

Bonita Unified School District
Who to Call in Business Services
2020-21
909-971-8200

| Job Title | Name of Individual | Questions, Concerns about... | Phone | Photo |
|---|---------------------------|--|--------------|--------------|
| Assistant Superintendent of Business Services | Susan Cross Hume | Safety, District budget, Facilities planning, Bond program, Citizen's Oversight Committee, Solar program, Developer Fees, independent audit, workers compensation program, property and liability insurance (ASCIP), emergency preparedness, student fees, contracts | 5200 | |
| Administrative Assistant | Christine Froio | Use of Facilities, workers comp contact, procedures and forms Board Agenda, Contact for liability/personal injury claims-Student Injury Reports, Developer Fees, City Agreements | 5201 | |
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| FISCAL SERVICES | | | | |
| Senior Director | Sonia Eckley | Site and department budgets, Attendance and enrollment, ASB accounting, travel and conference | 5220 | |
| | Mary Silguero | Attendance Accounting, budgets | 5221 | |
| | Krista Anderson | Payroll – Certificated | 5213 | |
| | Melissa Sherrard | Payroll - Classified | 5216 | |
| | Rosa Beltran | Payroll – Manager | 5214 | |
| | Gaby Smith | Accounts Payable, Categorical | 5212 | |
| | Melissa Menendez | Accounts Payable | 5215 | |
| | Krisi Haywood | Position Control, Accts. Payable | 5210 | |
| | Sonia Casas | Accounts Receivable, Deposits | 5211 | |
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| PURCHASING | | | | |
| Director | Shamica Nance | Purchasing, contracts, bids, vendors, CUPPCCA, Warehouse, reprographics, Mail room, pick-up of E-waste, disposal of obsolete items | 5250 | |
| | Deanna Salado | Purchasing/Stores | 5251 | |
| | Connie Gutierrez | Purchasing | 5252 | |
| | Mark Mann | Warehouse, receiving, delivery | 5253 | |
| | Matias Soto-Perez | Warehouse, receiving, delivery | 5256 | |
| | Linda Swift | District mail, reprographics | 5202 | |
| | Michael Brown | Mail Delivery | | |
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| TRANSPORTATION | | | | |
| Director | Rose Lee | School bus safety, Special needs transportation routes, field trip billing | 5260 | |

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|--------------------------------------|------------------------------------|--|--------------|--|
| | Debbie Durante | Field Trips, School bus safety rules and regs, regular ed routes | 5262 | |
| | Julie Harris | Bus passes, Purchasing and billing, Driver attendance | 5261 | |
| | Jonathan Urias Jams Voitel | Vehicle Maintenance | 5263 5264 | |
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| MAINTENANCE AND OPERATIONS | | | | |
| Director | Robb Harrison | Facilities planning, construction and renovation, building and grounds, safety | 5230 | |
| | Dane Curtis | Construction and renovation, building and grounds safety | 5234 | |
| | Terry Quinn | Custodial services, buildings and grounds safety | 5233 | |
| | Margaret Bohlka | M&O Support | 5231 | |
| | Adrienne Woody | M&O support | 5232 | |
| | Jose Carriedo | Locksmith/Security | 5237 | |
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| FOOD & NUTRITION SERVICES | | | | |
| Director | Sue Kilgour | Nutrition Services Program | 5280 | |
| | Edna McKenna | Free and reduced lunch | 5281 | |
| | Rosalie Zavala | Accounting | 5285 | |
| | Julie Krupa | Site Support/Production | 5284 | |
| | Cathy Sigsworth | Catering | 5283 | |
| | Michael Castellano Kevin Martin | Warehouse Operations/Site Deliveries | 5254 | |
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| BONITA CENTER FOR THE ARTS | | | | |
| | Patrick Hediger | Theater Manager | 3222 | |
| | Melissa Stone | Production Manager | 3220 | |

Revised 3-26-2021