



OFFICE MANAGER'S TOOLKIT

2023-2024

SUPERINTENDENT – [Dr. Tracy Smith](#) (x 4211)

Executive Assistant to Superintendent and Board of Trustees – **Ellen Christensen-Denton** (x 4244)

- [Board Meeting Calendar](#) with School Presentation Dates
 - Superintendent Site Visits (1:1 Meetings w/ Principal/Superintendent) Printed copy supplied
 - [Superintendent Classroom Visits](#) (Principal to take Superintendent and up to two Trustees on classroom tours twice per year)
 - [Back-to-School](#) and [Open House Dates](#)
 - [Principal Meetings @ Sites](#) (site to reserve space for meeting)
 - Field Trips - NEW: [Parent Permission](#), [Board Approval](#), [Overnight Field Trip Guidelines](#)
 - [Who's Who at the District Office](#)
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COMMUNICATIONS

Director of Communications & Community Engagement – **Leslie Benjamin** (x 4259)

- ▶ Share School News:
 - <https://nUSD.org/graduate-or-school-news/>

➤ [Communication Guidance for Site Administrators 2023-24](#)

Website updates: Send email directly to **Oz Beckers** (x4235) at obeckers@nUSD.org.

Reminder: Regularly update school website Google Calendar or send Oz Beckers a spreadsheet of upcoming dates. Click [here](#) for example of format.

BUSINESS SERVICES

Chief Financial Officer (Business & Operations) – **Joshua Braff** (x 4260)

Executive Assistant to CFO – **Ashley Albertson** (x 4260)

- ▶ Resource for all things: Contracts, MOU, Leases, Insurance, Risk Management
(ALL contracts, MOUs, & leases must go to Josh for review & signature)
 - ▶ [Driver Authorizations – Process](#)
 - ▶ [NUSD Approved Drivers Spreadsheet](#)
 - ▶ [CA DMV Vehicle Code Violations](#)
 - ▶ [Site Incident Reports](#) | [Student Accident Reports](#)
 - ▶ [NUSD Claim Form](#)
 - ▶ **Amazon Business Prime NUSD Account** (for questions contact Ashley x4260)
 - [NUSD-Amazon User Manual](#)
 - Due to the high volume of individual orders we are requesting that Amazon orders are no less than \$50 per order.
 - ▶ **ODP Business Solutions (Office Depot) NUSD Business Account NEW!**
(for questions contact Ashley x4260)
 - **OPD Home page:** <https://www.odpbusiness.com/bsdHome.do>
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PAFS – NO MORE PAFS FOR TIMESHEETS (except NEW hire hourly employees)

- ▶ Must ensure timesheets are completed in full-including budget codes

Director of Fiscal Services – **Jeff Wallace** (x 4219)

Business Manager – **Tiffany Tweedie** (x 4212)

- ▶ Business Staff – [Contact Sheet](#)

Accounts Payable / Purchasing Reminders (Evan Liang x 4262)

Purchase Orders ([PO Reference Document](#) / [Purchasing Reference Document](#))

Reimbursements NOW \$50 AND ABOVE REQUIRES PRE-APPROVAL

- This includes teacher expense claims
- Principals approve first => Next step is Business Office approval (Josh/Jeff)
- All deliveries **MUST** go to school site, not personal address
- ▶ Do not place orders for supplies or services without having an **Approved Purchase Order** in place
- ▶ Requisitions should be initiated after a contract for services is approved by the administrator and approved by the Board.
- ▶ The remit to address is **NUSD attention: Accounts Payable (not directly to a school or individuals email)**.
- ▶ Ensure PO's have appropriate sales tax (8.5%) and shipping cost (if necessary).
- ▶ **Invoices MUST reference the site name, address and the PO number** – AP team spends a lot of time tracking down which PO invoices are applied to.
- ▶ **Outside organizations** (PTA/O & Boosters) must establish their own accounts with vendors and cannot order directly with a vendor using NUSD's account. **These invoices must state they are for PTA/etc...**
- ▶ Once an order is received or services completed, please sign the **Pink** copy of the Purchase Order and send to Accounts Payable – **the pink authorizes payment of the invoice and finalize the PO.**
- ▶ Packing slips must be sent to AP for ALL Open Purchase Orders **or Office Managers approval to pay invoices.**
- ▶ Please manage your PO's and invoices. Advise when PO's are to closed/finalized. Frequently run your open PO list ([see attachment](#)) and advise PO's that should be closed.
- ▶ AP team sends emails inquiring information needed to process invoices. We need a response asap.
- ▶ Accounts Payable batches are processed on Monday and Wednesday mornings.
- ▶ If a check is needed in advance of an event or conference you must notify the AP office one week in advance

Amazon/ODP Business Solutions

- ▶ Open PO process
- ▶ AP will send all invoices to the OM's for approval to pay.
- ▶ Once items are received, please send the invoice with OM's approval or send it via email for payment.

Pay Vouchers

- ▶ Pay Vouchers should be only be used in special circumstances with pre-approval from Business Office.
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Expense Claims & Travel / Mileage Reimbursements (forms below):

[\(Expense Claim: Non-Travel\)](#) / [\(Expense Claim: Travel\)](#) / [\(Mileage Reimbursement\)](#)

- ▶ All expense claims must be signed by the claimant and the Principal
- ▶ Budget accounts must be verified to ensure that funds are available
- ▶ All claims relating to workshops/conferences must be accompanied by relevant back-up i.e. conference flyer or agenda
- ▶ Items ordered online must be delivered to the work/school site
- ▶ A Google Maps print-out must accompany claims for mileage re-imbusement
- ▶ All claims for reimbursement must have original, itemized receipts

- ▶ **Reimbursable per Diem rates for meals are:**
- ▶ Breakfast \$17.00
- ▶ Lunch \$18.00
- ▶ Dinner \$34.00
- ▶ Daily MAX \$69.00

Accounts Receivable Reminders (Ginna Mohan)

- ▶ Please do not staple checks or cash to anything
- ▶ Send all money (checks & cash) weekly
- ▶ Cash must be accounted for – parent and/or student and amount paid
- ▶ List of parent and/or student and amount paid should accompany each CCV when applicable for Cash and Checks, preferably on an excel spreadsheet
- ▶ Cash and Checks should be sent on separate CCVs
- ▶ No more than 50 checks/50 names per CCV
- ▶ Coins should be wrapped
- ▶ Chromebook payments should be accompanied by student invoice

Attendance (Derek Low) *Attendance Meeting TBD*

- ▶ [Attendance Calendar 2023-2024](#)
- ▶ [Attendance Notes 2023-2024](#)
- ▶ [Enrollment Count Form](#)
- ▶ [New & Dropped Student Report](#)

Payroll Reminders

- ▶ Must USE current version of timesheets (please toss older versions)
 - ▶ [Monthly/Hourly Timesheet](#) (certificated/classified)
 - ▶ Timesheets must include the following information:
 - Employee Name (legal name)
 - Employee ID (NO social security numbers - ever)
 - Budget Code (account code must exist in QSS & please write legibly)
 - Employee Signature
 - Site/Dept. Admin. Signature
 - ▶ Report hours worked on the quarter hour
 - ▶ Due on the 1st working day of the month
 - ▶ Late timesheets will be processed on the following mid-month
 - ▶ Physical Paychecks delivered to school sites
 - ▶ Paychecks are available for pick-up at the sites by 2 PM on payday
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- ▶ Unclaimed paychecks – sites must return all unclaimed paychecks to District Office by 3 PM on pay day to be mailed out via USPS
 - ▶ [Payroll – Timesheet Due Dates](#)

[2023-2024 Year-End Deadline Calendar](#)

Budget Monitoring & Resources & Help ☺

- ▶ Training Interests & Opportunities => Please contact Jeff Wallace (x4219)
 - ▶ [How to Run a Budget Report in QSS](#)
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INFORMATION TECHNOLOGY

Director of IT – **Tim Rocco** (x 4241)

Staff and Locations

- ▶ Support Team at the Hill Education Center – **David Reyes**, Tech III
 - help@nUSD.org or extension x 4299. In-person support is available on request. The support team works collaboratively, however, each Tech II has a primary beat:
 - **David Tracy** – NHS,
 - **Erik Briggs** – SMHS, FANS
 - **Hassan Fahti** – SMS, LES, Charter, GMO
 - **Linda Buckley** – Hamilton, SJIS, FANS
 - **Nicholas Uribe** – OES, LSE, SRE
 - **Teresa Vance** – RES, LVE, DO
 - **Theresa Cook** – PVE, HEC
 - The 23/24 school year will continue with a 1:1 student-to-device ratio. Grades 2-12 will be issued a Chromebook and grades TK-1 will be issued an iPad.
 - ▶ Student technology will be issued in the same manner as school textbooks. Students can drop off broken or damaged devices in their school library where there will be a stock of loaners. Broken or damaged computers will be collected by IT, assessed, repaired, and returned when possible.
 - ▶ If a device is willfully defaced, damaged, or lost, parents or guardians will be responsible for the cost of the repair or replacement of the device. IT will supply invoices to office managers as necessary. The cost of common repairs and replacements are as follows:

● Chromebook replacement	\$240
● Chromebook screen repair	\$60
● Chromebook keyboard repair	\$50
● Chromebook charger replacement	\$25
● iPad replacement	\$300
● iPad screen repair	\$100
● iPad charger replacement	\$25
 - ▶ Any staff computer older than 5 years is eligible for replacement. Please feel free to let IT know if this is necessary.
 - Infrastructure upgrades and the classroom toolkit have been deployed to HEC and the DO this summer. Feel free to let IT know if you have any questions, need support, or training.

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- ▶ Analyst Team at the District Office
 - **Dana Luis** – Systems Engineer
 - **Philippe Acheritogaray** – Systems Analyst
 - **Logan Ober** – Systems Analyst
 - **Tony Christopher** – Systems Analyst
 - **Stella Simon** – Student Data Systems Specialist
 - **Oz Beckers** – Web Designer
 - ▶ Projects:
 - Applications/rostering
 - ▶ Clever has been replaced by Classlink
 - Security
 - ▶ High school students will be able to control their passwords through our Classlink system. Teachers will have the ability to help students change their passwords as well.
 - Security cameras
 - ▶ The Verkada security camera system has been installed in our two high schools. Evaluations are currently taking place for a similar system in the remaining schools.
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MAINTENANCE, OPERATIONS & TRANSPORTATION

Director of MOT – **Tony Albini** (x 4275)

Operations Manager – **Trevor Smith** (x 4205)

Transportation Manager – **Melissa Remy** (x 4580)

Administrative Assistant – **Gina Wildman** (x 4571)

Emergencies

- Water/gas leaks, sewer backups, power outages, anything that possess an immediate health or safety hazard.
- Operations office and work hours (6:30am to 3:30 pm), call the office first at 415-892-1596 or 415-493-4575, then follow up with a work request and/or email.
- If you cannot get ahold of anyone at the office, send an email, leave a message, and/or try the follow numbers:
 - **Tony Albini (Operations & Maintenance) 707-696-1275**
 - **Trevor Smith (Custodial & Grounds Emergencies) 415-798-1528**
 - **Melissa Remy (Transportation) 707-894-3224**
 - **Gina Wildman (Operations & Maintenance) 415-798-4112**
- For emergencies that occur after office hours, weekends, and holidays, please call the maintenance on-call number 415-798-1765. The maintenance on-call number is for emergencies only. For afterhours non-emergencies, please leave a message on the main line or an email to Tony, Trevor, Gina, and/or Melissa.

Facilitron Procedures

- Email Trevor with questions

Lost Key Procedure

Disposal Request Form & Procedure

Work Requests (schooldude.com)

- It is very important that you do not call the maintenance staff directly. All requests have to be put in the school dude system.
- Once a work request is entered in to school dude system, it is routed to Tony Albini. Tony will review the work request, prioritize it, and then assign the work request to the appropriate maintenance or grounds staff.
- Please only put in a work request for actual work needing to be completed. Do not put in a work request to ask a question, check on another work request or to cancel a previously entered work request. These situations should be taken care of in an email or phone call Tony, Trevor and/or Gina.
- Email Gina for access or email passwords resets.

Facilities Improvement Request (form also available on NUSD website under staff forms)

- **BEFORE** any project is contracted or items are purchased, you must get a signed approval from Tony.
- A Facilities Improvement Request Form, can be submitted to Tony and/or Gina with all the details i.e. design, materials, location, and who is performing the work (attach all necessary pages for extra details).
- Once we have received the signed completed form your site administrator, you may be contacted to further discuss the project for the approval of you project.
- A project is not approved until you receive a signed Facilities Improvement Request Form from Tony Albini.

Custodial:

- Orders, Inventory, and Budgets
- [Personal Necessity Office Request Form](#)
- [Vacation Request Form](#)
- COVID supplies – send Tony an email when masks are needed (masks only left)
- Overtime and Timesheets – only Trevor can authorize pre-approval for custodial work. If the site asks a custodian to do extra time for their own reasons, the site will need to approve and pay for their time. Contact Trevor for questions and details, if needed.

Recology:

- [Recology's schedule with NUSD](#)
- Continue to send Gina an email as soon as a pick-up is missed.

Pest Control

- [Western's schedule with NUSD](#)
- Always note all pest sightings in your Western binder – in the "[Customer Pest Sightings](#)" tab.

Grounds

- ▶ Schedule TBD

Transportation

- ▶ Field trips to be paid for and scheduled by site. Contact **Melissa at x 4580** for questions.
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FOOD AND NUTRITIONAL SERVICES

Director of FANS – **Cody Williams** (x 4451)

Program Specialist – **Open Position** (x 4453)

- All Students Eat for Free in 23-24 School Year
 - Families are still encouraged to fill out F&R apps for additional benefits. Web Link <https://www.nlappscloud.com/>
 - [Free and Reduced Application](#) (in English & Spanish)
 - Menu Web Link <https://novatofans.org/index.php?sid=2901132305319613&page=menus>
 - [Field Trip Meal Request Form](#)
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HUMAN RESOURCES

Executive Director of HR – **Francesca (Franny) Whitcomb** (x 4207)

Executive Assistant – **Michelle Gassner** (x 4207)

HR Specialist, Classified – **Marcia Carey** (x 4275)

HR Specialist, Certificated – **Jess Joseph** (x 4248)

HR Specialist, Benefits/Leaves/Workers Comp – **Carole Mencarelli** (x 4202)

HR Specialist, Attendance/Subs/Coaches – **Jen Albini** (x 4246)

- ▶ Frontline: New staff will be entered as soon as Jen Albini starts to build the board agenda. She does not get new hire information as soon as they are hired. She gets it when she creates the board agenda for employee approval. Once she creates the agenda, she can input the employees into Frontline.
 - ▶ Keenan: Same as Frontline – all new employees will be entered as soon as the board agenda is built. Keenan is mandatory. All staff have NUSD emails and must complete the training.
 - ▶ Leaves: Leaves can be complex due to numerous and ever-changing laws and multiple types of leave that an employee may be entitled to. Any time your staff members need an extended leave from work, please refer them to Carole Mencarelli immediately. Employees need the leave packet within 5 days notice of their leave
 - ▶ Substitutes: ALL certificated subs must first be cleared through MCOE before they can go into a classroom to teach. All subs must be on the cleared sub-list AND in Frontline. If you do not see a person that is asking to sub on the sub list or in Frontline, please contact Jen Albini. Do not assume that they are cleared to sub just because they say so.
 - ▶ Volunteer Information:
 - They get [Volunteer Packet](#) from school site
 - They turn completed packet with ALL attachments into school site
 - Once HR has cleared fingerprints and/or all completed documents, the volunteers will be placed on the cleared volunteer list
 - [NUSD Cleared Volunteers](#)
 - ▶ Workers' Comp: Administrator is InterCare. Contact Carole Mencarelli upon notice of injury, and forward the DWC-1 form to the injured staff within 24 hours to avoid delay in the WC claim. Forward completed DWC-1 form to Carole when completed
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EDUCATION SERVICES

- ▶ Education Services Team - Supervised by **Julie Synyard** (x 4227)
 - ▶ [Who's Who in Education Services](#) - **Julie Synyard** (x 4227)
 - ▶ Transfers, registration (DO Related) – **Karina Leoni** (x 4250)
 - ▶ Timesheets, reimbursements, Ed Services Related Expenses – **Corrin Weston** (x 4278)
 - ▶ Professional Development, Curriculum & Instruction– **Karen Freemantle** (x 4287)
 - ▶ Student Services (504, Attendance, Homeless, Foster Youth, Home Hospital) – **Mike Saisi** (x 4247)
 - ▶ Wellness Services – **Anna McGee** (x 5327)
 - ▶ EL Coordinator – **Karrie Coulter** (x 4214)
 - ELPAC
 - ▶ Assessment and Compliance - **Suzi Hirshfield** (x 4233)
 - Title I Crate & Coding questions
 - ▶ ELOP Coordinator – **Mike Casper** (x 5260)
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SPECIAL EDUCATION

Director of Special Education – **Angela Williams** (x 4265)

Special Education Coordinators

Early Intervention: **Sandy Kuzma** skuzma@nUSD.org x4603

TK-5th: **Chris Martinez** cmartinez@nUSD.org x4272

6th-Post Secondary: **Kevin Goyer** kgoyer@nUSD.org x4273

IEP Compliance and SEIS Support

Leslie Zamarripa, SpEd Administrative Assistant, lzamarripa@nUSD.org x4265

SpEd Budget Support

Helen Hughes-Tome, SpEd Administrative Assistant, hhughestome@nUSD.org x4234

➤ Special Education Continuum of Services

- ▶ ALL special education classes (including Special Day Classes (SDCs) and MCOE regionalized classes) are NUSD classes with NUSD students.
 - ▶ Please ensure ALL students and families are included in the following:
 - ▶ School communications:
 - ▶ Parent Square
 - ▶ PTA/ELAC communication systems/ mailing lists
 - ▶ Room Parent lists
 - ▶ Friday Folders
 - ▶ Other site specific communications, etc.
 - ▶ Community events, activities, and happenings:
 - ▶ Music and PE schedules (i.e. mainstreaming)
 - ▶ PTA/ELAC
 - ▶ Enrichment activities before/during/after school
 - ▶ Picture Day/Yearbook
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- ▶ Assemblies, clubs, field day, book fair
 - ▶ Promotion/graduation activities
 - ▶ Grade level specific activities/projects, field trips
 - ▶ Other site specific community events, activities, happenings, etc.
 - ▶ Please ensure that teachers and staff are included in all staff communications and community events (including but not limited to:
 - ▶ Internal memos to staff
 - ▶ Phone/contact lists
 - ▶ Meetings, trainings
 - ▶ Emergency preparedness
 - ▶ Staff appreciations
 - ▶ PTA classroom enrichment budgets
 - ▶ Other site specific communications and community events
 - ▶ ALL special education staff should have the same access as all other staff including but not limited to:
 - ▶ Classrooms
 - ▶ Common spaces, shared spaces, work rooms
 - ▶ Gates/common access points
 - ▶ Restrooms
 - ▶ Other site specific access needs, etc.
 - **[NUSD SpEd Handbook: Site Resources](#)**
 - ▶ [SpEd Communication Procedures and Protocols](#) - Please review to ensure your written communications follow the SpEd Communication Procedures and Protocols. Anything (and everything) written/documented in an email could be subpoenaed and scrutinized to the minutia (including well-intentioned communications). It can get complicated when email is used to document student issues or requests for support. When needing to discuss a student situation, please schedule a phone or tele-conference with the appropriate person.
 - ▶ [Scheduling Meetings Outlook Scheduling Polls](#) - Outlook Scheduling Polls is the most efficient method to survey and confirm the most preferred meeting time for meeting invitees/attendees
 - ▶ [Office Manager Special Education Interpretation and Translation Quick Reference Guide](#)
 - ▶ [NUSD Curriculum and Material Purchasing Protocols](#)
 - ▶ Resource Specialists and Special Day Specialists shall be included in the site purchasing of district-adopted and site curriculum/material ordering processes
 - ▶ All Special Day Classes will be receiving new supplemental ELA and Math curriculum and materials. NUSD Maintenance and Operations will be delivering boxes for SDC teachers prior to the start of the 23-24 school year. Please work with the M&O team and your site team to ensure all boxes of curriculum and materials are delivered to the correct classrooms.
 - **Staffing**
 - ▶ Site SpEd Staffing and Scheduling - [Anchor Days](#) - SpEd Staff will update with the "anchor day(s)" indicating when you can expect them to be on campus
 - ▶ [Classified SpEd \(Para Educator\) Hiring Procedures](#)
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➤ **Back to School Essential Information**

- [Beginning of the Year Checklist Service Providers](#)
- Office Managers (or site person responsible for updating the Special Programs tab in AERIES) and Case Managers must establish an internal system for ongoing communication to ensure that the information in SEIS and AERIES is updated frequently (i.e. as soon as each an every IEP is complete) and accurately (i.e. the information is accurate and matches between the systems). Once the IEP Team confirms the demographic information, determines eligibility, and the special education and related services that will be provided, the Case Manager must report the services to the Office Manager so that the student Profile in AERIES can be updated to reflect current services on the IEP.
 - [CALPADS Codes \(SPED\) for AERIES - State SELPA IEP CALPADS Codes](#)
 - [SEIS-AERIES Fields](#)

BOND/FACILITIES

Facilities Project Manager - **Melissa Duggan** (x 4231)

Administrative Assistant - **Gwen Fauss** (x 4292)

For community concerns: bondinfo@nUSD.org

- ▶ Any concerns or issues with any work done on Bond projects completed over the last few years at your sites needs to be directed to our office first. Often, repair items are still under contract warranty, and we need to pass these repairs through the contractor. If it turns out not to be a warranty item, we will move it forward to Tony Albini and Maintenance & Operations for their review and response.
- ▶ New classroom furniture has a ten-year warranty period for certain items. Please contact us first if you have a question about something that has happened to one of your classroom furniture items. We might be able to have it repaired/replaced at no cost.
- ▶ The classroom tech package (TV, cart and apple TV) is assigned to a specific classroom. This also is true for the teacher furniture package (desk, chair, podium and pedestal file cabinet) delivered to each classroom. These do not move with the teacher from room to room; they are outfitting for the classroom. Pedestal file cabinets have coded keys and the tech items are inventoried for a specific classroom for warranty purposes. The only tech package item that moves with a teacher is their iPad. Student classroom furniture (desks, tables, chairs) can move around your site to meet your needs.
- ▶ Some summer projects are still wrapping up; however, there will be continuing punch list items being handled by our team into the fall. Please do not have your staff email us directly with any individual issues they may be having. Please compile a list of issues and send to us once a week so that we may manage and resolve these concerns. The only exception of course is if there is any situation that comes up that is potentially harmful or dangerous; please call Melissa Duggan or Tony Albini directly and we will investigate.

REFERENCE DOCUMENTS:

- ▶ [2023-2024 District Calendar](#)
- ▶ [Staff Directory](#)
- ▶ [Staff Forms \(ALL District Forms\)](#)
- ▶ [Parent Guide – English & Spanish](#)
- ▶ [AR \(Accounts Receivable\)](#)
- ▶ [Disposal Request Form & Process](#) (send to Ashley Albertson at DO)
- ▶ [Donation/Gift Form](#) (send to Ashley Albertson at DO)
- ▶ [Driver Authorization Form](#)
- ▶ [Van Driver Authorization Form](#) (only NEW Van drivers need to complete the DMV Form)
- ▶ [Site Incident Report](#)
- ▶ [Student Accident Report](#)
- ▶ [Monthly / Hourly Timesheet](#)
- ▶ [Expense Claim: Non-Travel](#)
- ▶ [Expense Claim: Travel](#)
- ▶ [Conference/Travel Per Diem & Reimbursement Information](#)
- ▶ [Mileage Refund Request & Mileage Chart](#)
- ▶ [North Bay Security Group Schedule](#)
- ▶ Network Forms:
 - [Employee User Responsibility & Confidentiality Agreement](#)
 - [Student Tech Agreement / Spanish Version](#)
- ▶ [Overtime/Comp-Time Authorization Form](#) – Preapproval REQUIRED
- ▶ [Payroll Calendar 2023-2024](#)
- ▶ [Petty Cash](#)
- ▶ [Purchasing](#)
- ▶ [Purchase Order Process](#)
- ▶ [Run Open PO List 2023-2024](#)
- ▶ [POCO](#)
- ▶ [W-9](#)
- ▶ [New Vendor Request Form](#)
- ▶ [Chart of Accounts](#)
- ▶ [Common Timesheet Account Codes](#)
- ▶ [Shredding Schedule 2023-2024](#)
- ▶ [Year-End Schedule 2023-2024](#)
- ▶ [Attendance Calendar 2023-2024](#)
- ▶ [Attendance Notes 2023-2024](#)
- ▶ [NUSD Board Meeting Dates 2023-2024](#)

A PDF of this TOOLKIT - with links – can be found online at:

<http://nUSD.org/office-manager-resource/>

