



# ROSEMEAD SCHOOL DISTRICT FUNCTIONAL ORGANIZATIONAL CHART

3907 Rosemead Blvd., Rosemead, CA 91770, Main phone number: 626-312-2900

## SUPERINTENDENT’S OFFICE

**Alejandro “Alex” Ruvalcaba, Ph.D., Superintendent, ext 234**  
aruvalcaba@rosemead.k12.ca.us  
*Oversee: the District, Principals, and Schools, Board Agendas & Records, Communication Center, Collective Bargaining Agreements, Directories, Emergency Response, Marketing Distribution Requests, Mass Notification System, Policies, Public Information Office, Public Records Requests, Public Relations, Press Releases, Use of Facilities Applications, Websites*  
**Cynthia Bracamonte, Executive Assistant to the Superintendent, ext 212**  
cbracamonte@rosemead.k12.ca.us

## ADMINISTRATIVE SERVICES DIVISION

**Maria C. Rios, Ed.D., Assistant Superintendent, Administrative Services, ext 219**  
mrios@rosemead.k12.ca.us  
*Oversee: Administrative Services, Bond Program, Citizen’s Bond Oversight Committee, Construction, Employee Benefits, Facilities, Fiscal Services, Human Resources, Maintenance & Operations, Risk Management, Title IX Coordinator, Uniform Complaints, Workers Compensation*  
**Dory Garcia, Administrative Assistant, Administrative Services, ext 221**  
dogarcia@rosemead.k12.ca.us  
\_\_\_\_\_, Custodian

### Child Development Programs

**Deborah “Debbi” Lawrence, Coordinator, Preschool/Child Development, ext 258**  
dlawrence@rosemead.k12.ca.us  
*Oversee: Child Development, Preschool, Before/Afterschool programs (ASART/ASES), Summer Camp, Child & Adult Feeding Program*  
**Bella Galvan, Administrative Secretary, ext 235**  
bgalvan@rosemead.k12.ca.us  
ASES/ASART Site Leader  
\_\_\_\_\_, Encinita ASART Site Leader, ext 365  
\_\_\_\_\_, Janson ASART Site Leader, ext 465  
Sammy Lau, Savannah ASART Site Leader, ext 665  
Rosann Magdaleno, Shuey ASART Site Leader, ext 754  
Darrion Chavers, Muscatel ASART Site Leader, ext 565

### Fiscal Services

**Suwen Su, Director, Fiscal Services, ext 259**  
ssu@rosemead.k12.ca.us  
*Oversee: Accounts Payable, Accounts Receivable, Developer Fees, Fiscal Services, Payroll Services, Purchasing, Warehouse*  
**Guada Sanchez Gentica, Accounting Manager, ext 218**  
gsanchezgentica@rosemead.k12.ca.us  
*Accounts Payable, Accounts Receivable*  
**Xiomara Cordova, Classif. Payroll, ext 227**  
xcordova@rosemead.k12.ca.us  
*Payroll services: Classified, Confidential, and Classified Management*  
**Dory Garcia, Admin Asst, Admin Svcs/Certif. Payroll, ext 221**  
dogarcia@rosemead.k12.ca.us  
*Payroll services: Certificated and Certificated Management*  
**Yin “Jessica” Chen, Accounting Manager, ext 223**  
jchen@rosemead.k12.ca.us  
*Purchasing, Warehouse*

### Human Resources

**Maria Garza, Coordinator, Human Resources, ext 229**  
mgarza@rosemead.k12.ca.us  
*Oversee: Adult Volunteers, COVID Liaison, Employee Absences, Employee Recruitment, Retention, and Credentialing/Certification, Records, References, Salary Schedules, Teacher Internships, University/College Internship Agreements*  
**Denise Fuentes, HR Technician, ext 224**  
dfuentes@rosemead.k12.ca.us

### Technology

**Alejandro “Alex” Gaeta, Network Administrator, ext 215**  
agaeta@rosemead.k12.ca.us  
*Oversee: Information Systems, Network, Software, and Technology Services*  
**Maria Gomez, Receptionist/Tech Support**  
mgomez@rosemead.k12.ca.us  
**James He, Computer Support Technician**  
jhe@rosemead.k12.ca.us  
*Provides direct technology support to schools*  
**Kelly Bui, SASI Clerk**  
kbui@rosemead.k12.ca.us  
*CALPADS, PowerSchool, Student Information Systems, and Student Data Management Systems*

## ADMINISTRATIVE SERVICES DIVISION

### Maintenance & Operations

**Anthony Flores, Co-Lead Multi-Skilled Maintenance**  
aflores@rosemead.k12.ca.us  
**Octavio Serrato, Co-Lead Multi-Skilled Maintenance**  
oserrato@rosemead.k12.ca.us  
*Oversee: Grounds, Maintenance, Operations, and Warehouse*  
**Jackie McDonald, Sr. Clerk Typist/Admin Secretary, ext 678**  
jmcDonald@rosemead.k12.ca.us  
**Raymond Miranda, Warehouseman, ext 679**  
rmiranda@rosemead.k12.ca.us  
**Javier Pinedo, Warehouseman/Groundsperson, ext 679**  
jpinedo@rosemead.k12.ca.us  
**Henry Jimenez, Groundsperson**  
**Marcos Lucero, Groundsperson**  
**Jesse Mejia, Custodian (Districtwide floater)**

### Nutrition & Wellness

**John Rivera, Director, Nutrition & Wellness, ext 255**  
jrivera@rosemead.k12.ca.us  
*Oversee: Meal Accommodations, Nutrition Services, School Lunch Program, Site Cafeterias, Student Wellness Program*  
**Lynn Nguyen, Nutrition Services Account Clerk, ext 254**  
lnguyen@rosemead.k12.ca.us

## EDUCATIONAL SERVICES DIVISION

**Jennifer Fang, Ph.D., Assistant Superintendent, Educational Services, ext 233**  
jfang@rosemead.k12.ca.us  
*Oversee: Assessment & Accountability, Curriculum & Instruction, Educational Services, English Learner Programs, Federal Categorical Programs, Gifted & Talented Program, Instructional Materials, Intervention Programs, LCAP, State and Federal Compliance, Student Registration, Supplemental Educational Services, Title IX Coordinator, Uniform Complaints*  
**Claudia Rivera, Administrative Assistant, Educational Services, ext 213**  
crivera@rosemead.k12.ca.us

### Special Projects

**Rachael Nicoll, Coordinator, Accountability, Assessment, and Special Projects, ext 256**  
rnicoll@rosemead.k12.ca.us  
*Oversee: Assessment & Accountability, Curriculum & Instruction, DELAC/DAC, ELD Programs, ELPAC, English Learner Programs, Federal Categorical Programs, Gifted & Talented Program, Intervention Programs, Supplemental Educational Services*

### Special Education & Student Support Services

**Hoori Chalian, Coordinator, Special Education & Student Support Services, ext 232**  
hchalian@rosemead.k12.ca.us  
*Oversee: 504 plans, Behavior Support, Child Abuse Reporting, Health Services, Counseling Services, Homeless/Foster Youth Liaison, IEP implementation, Parent Annual Notifications, School Attendance Review Board, Special Education & Student Support Services staff and programs, Student Annual Notifications, Student Enrollment Permits,*  
**Myrene Mangali, Administrative Secretary, ext 230**  
mmangali@rosemead.k12.ca.us  
Districtwide Support Team  
Eric Moya, School Psychologist, Encinita, ext 359  
Alfredo Aviles, School Psychologist, Janson, ext 459  
Rocio Carrillo, School Psychologist, Muscatel, ext 559  
Jimmy Chavez, School Psychologist, Savannah, ext 659  
Maria Pham, School Psychologist, Shuey, ext 759  
Jenifer Lorenzo, Districtwide Nurse, ext 228  
Rocio Saenz Larios, Health Tech, Encinita, ext 353  
An Ly, Health Tech, Janson, ext 453  
Elena Barajas, Health Tech, Muscatel, ext 553  
Yoana Solis, Health Tech, Savannah, ext 653  
Angelica Rivas-Rojas, Health Tech, Shuey, ext 753  
Roger Ng, Adapted PE  
Mai Nakajima, Speech/Language Pathologist  
Rogelio Valdivia, Speech/Language Pathologist Assistant  
Rosemary Allis, Speech/Language Pathologist  
Yazmine Franco, Speech/Language Pathologist Assistant  
Marielle Baronia, Speech Language Pathologist  
Monica Rodriguez, Speech/Language Pathologist Assistant  
Esmeralda Yee, Speech/Language Pathologist Assistant  
Seetha Leelamma, Speech/Language Pathologist  
Amber Frazier, Speech/Language Pathologist Assistant