

San Ysidro School District
Business Division Contact List

The Business Division believes in consistently providing the best possible service to its customers (i.e. students, staff, and community) by responding to needs and expectations as quickly and efficiently as possible. To help us serve you better, please address any questions or concerns as follows:

- 1) Submit electronic work orders for all Technology and Maintenance issues at the following Web address: www.opras.com/sysd. 2) Contact the staff member listed below in charge of the area or department that pertains to your needs.*

Business Departments

1. Business Office

- a. Interim Assistant Superintendent, Tom Silva, X3004, tsilva@sysd.k12.ca.us
1. Construction
 2. Modernization
 3. Deferred Maintenance
 4. Contractor coordination
 5. Demographics
 6. Master Planning
 7. Facilities Financing
- b. Executive Secretary, Martha Castelo, X3003, martha.c@sysd.k12.ca.us
1. Use of Facilities
 2. Developer Fees
 3. Enrollment Reporting
 4. Class Size Reduction
 5. Construction Payments and Accounting
 6. Worker's Compensation
 7. P-28's
 8. Mandated costs

2. Purchasing

- a. Account Clerk II, Araceli Sanchez X3002, asanchez@sysd.k12.ca.us
1. Electronic requisitions for materials, supplies, and services from outside vendors
 2. Stores Inventory – electronic requisitions and back orders
 3. Phones – cell and land-line
 4. Furniture and equipment purchases and repairs

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3. Information Systems

a. Director – Frank Paredes, X3035, franco@sysd.k12.ca.us

1. Computers and printers
2. Software
3. Network access
4. Network design and expansion
5. Televisions and DVD/VCRs
6. Audio Video (Smart Classrooms)
7. Internet and Web Sites
8. Voice Mail and E-mail

4. Fiscal Services

a. Account Technician- Elva Arceo-Guerrero, X3039 eguerrero@sysd.k12.ca.us

1. Setting up and maintaining budgets
2. Financial Information
3. Moving Funds
4. Wire Transfers
5. Bank Reconciliation

b. Account Technician - Sylvia Munoz, X3009 smunoz@sysd.k12.c.aus

1. Expenditure Reports
2. Budget Transfers/alignments
3. Fixed Asset

c. Payroll Clerk, Account Clerk III – Lisa Suarez, X3007, lsuarez@sysd.k12.ca.us

1. Payroll
2. Disability Claims

d. Account Clerk III – Carmen Ortiz, X3008, carmen@sysd.k12.ca.us

1. Health Benefits
2. TSA's
3. Garnishments
4. Employment Verification

e. Account Clerk II – Blanca Barrera, X3005, bbarrera@sysd.k12.ca.us

1. Travel/Conference requests, payments and reimbursements
2. Revolving Cash Fund Accounts
3. Vendor Payments
4. Employee Reimbursements
5. ASB/Camp Deposits

6. Maintenance/Custodial – Secretary/Clerk, Tonnie Cedeno, X3046, tonnie@sysd.k12.ca.us

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a. For EMERGENCIES, use Nextel Phone to Manuel Durazo

b. Director, Manuel Durazo, X3045, mdurazo@sysd.k12.ca.us

1. Facility repairs and upkeep
2. Transportation

c. Operations Supervisor, Carmen Valenzuela, X3047, cvalenzuela@sysd.k12.ca.us

1. Custodians
2. Cleaning

6. Transportation

a. Operations Assistant, Cesar Vega, X3065, cvega@sysd.k12.ca.us

1. Field Trips
2. Home to School
Transportation
3. Special Education
Transportation

7. Child Nutrition & Food Services

a. Supervisor, Ana Bush, X3063, abush@sysd.k12.ca.us

1. Catering
2. Breakfast and lunch service for students

b. Account Clerk II – Laura Gastelum, X3010, lgastelum@sysd.k12.ca.us

1. Free/Reduced lunch applications
2. Reimbursement claims
3. Bank deposits - Cafeteria

c. Consultant, Eric Span, X3011, ultra19e@yahoo.com

8. Print Shop

a. Print Shop Technician, Jeff Pfeiffer, jpfeiffer@sysd.k12.ca.us

1. Print Orders