

**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

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 and Training • Legal Compliance (employment/credentialing laws) • Peer Assistance and Review Committee Member • Teacher Induction • Title IX Coordinator • Calendar Committee | <ul style="list-style-type: none"> • Classified Professional Growth Committee • STRS/PERS Retirement • Employee Leaves • Classification Studies • Evaluation Compliance and Tracking • Classified/Certificated Contract Management • Complaint Management • Classified/Certificated Negotiations |
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Clare Davies – Director I, Student Services	
<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 • Individual Education Plans (IEP's)
Ani Silva – Director I, Curriculum/Special Projects	
<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 • Parent Community Engagement 	<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
Matt Kelly –Director of Maintenance and Transportation	
<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
Matthew Binder –Director of Educational Technology	
<ul style="list-style-type: none"> • Technology Ninja's • District Educational Technology Plan • Classroom Technology Curriculum • CAL PADS State Reporting and Monitoring 	<ul style="list-style-type: none"> • Digital Tool's Training • District Technology Committee • Illuminate • Maintaining CRDC Reporting
Jonathan Mejia – Technology Services Coordinator	
<ul style="list-style-type: none"> • Technology Leadership • District Technology Plan • District Technology Committee 	
Stephanie Lip – District Nutrition Director	
<ul style="list-style-type: none"> • Directs the district Child Nutrition Program • Supervises and trains food service personnel 	
Katrina Powley – District School Nurse	
<ul style="list-style-type: none"> • Student Wellness • Site Health Clerks 	

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
- Parent Community Engagement
- Individual Education Plans (IEP's)

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)

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
- Individual Education Plans (IEP's)
- School Site Council
- PTA
- Parent Community Engagement

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
- Certificated Professional Growth Committee

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 (Title III, R-30 Language Assessment, ELAP)
- PTA
- Individual Education Plans (IEP's)
- Parent Community Engagement

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)
- District Negotiation Representative
- PTA
- Calendar Committee
- Parent Community Engagement

Barbara Martinez – Adult School Principal /Safety

- Staff Supervision, Evaluation, Leadership
- Instructional Leadership of School
- Budget Approval
- Wester Association Schools and Colleges (WASC)
- High School Diploma Counseling and Schedule Development
- Coordinated Compliance Review
- Parent Education, Older Adults with Disabilities
- Coordinate Programs Preschool through Adult
- Emergency Procedures
- Preschools
- Child Daycare Center
- Parent Community Engagement

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

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

**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

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 and Leave Tracking
- Paycheck Distribution

Sara Birkett – Administrative Specialist, Student Services

- Support for Special Services
- Support for Intervention Programs
- Support for Speech Therapy
- Home and Hospital
- Manage Paraprofessional's schedule

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)
- Classified Professional Growth Committee
- Calendar Committee

Angela Lippert – Personnel Specialist

- Support to Director of Human Resource
- Processing Substitute and New Hire Applications
- TB testing
- Professional Growth Recording and Tracking
- Photo ID Badges
- Volunteer Database
- Substitute Calling System
- Maintain Files and Records
- Maintain the District Human Resource Web Site
- Manage Job Postings
- Position Control
- Organize Interviews
- Fingerprinting

Marie Faile – Account Clerk III - Accounts Payable

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

Kimberly Ortiz – Personnel Technician

- Support to Director of Human Resource
- Processing Substitute Applications
- TB testing
- Photo ID Badges
- Volunteer Database
- Substitute Calling System
- Fingerprinting
- CAL PADS Data Entry
- CBEDS State Reporting Monitoring
- CAL SAAS Reporting and Monitoring
- CRDC Reporting