

## WHO DO I CALL?

<u>QUESTIONS CONCERNING</u>	<u>CONTACT PERSON</u>	<u>EXTENSION #</u>
Accounts Payable (A-M)	Janine Jornlin	2218
Accounts Payable (N-Z)	Veronica Moore	2205
Accounts Receivable	Veronica Moore	2205
Affirmative Action/ADA	Penny Jackson	2222
Budget Information (General)	Teena Barnes	2209
Building Budgets	Paula Schilling	2207
Curriculum/Instruction	Penny Jackson	2222
District Calendar	Pat Jackson-Holley	2204
Federal & State Grants	Teena Barnes	2209
Finance (General)	Teena Barnes	2209
Free and Reduced Lunch Information	Ruthanne Russell	2216
Home Schooling Information	Veronica Moore	2205
Impact Aid (PL 874)	Pat Jackson-Holley	2204
Insurance (Medical, Dental, etc.)	Sheryl Stickel	2208
Insurance (Risk Management Coverage/Claims)	Pat Jackson-Holley	2204
Inventory	Janine Jornlin	2218
Job Postings/Employment Applications	Pat Jackson-Holley	2204
Operations (General)	Teena Barnes	2209
Payroll(Certificated & Classified)	Sheryl Stickel	2208
Personnel Records (Credits, Salary Schedule Placement, etc.)	Celeste Johnston	2203
Purchase Orders	Janine Jornlin	2218
Releases of Attendance (Incoming Students)	Veronica Moore	2205
Releases of Attendance (Outgoing Students)	Pat Jackson-Holley	2204
School Board Correspondence	Celeste Johnston	2203
State Testing	Ruthanne Russell	2216
Student Accident Reports	Pat Jackson-Holley	2204

Student Enrollment Information (P223)	Celeste Johnston	2203
Student Registration	Ruthanne Russell	2216
Student Transportation ( <b>Buses</b> )	Mark Heiss	(253) 588-6328
Surplus	Janine Jornilin	2218
Substitutes (Certificated)	Michele Truss	(253) 255-8613
Technical Data Input (WesPac/Citrix)	Ruthanne Russell	2216
Vehicle Requests (Vans & Cars Only) - <b>NO BUSES</b>	Pat Jackson-Holley	2204
Volunteers	Patti Field	2230
Warehouse Procedures/Records Retention	Paula Schilling	2207
Workers' Comp Claims	Pat Jackson-Holley	2204

05/18/2009