

# Application Form

## Profile

Daniela \_\_\_\_\_ Parasidis \_\_\_\_\_  
 First Name Middle Initial Last Name

\_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Home Address  
 \_\_\_\_\_ CA 94518  
 City State Postal Code

Home: \_\_\_\_\_  
 Primary Phone

\_\_\_\_\_ Email Address

### [District Locator Tool](#)

#### Resident of Supervisorial District:

None Selected

Contra Costa County Office of Education \_\_\_\_\_ Deputy Superintendent of Business and Administrative Services \_\_\_\_\_  
 Employer Job Title

#### Length of Employment

1

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

#### How long have you lived or worked in Contra Costa County?

#### Are you a veteran of the U.S. Armed Forces?

Yes  No

## Board and Interest

#### Which Boards would you like to apply for?

Treasury Oversight Committee: Submitted

#### Seat Name

Contra Costa County of Education Designee

**Have you ever attended a meeting of the advisory board for which you are applying?**

Yes  No

**If Yes, how many meetings have you attended?**

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## **Education**

**Select the option that applies to your high school education \***

High School Diploma

### **College/ University A**

**Name of College Attended**

St. Mary's College of California

**Degree Type / Course of Study / Major**

B.S. Business Administration

**Degree Awarded?**

Yes  No

### **College/ University B**

**Name of College Attended**

**Degree Type / Course of Study / Major**

**Degree Awarded?**

Yes  No

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### **College/ University C**

**Name of College Attended**

**Degree Type / Course of Study / Major**

**Degree Awarded?**

Yes  No

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## **Other Trainings & Occupational Licenses**

### **Other Training A**

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USC Business Managers Program

### **Certificate Awarded for Training?**

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Yes  No

### **Other Training B**

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ACSA Business Managers Program

### **Certificate Awarded for Training?**

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Yes  No

### **Occupational Licenses Completed:**

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## **Qualifications and Volunteer Experience**

**Please explain why you would like to serve on this particular board, committee, or commission.**

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I'm the designated County Office of Education appointee.

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

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I fill the role of the Deputy Superintendent of the Contra Costa County Office of Education.

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Upload a Resume

**Would you like to be considered for appointment to other advisory bodies for which you may be qualified?**

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Yes  No

**Do you have any obligations that might affect your attendance at scheduled meetings?**

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Yes  No

**If Yes, please explain:**

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**Are you currently or have you ever been appointed to a Contra Costa County advisory board?**

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Yes  No

**If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:**

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**If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:**

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**List any volunteer or community experience, including any advisory boards on which you have served.**

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### **Conflict of Interest and Certification**

**Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)**

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Yes  No

**If Yes, please identify the nature of the relationship:**

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**Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?**

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Yes  No

**If Yes, please identify the nature of the relationship:**

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### **Please Agree with the Following Statement**

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**I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.**

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I Agree

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Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
  - (1) Mother, father, son, and daughter;
  - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  - (4) Registered domestic partner, pursuant to California Family Code section 297;
  - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
  - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Daniela Parasidis

CA 94518

**OBJECTIVE:**

Under the direction of the County Superintendent of Schools, I plan to provide leadership, service, and support to the districts and students of Contra Costa County through teamwork, effective communication, integrity, creativity, and technical expertise. More specifically, my work would focus on the continued development and improvement of the already excellent budget oversight, fiscal support and technology systems infrastructure with a special focus on providing training and support for new and emerging business officials. I hope to use my expertise and knowledge in the field of education finance to support the Contra Costa County Office of Education's programs especially those students with disabilities and those placed in alternative learning environments.

**EDUCATION:**

**Saint Mary's College of California, Moraga** **May 2002**  
B.S. Business Administration-Honors Concentration in Financial Services

**ACSA-School Business Managers Academy** **April 2005**  
Certificate of Completion

**University of Southern California** **September 2007**  
Certificate of School Business Management

**COMPUTER SKILLS:**

Tyler MUNIS, SACS Software, LCFE Calculator, Microsoft Office (Excel, Word, PowerPoint, Outlook), Google Suite

**EXPERIENCE:**

**Moraga School District** **Moraga, CA** **July 2016-Present**  
*Assistant Superintendent of Business Services*

- Direct and manage the operations of Business Services including accounting, budget, payroll and segments of human resources.
- Oversee and manage the Technology and Maintenance & Operations department budgets.
- Direct and participate in the development of the annual budget, interim financial reports and unaudited actuals.
- Coordinate the preparation of information submitted to the independent auditor for the annual district audit and bond performance audit.
- Serve on the District negotiating team and prepare all AB1200 documents for the County Office of Education.
- Develop efficient processes and procedures that ensure proper internal controls and fiscal transparency.
- Supervise and evaluate the performance of assigned staff and interview and train new employees.
- Promote professional development opportunities to build the capacity every team member.
- Assist the Superintendent with directing day to day activities that ensure fiscal solvency and act as the Superintendent's authorized designee for contracts, memorandums of understanding and other documents as needed.
- Implement a strong position control system that allows for proper management and analysis of district personnel.
- Serve as a member of the Superintendent's cabinet and provide technical assistance to the Superintendent and the Governing Board regarding the vision of the Moraga School District.
- Implement and manage the California Universal Meals Program and expanded Transitional Kindergarten program.
- Serve as the President of the Governing Board for the Contra Costa Schools Insurance Group (CCCSIG) and I am an active member of the CC Solano Board of Directors.

**West Contra Costa Unified School District**  
*Executive Director of Business Services*

**Richmond, CA**

**November 2011- June 2016**

- Planned, organized and supervised assigned staff in the budget development, interim and year end closing processes.
- Managed and supported the District's Payroll, Budget and Benefits departments.
- Prepared the LCFF revenue calculation and administered LCAP financial data.
- Participated and prepared calculations for negotiations with District bargaining units and prepare AB1200 disclosure documents.
- Monitored the District's Parcel Tax budget and prepared documents for the Budget Advisory Committee.
- Managed the implementation of the new enterprise system, Tyler MUNIS.
- Created efficient processes that built staff capacity and ensured accountability.

**San Rafael City Schools**  
*Accounting Manager*

**San Rafael, CA**

**August 2009-October 2011**

- Assisted the CBO with budget development, interim reports and unaudited actuals.
- Projected cash flow by closely monitoring revenues and expenditures.
- Implemented new procedures as required and/or recommended by the CDE/COE.
- Monitored categorical programs and completed the Consolidated Application, State expenditure reports and Federal Interest Calculation.
- Maintained and managed Position Control.

**Orinda Union School District**  
*District Accountant*

**Orinda, CA**

**July 2005-August 2009**

- Prepared annual budget estimates for Federal, State and Local revenue sources and all expenditures.
- Assisted Director of Business Services with budget development, interim reports and year-end closing processes.
- Worked collaboratively with the auditor on their annual request for information.
- Approved Accounts Payable, Accounts Receivable and Personnel transactions.

**Moraga School District**  
*Payroll Technician*

**Moraga, CA**

**September 2001-June 2005**

- Prepared, revised and monitored certificated and classified payroll.
- Coordinated health benefits for new and existing employees, as well as retirees.
- Performed internal audits of the entire personnel budget.
- Assisted the CBO with the development and ongoing monitoring of the personnel budget.
- Calculated and processed retroactive payments based on negotiated settlements.
- Accurately reconciled the payroll pass through accounts in Fund 05.