



# NOVATO UNIFIED SCHOOL DISTRICT

1015 SEVENTH STREET ■ NOVATO ■ CA ■ 94945 ■ PH: (415) 897-4201 ■ FX: (415) 898-5790

*“Achievement for All – Our Call to Action”*

**KRIS COSCA**  
Assistant Superintendent  
Human Resources

**YANCY HAWKINS**  
Assistant Superintendent  
Business & Operations

**JIM HOGEBOOM**  
Superintendent

**Frequently Asked Questions Call List H.R. / Payroll** **Ext. Phone**

- [Ellen Christensen-Denton](#) – H.R. Certificated 4248 - (415) 493-4248
- [Marcia Carey](#) – H.R. Classified 4275 - (415) 493-4275
- [Lillian Rincon](#) – H.R. Attendance & Subs 4246 - (415) 493-4246
- [Suzette Donnelly](#) - Payroll A - G 4208 - (415) 493-4208
- [Nellie Gogas](#) – Payroll H - N 4213 - (415) 493-4213
- [Abbie St. Marie Kearns](#) – Payroll O - Z 4215 - (415) 493-4215
- [Dana Sarubbi](#) – H.R. Benefits, Retirement & Leave 4204 - (415) 493-4204

The following is for your information. Get to know the Novato Unified School District’s website. There is a wealth of information, forms and contact information for our NUSD staff. The following list was based on our Frequent Phone Calls from Staff.

NAME of PROVIDER	TELEPHONE	GROUP #	WEBSITE
NUSD Website			<a href="http://www.nusd.org">www.nusd.org</a> Departments ⇒ Human Resources ⇒ Benefits & Retirement Departments ⇒ Payroll
Absence Management (AESOP)			<a href="http://www.nusd.org">www.nusd.org</a> ⇒ Staff ⇒ Absence Management
Kaiser Permanente	(800) 464-4000	7104	<a href="http://www.kp.org">www.kp.org</a>
Delta Dental	(866) 499-3001	07302	<a href="http://www.deltadentalins.com">www.deltadentalins.com</a>
Vision Service Plan-VSP	(800) 877-7195	00421701	<a href="http://www.vsp.com">www.vsp.com</a>
CalPERS	(888) 225-7377		<a href="http://www.calpers.ca.gov">www.calpers.ca.gov</a>
CalSTRS	(800) 228-5453		<a href="http://www.calstrs.com">www.calstrs.com</a>
APPLE Retirement / MidAmerica	(800) 634-1178		<a href="http://www.midamerica.biz/programs/retirement-plan-solutions/apple-plan">www.midamerica.biz/programs/retirement-plan-solutions/apple-plan</a>
Envoy Plan Services 403b & 457 plans	(800) 248/8858		<a href="http://www.spokeskids.com/NovatoUSD/">http://www.spokeskids.com/NovatoUSD/</a>
American Fidelity Ins, 403b, 125 Plans	(800) 365-8306		<a href="http://www.americanfidelity.com">www.americanfidelity.com</a>
Social Security	(800) 772-1213		<a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a>
State Tax Form DE 4			<a href="http://www.edd.ca.gov/pdf_pub_ctr/de4.pdf">http://www.edd.ca.gov/pdf_pub_ctr/de4.pdf</a>
Federal Tax Form			<a href="http://www.irs.gov/pub/irs-pdf/fw4.pdf">http://www.irs.gov/pub/irs-pdf/fw4.pdf</a>