



Dr. Jorge O. Ayala., Superintendent

DIRECTORY
by
JOB ASSIGNMENTS

for
District and County Office of Education
Administrative Staff



July 1, 2007

Prepared by:
Business, Management & Advisory Services
Yolo County Office of Education

Services provided to districts by

BUSINESS, MANAGEMENT AND ADVISORY SERVICES

Scott Lantsberger, Director

ACCOUNTS PAYABLE AUDITING & PROCESSING

Monthly Rotation..... 668-3725..... [mail to: bse@ycoe.org](mailto:bse@ycoe.org)

ACCOUNTS PAYABLE - CANCELLED WARRANTS/STOP PAYMENTS

Monthly Rotation..... 668-3725..... [mail to: bse@ycoe.org](mailto:bse@ycoe.org)

1099 PROCESSING

Scott Lantsberger..... 668-3719..... [mail to: lantsberger@ycoe.org](mailto:lantsberger@ycoe.org)

AUTOMATIC PAY DEPOSIT MAINTENANCE

X2 Jeff Haines..... 668-3724..... [mail to: haines@ycoe.org](mailto:haines@ycoe.org)

X3 X6 Bridget Vaughan..... 668-3718..... [mail to: vaughan@ycoe.org](mailto:vaughan@ycoe.org)

X4 X7 Cheryl Dutton..... 668-3720..... [mail to: dutton@ycoe.org](mailto:dutton@ycoe.org)

X5 Maria Jett..... 668-3792..... [mail to: jett@ycoe.org](mailto:jett@ycoe.org)

APPORTIONMENTS – PRINCIPAL

Maria Jett..... 668-3792..... [mail to: jett@ycoe.org](mailto:jett@ycoe.org)

ATTENDANCE REPORTS

Scott Lantsberger..... 668-3719..... [mail to: lantsberger@ycoe.org](mailto:lantsberger@ycoe.org)

ATTENDANCE WORKSHOPS & QUESTIONS

Scott Lantsberger..... 668-3719..... [mail to: lantsberger@ycoe.org](mailto:lantsberger@ycoe.org)

AUDIT FINDING RESOLUTION (AB 3627)

Scott Lantsberger..... 668-3719..... [mail to: lantsberger@ycoe.org](mailto:lantsberger@ycoe.org)

BANK REPORT RECONCILIATION

Monthly Rotation..... 668-3725..... [mail to: bse@ycoe.org](mailto:bse@ycoe.org)

BENEFIT OBJECT CODE MAPPING

Scott Lantsberger..... 668-3719..... [mail to: lantsberger@ycoe.org](mailto:lantsberger@ycoe.org)

CalWORKS COUNT/REPORT

Maria Jett..... 668-3792..... [mail to: jett@ycoe.org](mailto:jett@ycoe.org)

CASH IN COUNTY TREASURY

Quarterly Rotation..... 668-3725..... [mail to: bse@ycoe.org](mailto:bse@ycoe.org)

CBEDS

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CHART OF ACCOUNTS MAINTENANCE

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DATA ARCHIVAL

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DEPOSITS

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Business Management and Advisory Services (continued)

FISCAL ADVISOR / AB 1200

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ITS HP3000 SUPPORT LINE

Ernie Newton..... 668-3745..... [mail to: newton@ycoe.org](mailto:newton@ycoe.org)
 Robb Walters..... 668-3745..... [mail to: walters@ycoe.org](mailto:walters@ycoe.org)
 Dawn Berger..... 668-3745..... [mail to: smith@ycoe.org](mailto:smith@ycoe.org)

LOCAL ASSISTANCE (PL 94-142):

Miscellaneous Apportionment:

Quarterly Rotation..... 668-3725..... [mail to: bse@ycoe.org](mailto:bse@ycoe.org)

Principal Apportionment

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Estimate and Projection

Scott Lantsberger..... 668-3719..... [mail to: lantsberger@ycoe.org](mailto:lantsberger@ycoe.org)

PAYROLL:

APD Retrievals

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 X3 X6 Bridget Vaughan..... 668-3718..... [mail to: vaughan@ycoe.org](mailto:vaughan@ycoe.org)
 X4 X7 Cheryl Dutton..... 668-3720..... [mail to: dutton@ycoe.org](mailto:dutton@ycoe.org)
 X5 Maria Jett..... 668-3792..... [mail to: jett@ycoe.org](mailto:jett@ycoe.org)

Cancelled Warrants/Stop Payments

Maria Jett..... 668-3792..... [mail to: jett@ycoe.org](mailto:jett@ycoe.org)

Maintenance of Pay Schedules and Taxes

Scott Lantsberger..... 668-3792..... [mail to: lantsberger@ycoe.org](mailto:lantsberger@ycoe.org)

Payroll Auditing

X2 Jeff Haines..... 668-3724..... [mail to: haines@ycoe.org](mailto:haines@ycoe.org)
 X3 X6 Bridget Vaughan..... 668-3718..... [mail to: vaughan@ycoe.org](mailto:vaughan@ycoe.org)
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Payroll History Adjustments

Assigned District Technician (see above) 668-3725..... [mail to: bse@ycoe.org](mailto:bse@ycoe.org)

Voluntary Deduction Vendor Maintenance

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PRIVATE SCHOOL AFFIDAVITS

California Department of Education..... (916) 319-0371..... www.cde.ca.gov/privateschools

RETIREMENT:

Retirement Module Maintenance

Cheryl Dutton..... 668-3720..... [mail to: dutton@ycoe.org](mailto:dutton@ycoe.org)

PERS Retirement Reports/Audits

Quarterly Rotation..... 668-3725..... [mail to: bse@ycoe.org](mailto:bse@ycoe.org)

Business Management and Advisory Services (continued)

STRS Retirement Reports/Audits			
Quarterly Rotation.....	668-3725.....		mail to: bse@ycoe.org
STATE REPORTS (J-Reports)			
Scott Lantsberger.....	668-3719.....		mail to: lantsberger@ycoe.org
TRANSFERS FILE MAINTENANCE			
Monthly Rotation.....	668-3725.....		mail to: bse@ycoe.org
QUARTERLY U.I. PROCESSING			
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WARRANT STATUS			
District Assigned Technician (see above).....	668-3725.....		mail to: bse@ycoe.org
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W-2 PROCESSING			
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ACCOUNTS PAYABLE:

ACCOUNT LINES:

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Linda Abaurrea.....	662-0201 Ext. 4339.....	mail to: labaurrea@wjUSD.org

YCOE

Gerri Cleland.....	668-3782.....	mail to: cleland@ycoe.org
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BATCHES:

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District Account Payable – Batches (continued)

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	Linda Abaurrea.....	662-0201 Ext. 4339.....	mail to: labaurrea@wjUSD.org
	Deann Gonzalez (Cafeteria).....	662-0201 Ext. 4321.....	mail to: dgonzales@wjUSD.org
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	Gerri Cleland.....	668-3782.....	mail to: cleland@ycoe.org

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WINTERS			
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WOODLAND			
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YCOE			
	Gerri Cleland.....	668-3782.....	mail to: cleland@ycoe.org

APPORTIONMENT (Account Lines - Who Opens):

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ESPARTO			
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WASHINGTON			
	Diane Brown.....	(916) 375-7600 Ext. 2220.....	mail to: dpearson-brown@wUSD.k12.ca.us

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Gerardo Castillo.....	662-0201 Ext. 4346.....	mail to:gcastillo@wjUSD.org
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TRANSFERS:

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Transfers (continued)

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ESPARTO

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WASHINGTON

Doris Earl..... (916) 375-7600 Ext. 2226..... [mail to:dearl@wusd.k12.ca.us](mailto:dearl@wusd.k12.ca.us)

WINTERS

Open Position..... xxx-xxxx.....

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Vicki Nusz..... 662-0201 Ext. 4309..... [mail to:vnusz@wjuds.org](mailto:vnusz@wjuds.org)

Deann Gonzalez (Cafeteria)..... 662-0201 Ext. 4321..... [mail to:dgonzalez@wjuds.org](mailto:dgonzalez@wjuds.org)

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Fixed Assets (continued)

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Matthew Powers (S-Z)..... 757-5300 Ext. 124..... [mail to:mpowers@djud.k12.ca.us](mailto:mpowers@djud.k12.ca.us)

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Corinna Macias..... (916) 375-7600 Ext. 2339..... [mail to:cmacias@wusd.k12.ca.us](mailto:cmacias@wusd.k12.ca.us)

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Amy Brown (G-M)..... 662-0201 Ext. 4330..... [mail to: abrown@wjUSD.org](mailto:abrown@wjUSD.org)
Carol Willis (N-Z)..... 662-0201 Ext. 4334..... [mail to:cwillis@wjUSD.org](mailto:cwillis@wjUSD.org)

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Loren Testa (F-R)..... 757-5300 Ext. 130..... [mail to:ltesta@djud.k12.ca.us](mailto:ltesta@djud.k12.ca.us)
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Tami Vitto..... (916) 375-7600 Ext. 2214..... [mail to:tvitto@wusd.k12.ca.us](mailto:tvitto@wusd.k12.ca.us)
Corinna Macias..... (916) 375-7600 Ext. 2339..... [mail to:cmacias@wusd.k12.ca.us](mailto:cmacias@wusd.k12.ca.us)

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WOODLAND

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Carol Willis (N-Z)..... 662-0201 Ext. 4334..... [mail to:cwillis@wjUSD.org](mailto:cwillis@wjUSD.org)

Payroll – Certificated (continued)

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WINTERS

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Carol Willis (N-Z) (PERS/STRS)..... 662-0201 Ext. 4334..... [mail to:cwillis@wjusd.org](mailto:cwillis@wjusd.org)

YCOE

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PERSONNEL TERMINATION:

DAVIS

Kathy Ware (PERS)..... 757-5300 Ext. 102..... [mail to:kware@djud.k12.ca.us](mailto:kware@djud.k12.ca.us)
Jana Royal (STRS)..... 757-5300 Ext. 104..... [mail to:jroyal@djud.k12.ca.us](mailto:jroyal@djud.k12.ca.us)

ESPARTO

Vonda Jensen 787-3446 Ext. 132..... [mail to:vjensen@espartok12.org](mailto:vjensen@espartok12.org)
Nena Lemus..... 787-3446 Ext. 135..... [mail to:nlemus@espartok12.org](mailto:nlemus@espartok12.org)

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WOODLAND

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Alice Espitallier (G-M)..... 662-0201 Ext. 4398..... [Mail to: aespitallier@wjusd.org](mailto:aespitallier@wjusd.org)
Meredith Parkhurst (N-Z)..... 662-0201 Ext. 4318..... [Mail to: mparkhurst@wjusd.org](mailto:mparkhurst@wjusd.org)

YCOE

Cheryl Bates (PERS/STRS)..... 668-3778..... [mail to:bates@ycoe.org](mailto:bates@ycoe.org)

STUDENT SYSTEM:

DAVIS

Debbie Hernandez..... 757-5400..... mail to:

ESPARTO

Debbie Bloom (Elementary)..... 787-3417 Ext. 100..... mail to:

Student System (continued)

Trina Eason (Middle School)	787-4151 Ext. 127	mail to:
Lupe Alvarez (High School)	787-3405 Ext. 100	mail to:
WASHINGTON		
N/A	N/A	N/A
WINTERS		
Gloria Hahn.....	795-6100.....	mail to: ghahn@wintersjUSD.org
Mary Kay Callaway.....	795-6105.....	mail to: mcallaway@wintersjUSD.org
Kim Kimes.....	795-6111.....	mail to: kkimes@wintersjUSD.org
Tom Locker.....	795-6157.....	mail to: tlocker@wintersjUSD.org
Erika Padilla.....	795-6320.....	mail to: epadilla@wintersjUSD.org
Jill Shugart.....	795-6140.....	mail to: jshugart@wintersjUSD.org
Joyce Snyder.....	795-6154.....	mail to: jsnyder@wintersjUSD.org
Anietta Tice.....	795-6130.....	mail to: atice@wintersjUSD.org
WOODLAND		
N/A	N/A	N/A
YCOE		
Ernie Newton.....	668-3745.....	mail to: newton@ycoe.org
Vacant (Special Ed).....	668-3787.....	

REMOTE LINE PRINTERS AND DISTRICT FAX NUMBERS

	<u>FAX #</u>	<u>RLP#</u>	<u>LDEV#</u>
DAVIS			
Business Office.....	757-5319.....	N/A.....	26.....
Emerson Jr. High.....	757-5434.....	N/A.....	23.....
Holmes Jr. High.....	757-5435.....	N/A.....	24.....
Davis Sr. High.....	757-5492.....	N/A.....	25.....
ESPARTO			
Business Office.....	787-3033.....	N/A.....	30.....
Esparto Elementary.....	787-4844.....	N/A.....	27.....
Esparto Middle	787-3890.....	N/A.....	32.....
Esparto High.....	787-4850.....	N/A.....	34.....
WASHINGTON			
Business Office.....	(916) 375-7629.....	RLP 24	244.....
		RLP 10	346.....
WINTERS			
Business Office	795-6114.....	N/A.....	42.....
Winters Middle	795-6137.....	N/A.....	46.....
Winters High	795-6147.....	N/A.....	44.....
Wolfskill Continuation High	795-6162.....	N/A.....	45.....
Waggoner	795-6120.....	N/A.....	39.....

Remote Line Printers and District Fax Numbers (continued)

WOODLAND

Business.....	666-7039.....	N/A.....	N/A.....
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YCOE

Reception.....	668-3848.....	RLP 7.....	N/A.....
BMAS.....	668-3828.....	N/A.....	52.....
ITS (Line Printer).....	N/A.....	Network	47.....
ITS (Line Printer).....	N/A.....	Network	54.....

ITS HP3000 Support Line (Ernie Newton, Robb Walters, Dawn Berger)	668-3745.....	N/A.....	N/A.....
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