



HAVRE PUBLIC SCHOOLS

WHO SHOULD I ASK?

The material found within this section is intended to help you identify the contact person at Robins Administration Building needed to resolve a problem, make a request, seek information, etc. It is hoped that this information will facilitate a quick solution to your questions(s). **Please do not contact more than one person on a given topic.**

Please contact the following people when you have a general question regarding: (This initial contact may reference you to other personnel to facilitate quick response.)

Accreditation.....	Craig Mueller
Administration/Administrative Team.....	Craig Mueller
AESOP Questions	Rebecca Burnell/Molly Baltrusch
Annual Data Collection	Kelly Veis
Applications, Employment	Rebecca Burnell
Assessment	Brad Moore
Attendance Agreements	Shanna Flores
Black Mountain Software	Shanna Flores
Board Newsletter	Google Site/Admin Team
Budget Preparation.....	Shanna Flores
Building/Grounds/Custodial Services.....	Scott Filius
Business Office	Shanna Flores
Carl Perkins.....	Shanna Flores
Certificates--Teaching	Rebecca Burnell
Civil Rights	Karla Geda
Community Education	Tiffany Olsen/Craig Mueller
Confirming Purchase Orders	Shanna Flores/Terri Rolf
Copying Center	Shanna Flores/Lynn Bailey
Credit Pre-approval/Lane Changes.....	Brad Moore
Curriculum	Brad Moore
Custodians	Scott Filius
Delivery of Merchandise	Shanna Flores/Jeff McCormick
Directories, Personnel	Shelley Southworth
District/School Education Profiles	Craig Mueller/Shelley Southworth
District Goals/Objectives.....	Craig Mueller
District Educational Work Plan.....	Craig Mueller
District Events Calendar	Shelley Southworth
District Newsletter.....	Shelley Southworth
District Advisory Council	Craig Mueller
Drivers Education Insurance.....	Shanna Flores
EEO.....	Brad Moore/Rebecca Burnell
Employee Transfers to Other Buildings	Administrative Team
Employee Contracts	Rebecca Burnell
Employee Portal	Shanna Flores
Employee Recognition.....	Craig Mueller
Employment Verification	Cathy Kihara/Rebecca Burnell
Enrollment, ANB	Kelly Veis/Shanna Flores
Extra Curricular Accounts Payable	Shanna Flores/Terri Rolf
Extra Curricular Accounts Receivable.....	Shanna Flores/Terri Rolf
504 Report or Complaints.....	Karla Geda
Facilities	Scott Filius
Facility Use.....	Leila Haigler
Faxing - Other	Molly Baltrusch
Faxing - Purchase Orders.....	Terri Rolf
Fiscal Problems.....	Shanna Flores

Free or Reduced Lunch Information	Shanna Flores
Grant Writing	Karla Geda
High School General Issues	Ed Norman
Highland Park General Issues	Mark Irvin
HPS/MSU-N Cooperation	Karla Geda
In-district Travel	Personnel/Rebecca Burnell
Indian Education.....	Karla Geda
Individual Transportation Contracts	Shanna Flores
Insurance (health & life).....	Cathy Kihara
Insurance	Shanna Flores
Inventory	Terri Rolf
Job Vacancies/Listings	Rebecca Burnell
Legal Aspects.....	Craig Mueller
Legislation	Craig Mueller
Lincoln McKinley General Issues.....	Holly Bitz
Lunch Cost and Payment/Balance Information	Shanna Flores
Master Contract Interpretation	Personnel
Mentoring Program.....	Brad Moore
Menus	Kathy Bebee
Middle School General Issues	Dustin Kraske
Mill Levy Activities	Craig Mueller
Nurse.....	Karla Geda
Payroll (deduction, etc.).....	Cathy Kihara
Personnel.....	Brad Moore
Personnel Information (years in district, etc.)	Rebecca Burnell
Personnel Concerns	Brad Moore
Phones	Rebecca Burnell/Molly Baltrusch/Leila Haigler
Policy Drafts	Craig Mueller
Political Action	Craig Mueller
Public Relations.....	Craig Mueller
Receiving of Merchandise	Shelley Southworth
Retirements.....	Cathy Kihara/Shanna Flores
School Food Service	Shanna Flores
Sexual Harassment Reports or Complaints	Karla Geda
Special Meals for Noon Meetings, Open Houses, etc.	Kathy Bebee
Special Education.....	Karla Geda
Staff Development - Professional and Paraprofessionals	Brad Moore/Karla Geda
Student Information System (Infinite Campus).....	Kelly Veis
Student Accident Report/Turn In.....	Shanna Flores
Substitutes - Clerical.....	Rebecca Burnell
Substitutes - Teachers, Paraprofessionals.....	Molly Baltrusch
Sunnyside General Issues.....	Pax Haslem
Teacher Evaluation -- Content/Schedule/Turn In	Craig Mueller
Teamsters -- seniority list.....	Personnel/Brad Moore
Teamsters -- addendums.....	Personnel/Brad Moore
Technology.....	Aaron Hanson/Craig Mueller
Time Sheet Questions	Shelley Southworth/Rebecca Burnell
Title VII-Indian Ed	Karla Geda
Title I	Karla Geda
Traffic Ed.....	Erika Brekhuis
Transportation	Scott Filius
Travel Requests - Teachers	Building Principals
Travel Requests - Activities	Ed Norman/Kevin Nettleton - HHS/Jeremiah Nitz - HMS
Travel Requests - Administration	Craig Mueller
Up to Minute Cash Balances	Terri Rolf/Shanna Flores
Vocational Education, HS	Ed Norman
Website Questions	Brad Moore/Kelly Veis
Workmen's Compensation.....	Rebecca Burnell