



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	Andy Carlson
Administration/Administrative Team	Andy Carlson
AESOP Questions	Rebecca Burnell/Shelley Southworth
Annual Data Collection	Andy Carlson/Rebecca Burnell
Applications, Employment	Rebecca Burnell
Assessment	Craig Mueller
Attendance Agreements	Shanna Flores
Black Mountain Software	Shanna Flores
Board Newsletter	Andy Carlson
Budget Preparation	Shanna Flores
Building/Grounds/Custodial Services	Jim Donovan
Business Office	Shanna Flores
Carl Perkins	Craig Mueller
Certificates--Teaching	Rebecca Burnell
Civil Rights	Karla Geda
Community Education	Tiffany Olsen/Andy Carlson
Confirming Purchase Orders	Shanna Flores/Terri Rolf
Copying Center	Shanna Flores/Lynn Bailey
Credit Pre-approval/Lane Changes	Craig Mueller/Rebecca Burnell
Curriculum	Craig Mueller
Custodians	Jim Donovan
Delivery of Merchandise	Shanna Flores/Brett Borst
Directories, Personnel	Shelley Southworth
District/School Education Profiles	Andy Carlson
District Goals/Objectives	Andy Carlson
District Educational Work Plan	Andy Carlson
District Events Calendar	Shelley Southworth
District Newsletter	Shelley Southworth
District Advisory Council	Andy Carlson
Drivers Education Insurance	Shanna Flores
Drug Free Schools Program	Andy Carlson
EEO	Craig Mueller/Rebecca Burnell
Employee Transfers to Other Buildings	Craig Mueller
Employee Contracts	Rebecca Burnell
Employee Portal	Shanna Flores
Employee Recognition	Andy Carlson
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	Jim Donovan
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	Craig Mueller

High School General Issues	Andy Carlson
Highland Park General Issues	Andy Carlson
HPS/MSU-N Cooperation	Karla Geda
In-district Travel	Craig Mueller/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	Andy Carlson
Legislation	Andy Carlson
Lincoln McKinley General Issues	Andy Carlson
Lunch Cost and Payment/Balance Information	Shanna Flores
Master Contract Interpretation	Craig Mueller
Mentoring Program	Craig Mueller
Menus	Debbie Otto
Middle School General Issues	Andy Carlson
Mill Levy Activities	Andy Carlson
Nurse	Karla Geda
Payroll (deduction, etc.)	Cathy Kihara
Personnel	Craig Mueller
Personnel Information (years in district, etc.)	Rebecca Burnell
Personnel Concerns	Craig Mueller
Phones	Rebecca Burnell/Molly Baltrusch/Leila Haigler
Policy Drafts	Andy Carlson
Political Action	Andy Carlson
Public Relations	Andy Carlson
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.	Debbie Otto
Special Events That Increase or Reduce Lunch Count	School Head Cook
Special Education	Karla Geda
Staff Development - Professional and Paraprofessionals	Craig Mueller/Karla Geda
Student Information System (Infinite Campus)	Kelly Veis/Andy Carlson
Student Accident Report/Turn In	Shanna Flores
Substitutes - Clerical, Teachers, Paraprofessionals	Rebecca Burnell
Sunnyside General Issues	Andy Carlson
TB Tests	Rebecca Burnell
Teacher Evaluation -- Content/Schedule/Turn In	Andy Carlson
Teamsters -- seniority list	Craig Mueller
Teamsters -- addendums	Craig Mueller
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 Brekhus
Transportation	Jim Donovan
Travel Requests - Teachers	Craig Mueller
Travel Requests - Activities	Pax Haslem/Dennis Murphy - HHS/Jeremiah Nitz - HMS
Travel Requests - Administration	Andy Carlson
Up to Minute Cash Balances	Terri Rolf/Shanna Flores
Vocational Education, HS	Ed Norman
Website Questions	Kelly Veis
Workmen's Compensation	Shanna Flores