

# Whom To Contact for What A quick guide to services for employees

## *San Luis Obispo County Office of Education*

3350 Education Drive,  
San Luis Obispo, CA 93405  
(805) 543-7732 • fax (805) 541-1105

[www.slocoe.org](http://www.slocoe.org)

For direct calls, dial 782-7+ the  
extension. E-Mail address for all  
employees is first initial plus full last  
[name@slocoe.org](mailto:name@slocoe.org)



**SAN LUIS OBISPO COUNTY  
OFFICE OF EDUCATION**  
LEADERSHIP • COMMUNITY • SERVICE  
JAMES J. BRESCIA, Ed. D., SUPERINTENDENT

### **Administration**

Karla Knuckles x203

### **Facilities, Maintenance, Transportation & Safety**

Hugo Bastidos, Director x257  
Safety Concerns

Nelson Payton, Manager x253

Jennie Curto x251  
Chris Rojas x250

Maintenance/Custodial Requests  
Located under Employee  
Resources/Maintenance Work Orders

*\*Vehicle Requests for Travel*

*\*Room Setup Requests*

Located under Employee Resources/  
Forms, Manuals & Policies

*\*Facility Use*

[slocoe.org/divisions/operational-services/](http://slocoe.org/divisions/operational-services/)

*\*Conference Rooms*

[slocoe.org/calendars-and-room-reservations/](http://slocoe.org/calendars-and-room-reservations/)

### **Fiscal Services**

Melissa Abbey, Director x212

Katy Bates. x315  
Grizzly support, TUPE, Spec. Project  
Grants, Admin., MOT, MediCal/MAA,  
Infant prog.

Betty Coyne x213  
Cal Cards, Copy charges, Invoicing, Petty  
cash, Reimbursements, District deposits,  
Stop payments

Andria Gibson x229  
Accounts Receivables, Mechanics Bank,  
stale-dated warrants, SLOCOE Deposits,  
E-Payables, District attendance

Adrienne Goodman x297  
SIPE Fiscal Support

Vineta Madrigal x214  
Accounts Payable, payment requests

Pik Stednitz x299  
ECE, ESS, Arts, Homeless/Foster Youth

Suzanne Ziegler x238  
Alt. Ed., Sp Ed., Food Service, Title I

Michelle Mayabb, Fiscal Manager x266  
Migrant Ed., Small District Support,  
Fiscal oversight

Rebecca Lorenzi x220  
Cayucos ESD support, CTE Grants,  
Fiscal Oversight

Jacki Seibert x218  
Buyer, Cal-Card Mgmt, Pleasant  
Valley ESD support

Maria Ruelas x271  
Migrant Ed, Apport, Shandon support

Sonia Stuart x216  
San Miguel JUSD support, Sp. Ed.  
Regional programs, Fiscal oversight

### **QSS & Payroll Questions**

Kim Burke, Payroll Manager x294

Sherry Lopez-DeWolf x247  
Grizzly, Pleasant Valley & SIPE Payroll,  
STRS Support

Kim Harrington x217  
SLOCOE Payroll A-L, PERS Support

Meghan Knable x278  
SLOCOE Payroll M-Z, STRS Support

Nancy Gravender x242  
District Payroll, PERS Support

Debra Leopard x219  
District Support for QCC

Kim Boyd x223  
District Support for QCC

### **Informational Technology Svcs** Computer, Telephone, Network Support

AJ Alsup, Director x240  
Ron Linscott x226  
Martin Williams x243

### **Human Resources**

Thomas Alvarez, Chief HR Officer x230

Debby Davis 0 / x236  
Reception

Lindsey Eckersley x264  
Classified Recruitment  
Sub Recruitments  
Address/Name Changes  
Absence Tracking  
Unemployment Claims  
Employee Evaluations

Heidi Hopkins x232  
Credentials  
Salary Schedules  
Contracts  
Certificated Professional Growth  
Fingerprinting

Linda Meyash 0 / x236  
Reception

Jenni Pong x248  
Health Insurance  
Absence Tracking  
Employee ID Badges  
Job Descriptions  
Pay Calendars  
Teacher Credentialing

Angela Simmons x233  
Substitute/Absence Management  
SLOCOE/District Calendar  
Classified Professional Growth  
Employment Verification

Karen Woodruff x235  
Workers' Compensation  
Resignations & Retirement  
Certificated and Grizzly Recruitment  
Student Teachers and Internships  
Leaves of Absence/SDI