaches	Kristy Bryant 472-5015	Chelsea Gully 472-5018
Payroll-Student Workers	Kristy Bryant 472-5015	Melissa Dale 472-5019
Payroll-Tutors	Kristy Bryant 472-5015	Melissa Dale 472-5019
Personal Activity Report / Multi-funding Log	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Personnel Commission	Iralene Holbrook 472-5040	Lori Klee 472-5040.
Personnel-Certificated	Nicole Glentzer 472-5030	Lori Woodward/Maribel Ramirez 472-5030
Personnel-Classified	Nicole Glentzer 472-5030	Lois Lincoln 472-5034
Petty Cash	Kati Aguilar 472-5013	Christa Fidler 472-5016
Phone System	Jason Griswold 472-5071	Lisa Rantala 472-5075
Physical Education (General)	Jenny Bailey 472-5051	Veronica Mejia 472-5054
Physical Fitness Testing Coordinator	Jenny Bailey 472-5051	Veronica Mejia 472-5054
Policies & Procedures	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Preschool	Susana Lowery 472-5060	Veronica Mejia 472-5054
Preschool Village	Sierra Doty 472-5059	Lori Schiele 472-5025

**When I Have A Question, Whom Do I Call?
2018-19 UUSD District Contact List**

Subject/Question	Administrator Contact	Support Staff Contact
Press Release	Debra Kubin 472-5002	Doug Shald 472-5005
Professional Development	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Program Improvement Requirements	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Psychologists	Beth Kirkley 472-5025	Lori Schiele 472-5025
Public Records Requests	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Purchasing	Penny Lauseng 472-5010	Christa Fidler 472-5016
Recruitment-Certificated	Nicole Glentzer 472-5030	Maribel Ramirez 472-5034
Recruitment-Classified	Iralene Holbrook 472-5040	Lori Klee 472-5040.
Report Cards	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Risk Management	Nicole Glentzer 472-5030	Lauren Bishop 472-5014
Safe Schools Plans	Jason Iversen 472-5061	Kim Saylor 472-5065
Safety Committee	Gabriel Sherman 472-5081	Lauren Bishop 472-5014
SARB	Jason Iversen 472-5061	Kim Saylor 472-5778
Scheduling Board & Conference Rooms	Debbie Ornelas 472-5002	Marta Restrepo 472-5003
School Accountability Report Cards	Katie Sommer 472-5053	Marcia Locatelli 472-5052
School Calendar	Nicole Glentzer 472-5030	Lori Woodward 472-5032
Schools of Hope	Jenny Bailey 472-5051	Veronica Mejia 472-5054
Section 504 Plan	Jason Iversen 472-5061	Kim Saylor 472-5065
Seniority List - Certificated	Nicole Glentzer 472-5030	Lori Woodward 472-5032
Seniority List - Classified	Iralene Holbrook 472-5040	Lori Klee 472-5040.
SNOR Report (Calpads Report)	Susana Lowery 472-5060	Mikkel Kyle 472-5055
Special Education Private & Charter School Services	Sierra Doty 472-5059	Lori Schiele 472-5025
Special Education Services	Beth Kirkley 472-5025	Lori Schiele 472-5025
Staff Development	Katie Sommer 472-5053	Marcia Locatelli 472-5052
STAR Testing	Jenny Bailey 472-5051	Veronica Mejia 472-5054
Statement of Economic Interest Form 700	Debbie Ornelas 472-5002	
Stipulated Expulsion	Jason Iversen 472-5061	Kim Saylor 472-5065
Strategic Planning	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Student Accidents	Nicole Glentzer 472-5030	Lauren Bishop 472-5014
Student Dress (uniforms)	Jason Iversen 472-5061	Kim Saylor 472-5065
Student of the Month	Debra Kubin 472-5000	Marta Restrepo 472-5003
Student Services	Jason Iversen 472-5061	Kim Saylor 472-5065
Student Teacher Placements	Nicole Glentzer 472-5030	Lori Woodward 472-5032
Subfinder	Nicole Glentzer 472-5030	Anthony Fleming 472-5035
Subpoena of Records	Nicole Glentzer 472-5030	Lori Woodward 472-5032
Substitute Application - Certificated	Nicole Glentzer 472-5030	Maribel Ramirez 472-5034
Substitute Application - Classified	Iralene Holbrook 472-5040	Lori Klee 472-5040.
Substitute Placements	Nicole Glentzer 472-5030	Anthony Fleming 472-5035
Summer School	Katie Sommer 472-5053	Marcia Locatelli 472-5052
Summer School - Special Education	Beth Kirkley 472-5025	Lori Schiele 472-5025
Superintendent's Cabinet	Debra Kubin 472-5002	Debbie Ornelas 472-5002
Suspensions	Jason Iversen 472-5061	Kim Saylor 472-5065
TB Test	Nicole Glentzer 472-5030	Anthony Fleming 472-5035

