



WESD STAFF CONTACT LIST

AMBER ALVAREZ — Office Assistant

- Front Office Reception
- Student Attendance/Absences
- School Breakfast and Lunch Program
- Incoming mailing and packages
- HopSkipDrive Transportation - Afterschool Sports and Zero Period - Tinsley Students

CARLY RIVERA — School Coordinator

- Facility Scheduling (Gyms, Fields, Classrooms, Parking Lot, Workshop)
 - For staff wanting to reserve a classroom or conference room, must go through CR
- School Events
- Accounts Receivable - Student Programs/Events
- Employee Absences - Substitute Coverage
- Purchasing - School Furniture/Equipment

LIZA LAZZARI — Accounting Technician

- Accounts Payable
 - Purchase Orders, Payments, Reimbursements
- Home-to-School Transportation
- Field Trip Transportation
- Student Scholarships - Field Trips
 - PTA Scholarships for afterschool enrichment classes, events (Back to School BBQ, May Day, Garden Fest, Operetta), and yearbook
 - District afterschool sports programs are voluntary donations.

ELVIRA MARTINEZ — Student Information Coordinator

- Student Enrollment
- Student Records and Cumulative Files
- IEP, 504, SST Meetings
- Interdistrict Transfer Request (IDT)

MICHELLE AHLSTROM — Executive Assistant to Superintendent / Communications

- Employee Records - (Dates, I-9 Employment Eligibility Verification, TB test, Seniority, Live Scan, Units, etc.)
- Credential Renewals & Records; Units
- Administration Communications
- District Website
- Employee Assignments
- Salary Schedule Placement - Step & Column
- Professional Development
 - Conference Request Records & Registration
- Employee Evaluations
- WTA Negotiations
- Board Meetings & Minutes
- Workplace Violence
- Staff Trainings

HANWOOL KIM — Chief Business Officer

- Payroll
- Employee Leaves
- Employee Health & Wellness Benefits - Medical, Dental, Vision
- District Budget/Financials
- Retirement
- Workplace Injury & Worker's Compensation
- Timesheets