

ROSE BISARRA		Ext 6518
Site / Resource	School / Program	Loc
CA	Cactus	011
CH	Chaparral	023
DGM	David G. Millen	055
DW	Desert Willow	029
SAGE	Space & Aeronautics Gateway to Exploration	012
SH	Shadow Hills	060
TW	Tumbleweed	017
31800	SIG Grant - Monitoring & Reporting	017
31820	CSI	ALL
58101	Magnet School Assistance Program Monitoring & Reporting	ALL
60100	ASES - Program Monitorin & Reporting	ALL
60110	ASES KIDS Code Pilot - Program Monitoring & Reporting	ALL
90140	LA CO Arts Advancement Grant	ALL
95000	Local Restricted	011, 023, 055, 029, 012, 060, 017
Reporting	Cash Management Reporting	
	Federal Interest Reporting	

VALERIE MCOWEN		Ext 6601
Site / Resource	School / Department	Loc
BS	Barrel Springs	030
BV	Buena Vista	036
DC	Dos Caminos	042
IA / RTL	Innovation Academy / Ready to Learn	103, 124
JH	Joshua Hills	020
OC	Ocotillo	021
OT	Oak Tree	007
	Saturday School	123
9000X.X	LCAP Monitoring & Reporting - District (Goal End "0")	ALL
95000	Local Restricted	030, 036, 042, 020, 021, 007
Other Assignments	Backup Support for Special Education (Lesley)	ALL

GERRY DE DIOS		Ext 6507
Reporting & Other Assignments	District Attendance Reporting (P-1, P-2, Annual)	
	SMAA Quarterly Reporting (Alternate Quarterly)	
	Teacher Staffing (Alternate Monthly)	
	Back up support for Cash Management Reporting (Rose)	
	Backup Support for Position Control (Diandra)	

CANDICE RATZENBURG		Ext 6513
Site	School / Program	Loc
CM	Cimarron	033
DR	Desert Rose	025
GP	Golden Poppy	031
LA	Los Amigos	040
MQ	Mesquite	034
QV	Quail Valley	039
PACHS	Palmdale Academy Charter High School	096
73110	Employee Professional Development Block Grant	Human Resources
11000	Lottery	ALL
63000	Lottery	ALL
14000	EPA (Education Protection Account)	ALL
95000	Local Restricted	033, 025, 031, 040, 034, 039, 096
Reporting	SMAA (Medi-Cal) Quarterly	
	Pulling Labor Data	
Other Assignments	Teacher Staffing Meetings	
	Assigning/Verifying Account funding strings	
	Creating Line Item Reports	
	SELPA Support	
	Payroll Error Correction (Downloading/Preparing JVA)	
	Backup support for Position Control (Diandra) and District Attendance Reporting (Gerry)	

MONA SEPULVEDA		Ext 6510
Resource	Department / Program	Loc
00000	District Office, St. Mary's Private School, Retirees, Teacher Extra Duty, Superintendent, Business Services, Fiscal Services, Risk Management, Reprographics, IT, Facilities, Warehouse, Custodians, Grounds, District Vehicles, Transportation, Ed Serv, Ed Tech, Planetarium, Personnel Commission, HR, Teacher Support, District Moves, Student Testing and Assessment, Subs	001, 088, 150, 170, 201, 204, 205, 206, 208, 209, 210, 211, 213, 214, 216, 217, 218, 221, 224, 230, 231, 233, 235, 238, 680
02090	Classroom Multimedia Project	ALL
02091	Technology Update Fund	ALL
06264	Administrator's Credentialing Program	001
09030	Charter Admin & Sports Program	001
30100	Title I - Program Monitoring & Reporting - DO & Ed Serv (Goal End "0")	218
30600	Migrant Ed - Program Monitoring & Reporting	001
30610	Migrant Ed Summer - Program Monitoring & Reporting	001
40350	Title II - Program Monitoring & Reporting	001, 231, 233
42010	Title III Immigrant - Program Monitoring & Reporting	218
42030	Title III LEP - Program Monitoring & Reporting	218
41270	Title IV - Program Monitoring & Reporting	218
81500	RRMA - Routine Restricted Maintenance Account	212
95000	Local Restricted - Ed Tech & Ed Services	221, 218
Reporting	CARS Reporting - ALL Categorical Programs	ALL

LESLEY TUCKER			Ext 6521
Resource/Dept/Site	School / Program /Dept	Loc	
PDC	PDC (Palmdale Discovery Ctr)	005	
FS	First Steps	006	
YN	Yellen Special Ed Staffing	061	
00000	Special Ed, Health Services, Student Svcs and Welcome Ctr, Mental Health	225, 227, 228, 241 & 242	
33100	Special Education - IDEA / Preschool Local Entitlements	ALL	
33150	Special Education - IDEA Federal Preschool	ALL	
33200	Special Education - Part of 33100 Previously Preschool Local Entitlements	ALL	
33270	Special Education - Mental Health Services	ALL	
33450	Special Education - Preschool Staff Development	ALL	
33850	Special Education - Early Ed Program & State Early Intervention Add'l	ALL	
56400	Health Services - Medi-Cal	ALL	
65000	Special Education - AB 602 / Out of Home Care	ALL	
65120.0	Special Education - Mental Health Services	ALL	
65460	Special Education - Mental Health Services	ALL	
91100	Health Services - SMAA	ALL	
95000	Local Restricted - YN, PDC	005, 061	
Other Assignments	Special Ed Timesheets (Payroll)		
Reporting	Special Education		
	Excess Cost Billing		
	Mandated Cost Reporting		
	PPA (Provider Participation Agreement) - Health		

MELISSA SALDANA			Ext 6514
Resource/Site	School / Program	Loc	
75100	Low Performance Student Block	ALL	
78100	All Other State Income	ALL	
91200	SAVE (Other Local Ed Foundation)	ALL	
91500	Other Local-Immunization Partnership	ALL	
91610	Lockheed Martin COVID19 Emergency Online Learning Grant	ALL	
COVID	All CARES ACT COVID Resources	ALL	
MZ	Manzanita	014	
PLP	Palmdale Learning Plaza	027	
PT	Palm Tree	024	
SW	Summerwind	028	
TA	Tamarisk	016	
YU	Yucca	013	
95000	Local Restricted	014, 027, 024, 028, 016, 013	
Other Assignments	Payroll Error Correction (Downloading/Preparing JVA)		

DIANDRA MORA			Ext 6599
Site	Program/ Function		
District Office	Certificated/Classified/Management Position Control		
	HRS Discrepancy Report		
	SFS Pay Notification		
	Cash Collections for Salary Overpayments - CTA/PETA/CSEA		
	Update PC Prods (LLL, SACS, LABOR)		
	Fund 76 Reconciliation		

Back Up for Budget Technicians		
Generosa	Valerie	All as needed
Valerie	Generosa	All as needed
Mona	Candice	All as needed
Gerry	Diandra and Candice	All as needed
Diandra	Gerry and Candice (Hot PR's only)	All as needed
Candice	Mona	All as needed
Lesley	Valerie and Melissa	All as needed
Melissa	Lesley	All as needed