



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	Jeremiah Nitz
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 Wendland
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	Jeremiah Nitz/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	Shyann Case
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).....	Jeremiah Nitz
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.....	Erika Brekhus/Heather Haney
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/Colton Robbins
Workmen's Compensation.....	Moses Deanon