



## Local District West School Administrative Assistant Meeting

November 30, 2020

10:30AM–11:30AM

ZOOM LINK

Meeting ID: <https://lausd.zoom.us/j/3488008815>;

Meeting Handouts: <https://achieve.lausd.net/Page/17308>

### AGENDA

#### WELCOME

Dr. Adaina Brown, Local District Superintendent  
Nick Melvoin, Board Member – District 4  
Karen Mercado, Administrator of Instruction  
Blanca Flores, LD Administrative Assistant  
Angie Corona, LD Administrative Assistant

#### PROCUREMENT

Michelle Conerly,  
Procurement Services Division  
[michelle.conerly@lausd.net](mailto:michelle.conerly@lausd.net)

#### P-CARD

Tiffanie Ledford-Yang/Martha Viramontes,  
Procurement Services Division  
P-Card, Travel and Vendor Services  
[tiffanie.yang@lausd.net](mailto:tiffanie.yang@lausd.net)  
[martha.viramontes@lausd.net](mailto:martha.viramontes@lausd.net)

#### ACCOUNTS PAYABLE

Josie Alejo,  
Accounts Payable  
[josie.alejo@lausd.net](mailto:josie.alejo@lausd.net)

#### FISCAL SERVICES

Brenda Dobson,  
Fiscal Services-LD West  
[brenda.dobson@lausd.net](mailto:brenda.dobson@lausd.net)

#### MTAM

Sue Spears,  
MTAM Liaison-LD West  
[sue.spears@lausd.net](mailto:sue.spears@lausd.net)

#### PAYROLL Q & A SHEET

Tasha Cunningham,  
Payroll Services Division  
[tasha.cunningham@lausd.net](mailto:tasha.cunningham@lausd.net)