COLLEGE PLACE PUBLIC SCHOOLS

District Office Support Staff

CHRIS ALANIZ	* Benefits (SEBB Medical, Dental, Vision, Etc.); Benefit Orientation	* ReadySub
Payroll / Human Resources Specialist	* Coaches Contracts	* Retirement
509-525-4827 (Ext. 1007)	* Contracts: Salary Placement and Salary Advancements	* Time & Effort
calaniz@cpps.org	* Family & Medical Leave Act (FMLA & WA PFML)	* Voluntary Deductions
Mon-Fri: 7:00 a.m. to 3:30 p.m.	* Leave Balances - Allocation / Adjustments / Issues / Cash Outs	* W-2's
Mon - Onsite	* Leave without Pay	* W-4's
Tue thru Fri - Remote; Available via phone & email	* Payroll	* Worker's Compensation (Incident Reports)

BARB ARTZ	* Certificate of Insurance from Clear Risk	* Certificates of Insurance requests
Admin Assistant Business & Finance	* EDS Fiscal Claims Support - 21st Century grant, multiple WA State grants	* Front Desk Support
509-525-4828 (Ext. 1030)	* EGMS Grants Fiscal Claims Support -Title grants, CTE/Perkins, SPED-611 & 619	* Telephone System Support / List Coordinator
bartz@cpps.org	* Monthly Fiscal Financial Data Entry	* Surplus Coordination
Mon-Fri: 7:30 a.m. to 4:00 p.m.		

AMY FITCHNER	* 504 Plans	* McKinney Vento/Foster
Admin Assistant / Special Education & Student Services	* Birth to 3 Program	* Medicaid / EasyTRAC
509-525-4827 (Ext. 1017)	* Cedars State / Federal / EOY Reporting	* Preschool / ECEAP
afitchner@cpps.org	* CPI (Crisis Prevention Intervention)	* Program Budgeting/Ordering/Inventory
Mon-Fri: 8:00 a.m. to 4:30 p.m.	* Hi-Cap	* Special Education
	* IEP Online Support	* TTK (Transitional Kinder)

JULIE FRENZEL	* Assessments- State and District (All)	* LAP Reporting to OSPI
District Data Specialist / Teaching and Learning	* CSHE Required Reporting	* OSPI Developed Assessments Reporting
509-525-4827 (Ext. 1018)	* Curriculum Adoptions and Pilots	* Panorama
jfrenzel@cpps.org	* Data for SIP and L-CAP	* State Assessment Reports
Mon-Fri: 8:00 a.m. to 3:30 p.m.	* District Wide Subscription Management	* WaKIDS
	* In-District Point of Contact for Science Kits	* Mental Health Therapist and Wellness Data Support

NOEMI CHAVEZ HEREVIA	* Communications (website, social media, reader board)	* Job Posting & Interview Packets
District Office Assistant Secretary	* District Office Customer Support	* Clock Hours
509-525-4827 (Ext. 1012)	* Name/Address Change Requests	* Badges
nherevia@cpps.org	* Fingerprints	* Substitutes
Mon-Fri: 8:00 a.m. to 4:30 p.m.	* HR Support	* Work Study / Volunteers / Translators

PATRICIA MORALES BRITO	*All Nutrition Services Information
School Nutrition Services Program Coordinator	
509-522-3312 (Ext. 4218) or 509-525-5110 (Ext. 2132)	
pmorales-brito@cpps.org	
Mon-Fri 7:00 a.m. to 3:30 p.m.	

IRENE URENO	* Approval of Public Flyers and Posters	* CHOICE Requests to Attend:
Executive Assistant / Superintendent's Office	* Board Agendas and Minutes	(College Place Schools, Out of District, Homeschool, Virtual Schools)
509-525-4827 (Ext. 1001)	* Board Policy Facilitator	* Emergency Notifications
iureno@cpps.org	* CEDARS Administrator	* Notary
Mon-Fri: 8:00 a.m. to 4:30 p.m.	* Civil Rights CPR	* School Facility Rental
	* Communications (website, social media updates, press releases)	* Skyward Coordinator, Rights, and Passwords

ALYCE SCHILD	* 1099's	* InTouch Manager
Fiscal Specialist	* Account Clearances for Requisitions / Purchase Orders	* Inventory
509-525-4827 (Ext. 1027)	* Accounts Payable (Expense Vouchers - Travel, PD)	* New Vendor Set-up / W-9's
aschild@cpps.org	* Accounts Receivable	* Procurement Card Check Out
Mon-Fri: 7:30 a.m. to 4:00 pm	* Coding for Requisitions / Purchase Orders	* Requisitions & Purchase Orders (Assistance with Entering)
	* Driving Abstracts	* Surplus

LINDA ZAMORA CARAPIA	* Evaluation compliance	* Student Teachers
Admin Assistant Human Resources	* Certification	* TalentEd Records and Applicant Tracker
509-525-4827 (Ext. 1005)	* Safe Schools	* Verification of Previous Employment
lzamoracarapia@cpps.org	* Keycards	* Affirmative Action Plan and Reporting
Mon-Fri: 7:30 a.m. to 4:00 p.m.	* New Hire Orientation	* Employee Separation
	* Paraeducator FCS / General Paraeducator Certificate	* CRDC & EEOC Reporting

Updated 7/22/24, 7/8/25, 8/27/26

What do I need…..	Who do I call…..
1099's	Alyce Schild
504 Plans	Amy Fitchner
Absence & Substitute System for Admins, Employees, Substitutes	Chris Alaniz
Account Clearances for Requisitions / Purchase Orders	Alyce Schild
Accounts Payable (Expense Vouchers - Travel, PD)	Alyce Schild
Accounts Receivable	Alyce Schild
Address Changes	Noemi Chavez Herevia
Apportionment Report	Barb Artz
Assessments - State and District (All)	Julie Frenzel
Benefits (SEBB Medical, Dental, Vision, Etc.); Benefit Orientation	Chris Alaniz
Birth to 3 Program	Amy Fitchner
Board Agendas & Minutes	Irene Ureno
Board Policy Facilitator	Irene Ureno
CEDARS Administrator	Irene Ureno
Cedars State / Federal / EOY Reporting	Amy Fitchner
Certification Renewals	Linda Zamora Carapia
CHOICE Requests (to Attend College Place Schools, Out of District, Homeschool, Virtual Schools)	Irene Ureno
Civil Rights CPR	Irene Ureno
Clock Hours	Noemi Chavez Herevia
Coding for Requisitions/Purchase Orders	Alyce Schild
Communications (Website, Social Media Updates, Press Releases)	Irene Ureno
Contracts	Chris Alaniz
CPI (Crisis Prevention Intervention)	Amy Fitchner
CSHE Required Reporting	Julie Frenzel
Curriculum Adoption and Pilots	Julie Frenzel
Data for SIP and L-CAP	Julie Frenzel
Developed Assessments Reporting - OSPI	Julie Frenzel
District Wide Subscription Management	Julie Frenzel
DO Customer Service	Noemi Chavez Herevia
Driving Abstracts	Alyce Schild
EDS Fiscal Claims	Barb Artz
Emergency Notifications	Irene Ureno
Employee ReadySub Absence Management System Help	Chris Alaniz
Facility Rental	Irene Ureno
Family & Medical Leave Act (FMLA & WA PFML)	Chris Alaniz
FCS / General Paraeducator Certificate Tracking	Linda Zamora Carapia
Fingerprinting	Noemi Chavez Herevia
Fiscal Data Management & Reports	Barb Artz
Flyer & Poster Approval	Irene Ureno
Grant Submissions (Title, Perkins, Sped 611 & Sped 619)	Barb Artz
Hi-Cap	Amy Fitchner
Homeschool CHOICE Requests	irene Ureno
I-9's (Employment Eligibility Certificate)	Chris Alaniz
ID Badges	Noemi Chavez Herevia
IEP Online	Amy Fitchner
Interns	Linda Zamora Carapia
Interview Packets	Noemi Chavez Herevia

What do I need…..	Who do I call…..
Leave without Pay (LWOP) Issues / Requests	Chris Alaniz
McKinney Vento/Foster	Amy Fitchner
Meal Statements	Barb Artz
Medicaid/EasyTRAC	Amy Fitchner
Mileage Reimbursement	Alyce Schild
Name Changes	Noemi Chavez Herevia
New Hire Orientation	Linda Zamora Carapia
New Vendor Setup / W-9's	Alyce Schild
Notary	Irene Ureno
Nutrition Services Support, Records & Procurement	Patricia Morales Brito
OSPI Developed Assessments Reporting	Julie Frenzel
Panorama	Julie Frenzel
Paraeducator FCS / General Paraeducator Certificate Tracking	Linda Zamora Carapia
Paycheck Questions / Issues	Chris Alaniz
Payroll	Chris Alaniz
Payroll Deductions (Voluntary)	Chris Alaniz
Preschool / ECEAP	Amy Fitchner
Press Releases	Irene Ureno
Procurement Card Check Out	Alyce Schild
Program Building/Ordering/Inventory	Amy Fitchner
Purchase Orders & Requisitions (Assistance with Entering)	Alyce Schild
ReadySub for Admins, Employees, Substitutes	Chris Alaniz
Requisitions & Purchase Orders (Assistance with Entering)	Alyce Schild
Retirement	Chris Alaniz
Safe Schools	Linda Zamora Carapia
Safety Team	Noemi Chavez Herevia
Salary Advancement (Credits / Clock Hours / College Credits)	Chris Alaniz
Salary Placement	Chris Alaniz
Science Kits - In-District Point of Contact	Julie Frenzel
SEBB Medical/Dental/Vision	Chris Alaniz
Skyward Access for Teachers (Gradebooks, etc.)	Irene Ureno
Skyward Coordinator - Rights and Passwords	Irene Ureno
Skyward Password Issues	Irene Ureno (Backup: Chris Alaniz)
Social Media	Irene/Noemi
Special Ed	Amy Fitchner
State Assessment Reporting	Julie Frenzel
Student Teachers	Linda Zamora Carapia
Subscription Management - District Wide	Julie Frenzel
Substitute Issues	Chris Alaniz
Substitutes	Noemi Chavez Herevia
Surplus	Alyce Schild
Surplus - Coordinate Internal Process	Barb Artz
TalentEd Records / Password Issues	Linda Zamora Carapia (Backup: Chris Alaniz)
Time & Effort	Chris Alaniz
Timesheets	Chris Alaniz
Travel	Alyce Schild
TTK (Transitional Kinder)	Amy Fitchner

Vendor Invoices (A/P) (Check Shipments for Invoices)	Alyce Schild
Verification of Previous Employment	Linda Zamora Carapia
Volunteers	Noemi Chavez Herevia
W-2's (Annual Wage & Tax Statement)	Chris Alaniz
W-4's (Employee Withholding Certificate)	Chris Alaniz
WaKIDS	Julie Frenzel
Website	Irene Ureno (Backup: Noemi Herevia)
Work Study	Noemi Chavez Herevia
Worker's Compensation (Incident Reports)	Chris Alaniz