

BELLINGHAM SCHOOL DISTRICT

F.A.Q. REFERENCE SHEET FOR STAFF/FAMILIES (WHO TO CONTACT BY TOPIC)

FOR ANSWERS ABOUT:	EXT:	DEPARTMENT / CONTACT/ ADMINISTRATOR:
Accident/Injury Reports	6522	Business Office – Denise Suess/Ron Cowan
Accounts Payable	6508	Accounting – Nancy Miller/Cheri Somody/Brett Greenwood
ACT-SAT scores		High school counselor / Principal
Administrator Evaluation	6511	School Admin – Janet Kennedy/Doug Kyles
Administrator Contract	2783	Human Resources – Ruth Rasmussen/Nora Klewiada
Applications	6400	Human Resources – Receptionist/Jeanette Herrera
Attendance Areas	6400 6520 6500 6512	Human Resources – Receptionist/Jeanette Herrera Switchboard or Communications – Margaret Gude/Tanya Rowe Business/Operations – Olivia Kennedy Deputy Superintendent – Marilyn Grams
Athletic Schedules		Activities/Athletic Coordinators at each high school
AVID	6511	School Administration – Janet Kennedy/Doug Kyles
Background check–Employees	6478/6503	Human Resources –Maris Holmgren/Kathy Kullis
Background check–Culminating Proj.	6511	School Administration – Janet Kennedy/Doug Kyles
Bond/Levy Issues and Elections	6500 or 6520	Business Office – Olivia Kennedy/Ron Cowan Communications/Community Relations – Margaret Gude/Tanya Rowe
Budget Committee	6500	Business Office – Olivia Kennedy/Brett Greenwood
Budget Info. General	6500	Business Office – Olivia Kennedy/Brett Greenwood
Budgets - Building	6529	Accounting – Kathryn Weilage/Brett Greenwood
Building Maintenance	6548	Maintenance – Debbie Worth/Mike Anderson
Building/Facility Rentals	6500	Business Office – Olivia Kennedy/Ron Cowan
Bus Routes/Questions	6546	Transportation – Monica Tresselt/Transportation Manager
Calendar – Administrative	6512	Communications/Community Relations – Ken Russell/Tanya Rowe
Calendar – Online	6495	Communications/Community Relations – Ken Russell/Tanya Rowe
Career/Technical & Vocational Ed.	647-6871	Options/GRADS – Gigi Morganti
Catering	6504	Food Service – Open/Mark Dalton
Cellular Phones/Blackberry	6500	Business Office – Olivia Kennedy/Ron Cowan
Change of Address	5009	Payroll – Jodi Tisland/Kris Hessen
Child Abuse Report	2787	Student Services – Beverly Brown/Kenn Robinson
Child Find	4408	Special Education – Debbie Haney/Sue Thomas
Class Size Information (FTE)	6500	Business Office – Olivia Kennedy/Ron Cowan
Classroom Equipment	6544	Purchasing – Brett Greenwood
Clock Hours/Teacher Training	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Computer Tech. Support	2695	Network Services – Bobbie Lane/John Getchell
Community Relations	6520	Communications/Community Relations – Margaret Gude/Tanya Rowe
Conservation/Environmental Site	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Construction Projects	6500	Business Office – Olivia Kennedy/Manuel Babayan
Copyright Compliance	6527	John Tadlock/Teresa Dowling/Tanya Rowe
Crisis Communication	6527	John Tadlock/Teresa Dowling/Tanya Rowe
Culminating Project	6511	School Administration – Janet Kennedy/Doug Kyles
Curriculum	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Custodial Services	6548	Maintenance – Debbie Worth/Mike Anderson
Deliveries	6549	Warehouse – Nancy Kroontje/Brett Greenwood
Discipline Hearings	2787	Student Services – Beverly Brown/Kenn Robinson
Discovery Program	6514	Special Education – Sue Thomas
Donated Items	6541	Accounting – Liz Crocker/Ron Cowan
DVD/CD Burning Services	6527	John Tadlock/Teresa Dowling/Tanya Rowe
EAP–Employee Assistance Program	715-6565	Human Resources – Ruth Rasmussen/Nora Klewiada
Early Entrance Testing	2787	Student Services – Beverly Brown/Kenn Robinson
E-Mail Accounts	4451	Network Services – Laurie McBeath-Davies/John Getchell
Emergencies (Notification of)	6501/6400	Superintendent’s Office – Nancy Merry/Sherrie Brown
Emergency Radios (Equipment)	6544	Business Office – Brett Greenwood
Employee Benefits – Certificated	6478	Human Resources – Maris Holmgren
Employee Benefits – Classified	6503	Human Resources – Kathy Kullas
Employment Verification	5009	Payroll – Kris Hessen
English Language Learners (ELL)	6542	Fed/Spec. Programs – Heather Olsen/Susan Peterson
Ethnic Data - student	2696	Network Services – Sherris Marsh/John Getchell
Ethnic Data - staff	2783	Human Resources – Ruth Rasmussen/Nora Klewiada
Exchange Student Program	2787	Student Services – Beverly Brown/Kenn Robinson
Expense Reimbursement	6522	Business Office – Denise Suess/Ron Cowan

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FOR ANSWERS ABOUT:	EXT:	DEPARTMENT / CONTACT/ ADMINISTRATOR:
Facility Rentals	6500	Business Office – Olivia Kennedy/Ron Cowan
First Aid/CPR Classes	2787	Student Services – Beverly Brown/Kenn Robinson
FLAN-Foreign Language Associates NW	733-0749	
Flyer Approval	6512	Deputy Superintendent – Marilyn Grams/Karst Brandsma
Free/Reduced Lunch	6504	Food Service – Open/Mark Dalton
Fundraisers	6512	Deputy Superintendent – Marilyn Grams/Karst Brandsma
Gates Grant	6512	Deputy Superintendent – Marilyn Grams/Karst Brandsma
GED	5003	H.S. counselors at each school/Gigi Morganti
GRADS	647-6871	Options/GRADS – Gigi Morganti
Grounds Maintenance	6548	Maintenance – Debbie Worth/Mike Anderson
High School Athletics		Activities/Athletic Coordinators at each high school/Doug Kyles
Highly Capable Learners	6542	Fed/Spec. Programs – Heather Olsen/Susan Peterson
HIV/AIDS Program Info.	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Home Port	2787	Student Services – Beverly Brown/Kenn Robinson
Home Schooling	6501	Superintendent's Office – Nancy Merry/Sherrie Brown
Homeless Support	6524/6523	Student Services – Patty Hoff/Roxana Parise
Injuries on the job (L & I)	6522	Business Office – Denise Suess/Ron Cowan
Insurance—Students	6522	Business Office – Denise Suess/Ron Cowan
Insurance—Property/Liability	6522	Business Office – Denise Suess/Ron Cowan
International Baccalaureate	6511	School Administration – Janet Kennedy/Doug Kyles
Internet Copyright	6526	Curriculum – Karen Lofton/Jim Facciano
Interns-Administrative	6511	School Administration – Janet Kennedy/Doug Kyles
Job Information	7766	Human Resources – Kim Felder/Jeanette Herrera
Kindergarten/Early Entrance	2787	Student Services – Beverly Brown/Kenn Robinson
Leave of Absence	6478/6503	Human Resources – Maris Holmgren/Kathy Kullis/Nora Klewiada
Logos (Use and Branding)	6520	Communications/Community Relations – Margaret Gude/Tanya Rowe
Lunch Program	6504	Food Services – Open/Mark Dalton
Mentors – teacher	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Media Calls	6520	Communications/Community Relations – Margaret Gude/Tanya Rowe
Medication Questions		Nurse at each school/Building Principal
Middle School Athletics		Assistant principals at each middle school/Doug Kyles
Mt. Baker Ski Bus	734-6771	Pat Hammell
Nurses		Building Principal
Operation School Bell	6524	Student Services – Patty Hoff
Parent Advisory Committee	6501	Superintendent's Office – Nancy Merry/Sherrie Brown
Paycheck/W-2 Info.	5009	Payroll – Jodi Tisland/Kris Hessen
Physical Education	6512	Deputy Superintendent – Marilyn Grams/Karst Brandsma
Personnel File	2783	Human Resources – Ruth Rasmussen/Nora Klewiada
Petty Cash	6428	Accounting – Jody Morgan/Kathryn Weilage
Photographing/Interviewing Students/Staff for Publication	6520	Communications/Community Relations – Margaret Gude/Tanya Rowe
Policies – district	6501	Superintendent's Office – Nancy Merry/Sherrie Brown
Pre-School (Special Education)	6514	Special Education – Carol Chambers/Sue Thomas
Principal Meetings	6511	School Administration – Janet Kennedy/Doug Kyles
Printing and Digital Services	6527	John Tadlock/Teresa Dowling/Tanya Rowe
Professional Development	4435	Curriculum – Vicki Adatto-Brown/Jim Facciano
Public Records Request	6520	Communications/Community Relations – Margaret Gude/Tanya Rowe
Publications (Newsletters, E-News)	6520	Communications/Community Relations – Margaret Gude/Tanya Rowe
Readiness to Learn (in District)	2081	Student Services – Mary Jo Durborow
Recognition of Students, Staff, Community	6520	Communications/Community Relations – Margaret Gude/Tanya Rowe
Rentals	6500	Business Office – Olivia Kennedy/Ron Cowan
Risk Management	6522	Business Office – Denise Suess/Ron Cowan
Safety Concerns	6522	Business Office – Denise Suess/Ron Cowan
Schedules/Calendars	6495	Communications/Community Relations – Ken Russell/Tanya Rowe
School Board Information	6501	Superintendent's Office – Nancy Merry/Sherrie Brown
School Improvement Plans	6511	School Administration – Janet Kennedy/Doug Kyles
School Property Information	6500	Business Office – Olivia Kennedy/Ron Cowan
School Site Councils	6512	Deputy Superintendent – Marilyn Grams/Karst Brandsma

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FOR ANSWERS ABOUT:	EXT:	DEPARTMENT / CONTACT/ ADMINISTRATOR:
School Safety Plans	2787	Student Services – Beverly Brown/Kenn Robinson
Science Kits	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Section 125 Benefit	6506	Payroll – Kris Hessen
Sexual Harassment	2783	Human Resources – Ruth Rasmussen/Nora Klewiada
Sexual Harassment – Students		Building principal
Social Workers		See extensions @ schools
Special Education	6514	Special Education – Sue Thomas
Special Education Records	6514	Deanna Bannerman/Sue Thomas
Student Records	2787	Student Services – Beverly Brown/Kenn Robinson
Student Safety	2787	Student Services – Beverly Brown/Kenn Robinson
Surveying Students/Staff	6512 6520	Deputy Superintendent – Marilyn Grams/Karst Brandsma Communications/Community Relations – Margaret Gude/Tanya Rowe
Substitute Info.	2784	Human Resources – Phyllis Munson/Jeanette Herrera
Summer School	6542	Fed/Spec. Programs – Heather Olsen/Susan Peterson
Surplus Items	6549	Shipping/Receiving – Nancy Kroontje/Brett Greenwood
Tax Sheltered Annuities	6506	Payroll – Kris Hessen
Teacher Contracts	2783	Human Resources – Ruth Rasmussen/Nora Klewiada
Telephone Concerns	4451	Network Services – Lauri McBeath-Davies
Test results for a particular school	2023	School Principal – Brian Rick
Testing	4436	Assessment & Evaluation – Jody Byers/Brian Rick
Textbook Adoptions	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Title I / LAP	6542	Fed/Spec. Programs – Heather Olsen/Susan Peterson
Title II	6512	Deputy Superintendent – Marilyn Grams/Karst Brandsma
Title IX	2787	Student Services – Beverly Brown/Kenn Robinson
Transcripts		Refer to high school Registrar
Transfers – Out-of-District	2787	Student Services – Beverly Brown/Kenn Robinson
Transfers – Elem., Middle & High		Refer to Participating School's Principal
Transportation	6546	Transportation – Monica Tresselt/Transportation Manager
Travel out-of-district - Staff	6511/6512	School Principal/Director/Janet Kennedy/Marilyn Grams
Travel out-of-district - Students	6511/6512	School Principal/Director/Janet Kennedy/Marilyn Grams
Tutors (home & hospital)	2787	Student Services – Beverly Brown/Kenn Robinson
United Way	6520	Communications/Community Relations – Margaret Gude/Tanya Rowe/Steve Morse
Vandalism	6500	Business Office – Olivia Kennedy/Ron Cowan
Videoconferencing	6527	John Tadlock/Teresa Dowling/Tanya Rowe
Visions Seamar Learning Center	2787	Student Services – Beverly Brown/Kenn Robinson
Vocational Education	5003	Options H.S. – Gigi Morganti
Volunteering	7766	Human Resources – Kim Felder
WASL Testing	2023	Assessment & Evaluation – Jody Byers/ Brian Rick
Weather Emergencies	6500 or 6520	Business Office – Olivia Kennedy/Ron Cowan Communications/Community Relations – Margaret Gude/Tanya Rowe
Web Sites & Digital Communications	6495	Communications/Community Relations – Ken Russell/Tanya Rowe
Work Study – WWU, WCC, BTC	7766	Human Resources – Kim Felder
Worker's Compensation	6522	Business Office – Denise Suess/Ron Cowan
Zangle (student information system)	4441	Network Services – Betty Miller/John Getchell

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F.A.Q. REFERENCE SHEET FOR STAFF/FAMILIES (WHO TO CONTACT BY TOPIC)

School Supervision Schedule

School	Principal	Supervisor
Alderwood	Stephanie Korn	Doug Kyles
Birchwood	Dave Adams	Doug Kyles
Carl Cozier	Tom Venable	Doug Kyles
Columbia	Missy Ferguson	Doug Kyles
Geneva	John Heritage	Doug Kyles
Happy Valley	Karen Tolliver	Doug Kyles
Larrabee	Eric Paige	Doug Kyles
Lowell	Closed 2009-10	
Northern Heights	Wendy Barrett	Doug Kyles
Parkview	Jane Tromburg	Doug Kyles
Roosevelt	Steve Morse	Doug Kyles
Silver Beach	Greg Holmgren	Doug Kyles
Sunnyland	Mary Ann Stuckart	Doug Kyles
Wade King	Rob McElroy	Doug Kyles
Fairhaven	Deirdre O'Neill	Doug Kyles
Kulshan	Jeannie Hayden	Doug Kyles
Shuksan	Andy Mark	Doug Kyles
Whatcom	Jeff Coulter	Doug Kyles
Bellingham High	Steve Clarke	Doug Kyles
Options	Gigi Morganti	Karst Brandsma
Sehome	Phyllis Textor	Doug Kyles
Squalicum	Keith Schacht	Doug Kyles