

**Pacific Grove Unified School District
Division of Responsibilities
Administrators**

Dr. Ralph Gómez Porras – Superintendent

- ❖ Chief Executive Officer
- ❖ District Community Representative
- ❖ Board Policy and Administrative Regulation
- ❖ Advisor to the Board of Education
- ❖ District Staff and Instructional Leader
- ❖ Community Human Services District Representative
- ❖ Liaison with County Services and Programs
- ❖ Liaison to the Board on Employer/Employee Relations
- ❖ Personnel
- ❖ Classified/Certificated Negotiations

Song Chin-Bendib – Assistant Superintendent of Business Services

- ❖ Acting Superintendent – Business
- ❖ Budget
- ❖ Payroll/Accounting/Insurance/Accounts Payable/Accounts Receivable
- ❖ Mandated Costs
- ❖ Attendance Accounting
- ❖ MSIG Board Representative
- ❖ Risk Management – Workers' Comp
- ❖ Surplus Disposal

Sean Keller – Robert Down Elementary School Principal

- ❖ Staff Supervision, Evaluation, Leadership
- ❖ Instructional Leadership of School
- ❖ Site Budget Development and Oversight
- ❖ School Improvement Plan
- ❖ Special Education, Title I, GATE Committee, English Language Learner Programs

Buck Roggeman – Principal for Forest Grove Elementary School

- ❖ Staff Supervision, Evaluation, Leadership
- ❖ Instructional Leadership of School
- ❖ Site Budget Development and Oversight
- ❖ Before & After School Recreational Program Administrator (BASRP)
- ❖ School Improvement Plan
- ❖ Special Education, Title I, GATE Committee
- ❖ English Language Learner Programs (Title III, R-30 Language Assessment, ELAP)

Sean Roach – PG Middle School Principal

- ❖ Staff Supervision, Evaluation, Leadership
- ❖ Instructional Leadership of School
- ❖ Site Budget Development and Oversight
- ❖ Special Education, GATE, English Language Learner Programs
- ❖ Facilities Use
- ❖ School Site Council

Jason Tovani – PG Middle School Assistant Principal

- ❖ Student Discipline
- ❖ Emergency Procedures and Site Safety Committee
- ❖ Individual Education Plans (IEP's)
- ❖ Site Testing Coordinator
- ❖ Guest Teachers
- ❖ Sexual Harassment Prevention Training
- ❖ Classified Professional Growth Committee

Lito Garica – PG High School Principal & CHS Principal

- ❖ Staff Supervision, Evaluation, Leadership
- ❖ Instructional Leadership of School
- ❖ Site Budget Development and Oversight
- ❖ Wester Association Schools and Colleges (WASC)
- ❖ Community High School
- ❖ Special Education
- ❖ Parent/booster clubs
- ❖ District Negotiation Representative

Shane Steinback – PG High School Assistant Principal

- ❖ Site Testing Coordinator
- ❖ Student Discipline
- ❖ Central Coast Section (CCS) / California Interscholastic Federation (CIF) District Representative
- ❖ Community High School
- ❖ Wellness Committee
- ❖ Athletics
- ❖ Career Technical Education (CTE)

Barbara Martinez – Adult School Principal / Safety

- ❖ Staff Supervision, Evaluation, Leadership
- ❖ Instructional Leadership of School
- ❖ Budget Approval
- ❖ Wester Association Schools and Colleges Advisory Committee
- ❖ High School Diploma Counseling and Schedule Development
- ❖ Coordinated Compliance Review
- ❖ Parent Education, Older Adults with Disabilities
- ❖ Coordinate Programs Preschool through Adult
- ❖ Emergency Procedures
- ❖ Preschools

Eric Saavedra – Adult School Program Coordinator And Adult School Program Specialists

- ❖ Coordinate Programs Preschool through Adult
- ❖ Staff Development
- ❖ Wester Association Schools and Colleges Coordinator
- ❖ GED/CAHSEE Testing Coordinator
- ❖ ABE/ESL/HS Diploma/Distance Learning
- ❖ Budget Development
- ❖ Community Partnerships

Ani Silva – Director I, Curriculum/Special Projects

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| <ul style="list-style-type: none">❖ K-12 Curriculum: including Textbook Adoption and Staff Development Coordinator❖ Categorical Program Director❖ School Accountability Report Cards❖ Peer Assistance Review Committee Member | <ul style="list-style-type: none">❖ Induction Program Coordinator❖ District GATE Coordinator❖ District English Language Learner Coordinator❖ District Testing Coordinator❖ After School Enrichment Program❖ Local Control Accountability Plan |
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Billie Mankey–Director II, Human Resources

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| <ul style="list-style-type: none">❖ Certificated and Classified Personnel Recruitment❖ Certificated credentials, salary placement, and transcripts❖ Orientation Programs❖ Legal Compliance (employment/credentialing laws)❖ Peer Assistance and Review Committee Member❖ Teacher Induction | <ul style="list-style-type: none">❖ Classified Professional Growth Committee❖ STRS/PERS Retirement❖ Classification Studies❖ Evaluation Compliance and Tracking❖ Classified/Certificated Contract Management❖ Complaint Management❖ Classified/Certificated Negotiations |
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Matthew Binder –Director of Educational Technology

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| <ul style="list-style-type: none">❖ Technology Ninja’s❖ District Educational Technology Plan❖ Classroom Technology Curriculum | <ul style="list-style-type: none">❖ Digital Tool’s Training❖ District Technology Committee❖ Illuminate |
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Jonathan Mejia – Technology Services Coordinator

- ❖ Technology Leadership
- ❖ District Technology Plan
- ❖ District Technology Committee

Clare Davies – Director I, Student Services

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| <ul style="list-style-type: none">❖ Special Education, Student Services❖ Health❖ 504 Meetings and Compliance❖ Attendance❖ Home Hospital | <ul style="list-style-type: none">❖ Speech Therapy❖ K-12 Counseling❖ Intervention Programs❖ Homeless and Foster Youth Liaison |
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Matt Kelly –Director of Maintenance and Transportation

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| <ul style="list-style-type: none">❖ Construction Management❖ Deferred Maintenance Plan❖ Integrated Pest Management❖ Hazardous Materials | <ul style="list-style-type: none">❖ Asbestos and Lead Management Plan❖ Storm Water Pollution Prevention Plan❖ Maintenance, Operations, Transportation, and Grounds Departments |
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Stephanie Lip – District Nutrition Director

- ❖ Directs the district Child Nutrition Program
- ❖ Supervises and trains food service personnel

Katrina Powley – District School Nurse

- ❖ Student Wellness
- ❖ Site Health Clerks

**District Office
SUPPORT STAFF**

Mandi Ackerman – Executive Assistant to the Superintendent

- ❖ Appointments with the Superintendent
- ❖ Board Packet Agenda and backup items
- ❖ Board Policy questions
- ❖ Student expulsion documentation preparation
- ❖ Meeting Agendas for Cabinet
- ❖ District activities calendar
- ❖ Administrator Notifications
- ❖ Annual Notice to Parents
- ❖ Classified and Certificated Bargaining Contract Maintenance

Leslie Ternullo – Administrative Specialist, Curriculum

- ❖ Appointments and Calendar for the Director of Curriculum
- ❖ Curriculum Textbook and material orders
- ❖ Data input and assessment tracking (GATE and English Learner)
- ❖ Testing materials and distribution
- ❖ Support for Curriculum Programs
- ❖ Support for After-school Enrichment Program (ASE)

Sara Birkett – Administrative Specialist, Student Services

- ❖ Support for Special Services
- ❖ Support for Intervention Programs
- ❖ Support for Speech Therapy

Angela Lippert – Personnel Specialist

- ❖ Support to Director of Human Resource
- ❖ Processing Substitute Applications
- ❖ TB testing
- ❖ Professional Growth Tracking
- ❖ Photo ID Badges
- ❖ Volunteer Database
- ❖ Substitute Calling System
- ❖ Maintain Files and Records
- ❖ Maintain the District Human Resources Web Site
- ❖ Fingerprinting

Kimberly Ortiz – Personnel Technician

- ❖ Support to Director of Human Resource
- ❖ Processing Substitute Applications
- ❖ TB testing
- ❖ Professional Growth Tracking
- ❖ Photo ID Badges
- ❖ Volunteer Database
- ❖ Substitute Calling System
- ❖ Fingerprinting

District Office
SUPPORT STAFF

Denise Engles – Administrative Secretary, Asst. Superintendent

- ❖ Business Office Operations
- ❖ Dispatching (Maintenance, Grounds, Transportation)
- ❖ District Forms
- ❖ Accounts Receivable/Billings/Cash deposits
- ❖ Purchase Order Processing
- ❖ Facility Use Requests
- ❖ Inventory Control Tagging
- ❖ Retiree Benefits

Nancy Bernahl – Fiscal Officer

- ❖ Budget
- ❖ State Reports
- ❖ Mandated Cost Logs
- ❖ District Attendance

Angela Rodriguez – Payroll and Benefits Specialist

- ❖ Certificated and Classified Payroll
- ❖ Health Insurance / Benefits
- ❖ Workers Compensation
- ❖ Voluntary Deductions/Tax Sheltered Annuities
- ❖ Employee Attendance Tracking
- ❖ Paycheck Distribution

Marie Faile – Account Clerk III - Accounts Payable

- ❖ Accounts payable processing and questions
- ❖ Employee Reimbursements
- ❖ Purchase Orders