

Business Services Contacts

Budget Codes for Programs and / or Funds Information		
Adult Education – Fund 11 Bride Program Extended Day Programs (After School)	Russell Mar cayda	510-644-8914
BSEP, BERRA, Nutrition Services, Fund 13	Craig Kaufman	510-644-4850
Donations and Principals Discretionary Gardening and Cooking Student Services	Harvey Yong	510-644-8912
LCAP, State and Federal, Covid	Siu Lau	510-644-6204
Special Ed, Fund 2 Maintenance	Jinying Ma	510-644-8918
General Fund – Fund 1 and CTE	Ben Zohar	510-644-7766
Transportation Budget Codes on timesheets	Mario Micanovic	510-644-9336
Child Development Fund – Fund 12 Building Fund – Fund 21	Miguel Dwin	510-644-6988
Position Control	Monica McClinton	510-644-6415
Accounts Payable		
Vendors A-G	Saidy Guillien	510-644-6414
Vendors H-Z	Richard Andreas	510-644-8919

Payroll		
Timesheet A-L	Deanna Woods	510-644-6436
Timesheet M-Z	Jenny Le	510-644-6067
Payroll Specialist	Miriam Miranda	510-486-8012 ex 77023
Payroll Supervisor	Jozlyn Shirley	510-644-6674
Payroll Taxes/ Wage Reporting (STR, PRS Reporting)		
Benefits		Benefits@berkeley.net 510-644-6666
Courtney King		510-644-4812
Stephanie Linner		510-644-8750
Purchasing		
Contracts/Board Items under \$100K	Daniel Blackmer	510-644-6430
Mailings/Postage/Warehouse/PPE/Constructions Bids	Michael Dixon/Leonard Collins / Chris & Charles	
Purchase Orders	Minh Tang	510-644-6431
Contracts and Risk Management		
Approval contracts, PR's for new positions Risk Management	Pauline Follansbee	510-644-8593
Workers Compensation		
Workers Comp/Student Accident Reports	Michelle Payton	510-644-8593
District Service Assistant (DSA)		
ID Badges, Key Cards	Shaina Rush	510-644-6150