



Los Angeles Unified School District
Personnel Commission
Organizational Excellence Classified Training Branch

School Business Services Panel for School Administrative Assistants and Office Managers

Thursday, February 28, 2019

8:00 a.m. – 12:30 p.m.

Location: 14-246

Agenda

Welcome/Introductions

Claudia Flores

Supervising Classified Training Representative

Panelists

Mohamed Tantawi 8:10 – 8:40

Compliance Specialist

Jose Jarquin

Compliance Specialist

Federal and State Education Programs

Chris Iya 8:40 – 9:00

Fiscal Services Manager

School Fiscal Services-Budget Services & Financial Planning

Maria Underwood 9:00 – 9:20

Human Resources Officer

Classified Employee Transaction Services

Dr. Dee Jackson 9:20 – 9:50

Deputy Director

Materiel Management Branch

Bruce Trenbeth

Contract Administration Manager

Contract Administration Branch

Tiffany Ledford-Yang

P-Card and Travel/Conference Attendance Manager

P-Card Services

Tosha Davis 9:50 - 10:10

IT Training Supervisor – MiSiS/ITD

Information Technology Division

Break 10:10 – 10:20

Marty Russell 10:20 – 11:00

Staff Attendance

Integrated Disability Management

Latasha Lewis

Disability Coordinator

Integrated Disability Management

Vondradee Courtenay

Absence Coordinator (Protected Absences)

Integrated Disability Management

Juan Gonzalez

Claims Coordinator

Integrated Disability Management

Frank Saldivar 11:00 – 11:20

Employee Services Manager

Talent Acquisition & Selection Branch

Heidi Hrowal 11:20 – 11:30

Program & Policy Development Advisor

CGDC/Organizational Excellence Classified Training

Personnel Commission

Claudia Flores

Supervising Classified Training Representative

Organizational Excellence Classified Training

Question/Answer Session 11:30 – 12:30