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.....Brian Gum/Holly Bitz
Administration/Administrative Team..... Brian Gum
AESOP Questions..... Bethany Heydon/Shannon Solomon
Annual Data Collection .....Kelly Veis
Applications, Employment ..... Bethany Heydon
Assessment .....Lisa Passon
At Risk Coordinator ..... Admin Team
Attendance Agreements ..... Moses Deanon
Black Mountain Software ..... Moses Deanon
Board Newsletter..... Brian Gum
Budget Preparation.....Moses Deanon/Brian Gum
Building/Grounds/Custodial Services.....Scott Filius
Business Office ..... Moses Deanon
Carl Perkins..... Dustin Kraske
Certificates--Teaching ..... Bethany Heydon
Civil Rights ..... Cheryl Russell
Community Education .....Tiffany Olsen/Brian Gum
Confirming Purchase Orders ..... Moses Deanon/Kylene VanCampen
Copying Center .....Holly Bitz/Melony Steckel
Credit Pre-approval/Lane Changes..... Holly Bitz
Curriculum..... Holly Bitz
Custodians .....Scott Filius
Delivery of Merchandise .....Scott Filius/Jeff McCormick
Directories ..... Rebecca Burnell
District Goals/Objectives..... Brian Gum
District Educational Work Plan..... Brian Gum
District Events Calendar ..... Rebecca Burnell
District Advisory Council ..... Brian Gum
Drivers Education Insurance..... Moses Deanon
EEO..... Holly Bitz/Bethany Heydon
Employee Transfers to Other Buildings .....Administrative Team
Employee Contracts .....Bethany Heydon
Employee Portal ..... Moses Deanon
Employee Recognition..... Brian Gum
Employment Verification .....Michelle Remus/Bethany Heydon
Enrollment, ANB .....Kelly Veis/Moses Deanon
Extra Curricular Accounts Payable ..... Moses Deanon/Kylene VanCampen
Extra Curricular Accounts Receivable..... Moses Deanon/Kylene VanCampen
Facilities .....Scott Filius
Facility Use.....Leila Haigler
Faxing - Other .....Shannon Solomon
Faxing - Purchase Orders.....Kylene VanCampen
Fiscal Problems..... Moses Deanon
Free or Reduced Lunch Information .....Kylene VanCampen
Grant Writing ..... Cheryl Russell and Lisa Passon
High School General Issues ..... Dustin Kraske

Highland Park General Issues ..... Hayley Criner
HPS/MSU-N Cooperation ..... Holly Bitz
In-district Travel ..... Bethany Heydon/Holly Bitz
Indian Education for All (IEFA) ..... Brian Gum
Individual Transportation Contracts ..... Moses Deanon
Insurance (health & life) ..... Michelle Remus
Insurance (property, vehicle, accident, etc) ..... Moses Deanon
Inventory ..... Kylene VanCampen
Job Vacancies/Listings ..... Bethany Heydon
Legal Aspects ..... Brian Gum
Legislation ..... Brian Gum
Lincoln McKinley General Issues ..... Erika Brekhus
Lunch Cost and Payment/Balance Information ..... Kylene VanCampen
Master Contract Interpretation ..... Holly Bitz
Mentoring Program ..... Holly Bitz
Menus ..... Rachel Powell
Middle School General Issues ..... Curt Leeds
Mill Levy Activities ..... Brian Gum
Nurse ..... Cheryl Russell
Payroll (deduction, etc.) ..... Michelle Remus
Personnel ..... Holly Bitz
Personnel Information (years in district, etc.) ..... Bethany Heydon
Personnel Concerns ..... Holly Bitz
Phones ..... Bethany Heydon/Shannon Solomon/Rebecca Burnell
Policy Drafts ..... Brian Gum/Holly Bitz
Political Action ..... Brian Gum
Public Relations ..... Brian Gum
Receiving of Merchandise ..... Rebecca Burnell
Retirements ..... Michelle Remus/Moses Deanon
School Food Service ..... Holly Bitz
Section 504 Report, Staff and Students ..... Cheryl Russell
Sexual Harassment Reports or Complaints, Title IX ..... Cheryl Russell
Special Meals for Noon Meetings, Open Houses, etc. ..... Rachel Powell
Special Education ..... Cheryl Russell
Staff Development - Professional and Paraprofessionals ..... Holly Bitz
Student Information System (Infinite Campus) ..... Kelly Veis
Student Accident Report/Turn In ..... Moses Deanon
Substitutes - Clerical ..... Bethany Heydon
Substitutes - Teachers, Paraprofessionals ..... Bethany Heydon/Holly Bitz
Sunnyside General Issues ..... Kassie Johnson
Teacher Evaluation -- Content/Schedule/Turn In ..... Brian Gum
Teamsters -- seniority list ..... Bethany Heydon
Teamsters -- addendums ..... Holly Bitz
Technology ..... Aaron Hanson/Holly Bitz
Time Sheet Questions ..... Michelle Remus
Title VII-Indian Ed ..... Brian Gum
Title I ..... Holly Bitz
Traffic Ed ..... Dustin Kraske/Erika Brekhus
Transportation ..... Scott Filius
Travel Requests - Teachers ..... Building Principals
Travel Requests - Activities ..... Dustin Kraske/Jordan Overstreet - HHS/Heather Haney - HMS
Travel Requests - Administration ..... Brian Gum
Up to Minute Cash Balances ..... Kylene VanCampen/Moses Deanon
Vocational Education, HS ..... Dustin Kraske
Website Questions ..... Holly Bitz/Kelly Veis
Workmen's Compensation ..... Moses Deanon