

SECTION I: CONTACT INFORMATION

Building A: Offices

ADMINISTRATION:

Principal	Diana Yarboi	
Co-Principal	Preston Carr	Academies, Early College, Alternative Education
Assistant Principal	Joseph Duarte	Special Education, Athletics, and Activities
Assistant Principal	Tracy Gutierrez	Discipline, Safety, and Attendance
Assistant Principal	Carlo Purther	Curriculum, Teacher, and Academic issues

ASSISTANT PRINCIPALS' OFFICE:

LariAnn Bracci ext 2966 (secretary to Duarte) – Special Education, Athletics, Activities, PRESAT/SAT testing

Nichole Rojas ext 2964 (secretary to Gutierrez) –Discipline issues, safety issues, attendance issues, SBAC testing

Stacy Giles pie ext 2863 (secretary to Purther) – Curriculum (department meetings, library, AP testing ELD, CELDT Testing,), teacher and academic issues (504s, classroom observation approvals, computer labs, film approval, SSTs, website), PTSA, SSC

ATTENDANCE OFFICE:

Jill Anderson/Michelle Lyndes ext 2810 – student absence, truancy, home visit/upcoming field trip or any excused absence, Short-term independent study, parent/student portal, district reports, faxes

COUNSELING OFFICE:

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|-----------|----------------|-----------|------------------|
| • A-Ci | Ryan Bell | • Meo-San | Dennis Batterbee |
| • Cj-Hoo | Gayla Mead | • Sao-Z | Grace O'Keefe |
| • Hop-Men | Jamie Bergmann | | |

Cheryl Cabrera ext 2939 – counseling questions, student schedule, master schedule, teacher schedule, Aeries queries, counseling events, Academies, district teacher and pupil reports

Cheryl Flores ext 2936 – counseling questions, counseling appointments, Mrs. Yarboi's appointments, teacher supplies (including scantrons), copying/copy codes, mail

Michelle Stevens ext 2938 – intervention support (English/Social Science)

Bei Collins ext TBA –intervention support (Math/Science)

Ryan Venegas – Student follow up for: 504s, ELL, AVID, Lower Social Economics, Foster Youth

FRONT OFFICE:

Sue Butriss ext 0 – switchboard, general inquiries, staff parking, staff bulletin, visitor check in, teacher check out of leaving anytime other than lunch, informing security about opening doors, and making announcements to the school using the intercom

NURSING:

Leila Reynolds, R.N.C. ext 2851 – administration of medication, counsel health issues, emergencies, health education, health records, health screening, home/hospital, IEP, SART, SARB support, immunization records, injuries, illness, physical permits, re-admits

Ivana Mora ext 2852 – support for the nurse (including faxes)

PRINCIPAL'S OFFICE:

Erin Gibson ext 2940 – substitutes, keys, timesheets, absence affidavits, work orders, absence reports, school/office supplies, conferences, confidential staff information, school budget, school calendar, bell schedule, custodial follow up

PSYCHOLOGIST:

Amin Skaf ext 2970 –testing for special education, crisis counseling

RECORDS OFFICE:

Grace Morreira ext 2801– student registration, student transfer, grade verification and changes, monthly district and state reports, transcript verification, official transcript request, insurance verification, F1 visas, naturalization verification, court documents, district documents, switchboard relief

Nicole Kemp TBA ext 2811– student withdrawal, address verification, student records request, transcript request, Parchment, transcripts, record keeping and filing of district letters, testing results, court documents, faxes, and switchboard relief

SECURITY:

Art (contact Switch Board)– security supervisor

Building B: Library

Alicia Morales ext 2422 – District Librarian

Connie Martinez /Janet Rust ext 2422– textbooks, library use, audio-visual equipment and materials, orientation to teachers and students, fines

Building C: Cafeteria

Brenda Rojas ext 2238 – Cafeteria manager

Building D: Custodial

Frank Meneses ext 2310 – Emergency supplies, material acquisition, plant management, receiving, safety, supervision of custodial

Building G: Gym

Warren Reed – Athletics

- **Peggy Falls Secretary ext 2608**
 - Athletic budget, eligibility, grounds and facilities, CIF liaison, equipment, officials, scheduling, staffing, supervision of coaches, athletic trainer, transportation, uniforms

Debi Weiss – Activities

- **Michelle Pappas Secretary ext 2605**
- **Carol Student Store ext 2602**
- **Sandra Accounts Payable ext 2601**
 - Activities, agenda, assemblies and rallies, class advisors, co-curricular eligibility, fundraisers, graduation, ID cards, master calendar, renaissance, spirit squad, student government, student recognition, student store, announcements

Building H: Mathematics**CAREER CENTER:**

Susan Stewart ext 2736 – Guidance with College/Universities, Community Colleges, ROP, Career Cruising, College and Career Fairs, Work Experience

SECTION II: DEPARTMENT CHAIRS & COLLABORATION SCHEDULE

Academies	Anthony Pittman & Art Boren
Visual Arts	Sergio Robleto & Kevin Russell
AVID	Jennifer Puente
Consumer & Family Science	Barbara Allen
Counseling	Dennis Batterbee & Jamie Bergmann
English	Temple Scott
Foreign Language	Leigh AnnMunoz & Claudia Reynolds
Math	Joy Rouchon & Adam Sjol
Performing Arts	Mark Stone
Physical Education	Terry Martin
Science	Rhonda Fellows & Deborah Stevens
Social Science	Matt Ellington
Special Education	Kit Flores, Robert Reams, & Steve Pye

COLLABORATION SCHEDULE:

1. Department chairs should submit agendas to Purther prior to the monthly meeting.
2. Department chairs should ensure that members know and represent at School Site Council, which is the second Wednesday of every month at 2:30-3:30PM.
3. Submit grade / subject meeting agenda to Department Chair at full department meeting held the same morning.
4. Every Monday morning teachers should first report to full department meeting. Then you will split to attend the meeting as listed on the agenda below.