Directory of Administrative Services

2010-2011

Putting students first to make learning last a lifetime.
Celebrating academics, diversity, and innovation.

Pasco School District #1
C. L. Booth Education Service Center
1215 W. Lewis Street
Pasco, WA 99301
509-543-6700

www.psd1.org
BOARD OF DIRECTORS

Sherry Lancon, President
5620 W Livingston Road

William V. “Bill” Leggett, Vice President
4019 Horizon Drive

H. W. “Pete” Felsted
4920 West Margaret

John Hergert
8416 Lancaster Drive

Jeffery Dong
1727 North 24th Avenue

Courtney Campbell
Euridice Gallegos
Student Representatives

SUPERINTENDENT

Superintendent—Saundra L. Hill 546-2800
Executive Assistant—Valerie Smith 546-2801

♦ Board of Directors
♦ Board Meetings
♦ Goal and Strategic Plan Development
♦ Policy Development
♦ Budget
♦ Fiscal Services

Director of Public Affairs—Leslee Caul 546-2807
Community Relations Liaison—Gracie Valle 543-6743
Publications Manager—Annie Warren 543-6700, Ext. 2022
Administrative Assistant—Brian Chumney 546-2686

♦ Internal and External District Publications
♦ Media Liaison
♦ Awards and Recognitions

♦ Legislation
♦ ESD Superintendents Advisory Council
♦ External Board Memberships
♦ External and Internal Communications
♦ Washington St. STEM Education Foundation

♦ Community Events
♦ PEAK! Community Partnership Program
♦ Public Records Requests

FISCAL SERVICES

Director of Fiscal Services—Howard Roberts 543-6741
Secretary—Jeannette Bales 543-6741

♦ Budget Preparation and Management
♦ Insurance
♦ Investments and Debt Management
♦ Official Documents and Inventory Records
♦ Enrollment
♦ Benefits Committee

Finance Supervisor—Jody Hockaday 546-2652
♦ Accounting and Finance
♦ Budget Development

♦ District Funds
♦ Bond/Levy Elections
♦ Purchasing
♦ Accounts Payable
♦ Accounts Receivable

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FISCAL SERVICES (cont’d)

Payroll Supervisor—Carla Green  546-2657
♦ Monthly Payroll
♦ Retirement Pay Records
♦ Sick Leave Cash Out
♦ Benefits Enrollment

Internal Controls Auditor — Tom Hitt  543-6726

Purchasing Agent—Marvin Moore  543-6741
♦ Procurement
♦ Contracts

CURRICULUM & INSTRUCTION

Associate Superintendent—Dr. Dennis P. Maguire  546-2802
Administrative Assistant—Robyn Dunnagan  546-2803

K-12 Curriculum and Instruction
♦ Supervision of Secondary Schools and Principals
♦ Delta (STEM) High School Principal Supervision
♦ Secondary Curriculum and Instruction/Programs
♦ District and School Improvement Process

Director Career and Technical Education (CTE) — Chris Martinson  543-6770 ext. 2164
Secretary—Sheri McGraw  543-6727

♦ Career and Technical Programs
♦ Business and Industry Partnerships
♦ Post-Secondary Program Articulation
♦ School-To-Work Transition
♦ Columbia Basin College Program Liaison

♦ Staffing and Budgets
♦ Student Activities
♦ Alternative and Teen Parent Programs
♦ Visual and Performing Arts
♦ Secondary Student In-district Transfers
♦ Student Services Annual State Reporting

♦ CTE Program Advisory Committees
♦ CTE Teacher Evaluations
♦ Tri-Tech Skills Center and Tri-City Area Educational Cooperative Liaison

Assistant Superintendent of Teaching and Learning — Calaine Bacon  543-6721
Secretary—Adela Zamora  546-2055

♦ Supervision of Elementary Schools and Principals
♦ Elementary Curriculum and Instruction
♦ District and Elementary School Improvement Process

♦ Administrative Interns
♦ Elementary Staffing and Budgets
♦ K-12 Counselors
♦ Nurses
♦ Administrative Professional Development

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INSTRUCTIONAL SERVICES

Assistant Superintendent of Instructional Services—Glenda Cloud  546-2817
Administrative Assistant—Laura Klippert  543-6785

♦ Supervision of Special Services
♦ Supervision of Student Achievement
♦ Supervision of Curriculum and Professional Development
♦ Supervision of Human Resources
♦ Supervision of Operations
♦ Staffing and Budgets
♦ School and District Improvement
♦ Risk Pool

Executive Director of Human Resources and Legal Affairs—Sarah Thornton  546-2816
Director of Employee Relations—Brian Leavitt  546-2819
Secretary—Marisol Villa  546-2152
Certificated Records Manager—Mary Williams  546-2825
Classified Records Manager—Gina Harper  543-6712

♦ Employee Recruitment and Hiring
♦ Assignment and Transfer
♦ Employee Relations
♦ Collective Bargaining
♦ Contract Administration
♦ Personnel Records, Files, and Leaves
♦ Evaluations
♦ Salary Schedules
♦ Job Descriptions
♦ Investigations
♦ Unemployment
♦ Student Teachers
♦ Volunteers
♦ Substitutes
♦ Employee Discipline
♦ General Counsel
♦ Classified and Certificated Employees
♦ Policies
♦ Equity Officer, Title VII and Title IX

Executive Director of Student Achievement—Elizabeth Padilla Flynn  546-2887
Assistant Director—Lana Siemon  546-2269
Student Achievement Coordinator—José Hernandez  546-2133
Student Data and Assessment Coordinator—Mark Garrett  546-2683
Secretary—Pam Campos  546-2661

♦ Bilingual Education
♦ Migrant Education
♦ Pre-Kindergarten Coordination
♦ Title 1/LAP Programs
♦ Translation Services
♦ OCR Compliance Reporting
♦ Data and Assessment Department
♦ School and District Improvement
♦ Grant Applications and Reports
♦ Johns Hopkins School and Family Partnerships
♦ Parent Education Center
♦ Homeless Students
♦ Juvenile Justice Liaison
♦ Law Enforcement Agencies Liaison
♦ PowerSchool Student Information System

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## INSTRUCTIONAL SERVICES (CONT'D)

### Executive Director of Curriculum & Professional Development—Kathy Hayden  546-2804

- Assistant Director—Alma Duran  546-2663
- Secretary—Shirlene Forgey  546-2659

- Curriculum Program Review and Alignment
- Instructional Materials
- Curriculum Leadership Teams
- Instructional Coaches and Teachers on Special Assignment
- National Board Certification/Professional Certificate
- MESA Program
- New Teacher/Certificated Training and Mentoring Program
- First Aid
- Librarians
- Professional Development
- Clock Hours
- Highly Capable and Advanced Placement
- Title II
- LASER
- Regional Services Corp (RSC)
- Literacy Intervention Programs

### Director of Special Services—Tracy Wilson  546-2876, Ext. 2112

- Assistant Directors—Lisa Muchlinski  Ext. 2125
- Assistant Director—Christy Jones  Ext. 2120
- Secretary—Kristy Needham  546-2876

- Special Education Program
- ADA/504 Compliance

### Executive Director of Operations—John Morgan  543-6098

- Administrative Assistant—Jean Martin  546-2880
- Student Services Secretary—Vickie Hanson  543-6722

- Supervision of Support Services
- Supervision of Technology
- Supervision of Capital Projects
- Supervision of Student Services
- Facilities Planning, Management, and Construction
- Pasco Facilities Task Force
- Crisis Management Planning
- School Security
- Athletics
- Becca (Truancy) Monitoring
- Discipline Hearings and Issues
- Drug/Alcohol/Bullying Prevention Programs
- Home Schooling

### District Athletic Director—Le Burns  546-2859

- Secretary—Rosie Bogart  547-5581 ext. 3821

### Director of Technology—Jaime Morales  543-6757, Ext. 2128

- Secretary—Michelle Nisbett  543-6757

- Technology
- Computer Maintenance
- Website Development and Maintenance
- ESD Media Liaison
- OSPI Education Data System
- Telephone System
- E-Rate
- Systems Integration

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INSTRUCTIONAL SERVICES (CONT’D)

Operations (cont’d)

Director of Support Services—Randy Nunamaker  546-2691, Ext. 2302
Secretary—Mary Post   546-2691, Ext. 2336

- Supervision of Transportation
- Supervision of Nutrition Services
- Supervision of Print Shop/Courier
- Supervision of Maintenance and Custodial
- Workers Compensation
- Safety/Hazardous Materials
- Security
- Energy Management
- Postage
- Risk Management

Supervisor of Maintenance and Custodial—Roy McCoskey  546-2691, Ext. 2303
Assistant Supervisor of Maintenance and Custodial—Robin Frost  546-2691, Ext. 2304
Secretary—Heather Dunton   546-2691, Ext. 2301

- Maintenance
- Grounds
- Warehouse
- Electrical
- Carpentry
- Custodial
- Playground Equipment

Nutrition Services Supervisor—Mary Nowak  546-2836
Assistant Nutrition Services Supervisor—Maria Ratuiste  546-2836
Secretary—Celia Bird   546-2836, Ext. 2312

- School Breakfast
- School Lunch
- Nutritional Planning
- Free/Reduced Lunch Applications
- USDA Summer Food Service Program
- USDA Program

Transportation Supervisor—Jana Peterson  547-2510, Ext. 2320
Assistant Transportation Supervisor—Pam Potter  547-2510, Ext. 2321
Secretary—Terry Ehlers   547-2510, Ext. 2324

- Bus Routes
- Driver Assignments
- Safe Walking Route Analysis
- Communication with Schools and Parents
- Emergency Closures
- Extra and Co-Curricular Transportation
- Crossing Guards
- Driver Training
- Fleet Maintenance and Safety
- Enrollment and Boundary Data

Director of Capital Projects—Kim Marsh  543-6096
Construction Projects Technician—Linda Arce   543-6095

- Construction Planning and Oversight
- Architect and Engineer Interaction
- Permitting and Bid Process

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