

DESERT SANDS UNIFIED SCHOOL DISTRICT
2018-2019 Fast Facts from Fiscal Services



Description	Rate	Fixed Charges	Total Cost
Certificated Extra Duty	\$ 49.04	\$10.23	\$ 59.27
Certificated Substitute	\$135.00	\$11.25	\$146.25
Long Term Rate	\$155.00	\$12.91	\$167.91

Extra Duty Fixed Charge Rates

CL Regular Assignment – 4 to 8 hours per day	.2884
CL Regular Assignment – Less Than 4 hours per day	.0833
CL Regular Assignment – 8 hours per day (overtime)	.1078
CL & CE Substitute	.0833
CE Extra Duty – Hourly, Stipends and Per Diem	.2086
CL & CE Retirees	.0458

Monthly Expense Claim Maximum - \$300.00 per month



Travel and Conference Daily Meal Allowance

*See [Travel Brochure](#) for detailed information for claims.

Maximum reimbursement of \$64.00 per day. Not to exceed:

Breakfast	\$14.00
Lunch	\$20.00
Dinner	\$30.00

Mileage Reimbursement Rate – 54.5¢ per mile (effective January 1, 2018)

**Fiscal Services
Quick Reference**

Services	Contact	Phone
Accounting Specialist, ASB-HS/Academies/AP/IB	Araceli Summerlee	771-8531
Accounting Specialist, ASB-MS/Discretionary Budget/Grants	William (Bill) Leach	771-8533
Accounting Supervisor	Sonya Melendez	771-8530
Accounting Technician, Accounts Payable, A - K	Christopher (Chris) Niece	771-8539
Accounting Technician, Accounts Payable, L - Z	Christi Mazzilli	771-8528
Accounting Technician, Accounts Receivable/Expense Claims	Tracey Quarto	771-8532
Accounting Technician, Conferences/AP Utilities	Erika Flores	771-8561
Administrative Assistant	Taffeta Hunter	771-8525
Banking/Scanning Station	Extra Help	771-8711
Budget Technician, Categorical Budgets	Marlene Aceves	771-8544
Budget Specialist, Discretionary Budgets	Petra (Patty) Leon	771-8710
Director	Yara Pacheco	771-8526
Fax Line/Main	Fiscal Services	771-8540
Fax Line/Workroom	Fiscal Services	238-9652
Payroll Specialist, A - C	Kathie Miller	771-8536
Payroll Specialist, D - HE	Lea Barela	771-8541
Payroll Specialist, HI - ME	Susan Palmer-Rodriguez	771-8535
Payroll Specialist, MI - R	Nicholas (Nick) Rose	771-8527
Payroll Specialist, S - Z	Melissa Franco	771-8538
Student Attendance Specialist	Kelly Perlo	771-8537