

Bonita Unified School District
Who to Call in Business Services

2018-19

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	Margaret McDonald	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	
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	
	Rosa Beltran	Payroll – Certificated	5214	
	Samantha Hipp	Payroll - Classified	5216	
	Anita Carlos	Payroll – Manager	5213	
	Gaby Smith	Accounts Payable, Categorical	5212	
	Melissa Paul	Accounts Payable	5215	
	Krisi Haywood	Position Control, Accts. Payable	5210	
	Sonia Casas	Accounts Receivable, Deposits	5211	
PURCHASING				
Director	Penny Reyes	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		
TRANSPORTATION				
Director	Paul Thomas	School bus safety, Special needs transportation routes, field trip billing	5260	

	Debbie Durante	Field Trips, School bus safety rules and regs, regular ed routes	5262	
	Julie Harris	Bus passes, Purchasing and billing, Driver attendance	5261	
	Gilbert Alvarado Carlos Flores	Vehicle Maintenance	5263 5264	
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	
FOOD & NUTRITION SERVICES				
Director	Sue Kilgour	Nutrition Services Program	5280	
	Edna McKenna	Free and reduced lunch	5281	
	Rosalie Zavala	Accounting	5285	
	Casey Robertson	Site Support/Production	5284	
	Cathy Sigsworth	Catering	5283	
	Michael Castellano Kevin Martin	Warehouse Operations/Site Deliveries	5254	
BONITA CENTER FOR THE ARTS				
	Bill Cox	Theater Manager	3222	
	Justin Wardell	Production Manager	3220	