

BELLINGHAM SCHOOL DISTRICT

F.A.Q. REFERENCE FOR STAFF/FAMILIES (WHOM 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 Contract	2783	Human Resources – Ruth Rasmussen/Pat Beld/Nora Klewiada
Administrator Evaluations	6512	Teaching/Learning – Marilyn Grams/Tom Venable/Steve Clarke
Affirmative Action	2783	Human Resources – Ruth Rasmussen/Nora Klewiada
American Disabilities Act (ADA)	2787	Student Services - TBD/Kenn Robinson
Applications	7766	Human Resources – Carol Stewart/Jeanette Herrera
Athletic Schedules		Activities/Athletic Coordinators at each school/Steve Clarke
Attendance Areas	6400 6500	Receptionist Business/Operations – Olivia Kennedy
AVID	4437	Teaching/Learning –Andy Mark/H.S. Coordinators
Background check–Culminating Proj.	6512	Curriculum – Vicki Adatto-Brown/Jim Facciano
Background check–Employees	6478/6503	Human Resources –Maris Holmgren/Sue Caspersen/Pat Beld
Bond/Levy Issues and Elections	6500 or 6520	Business Office – Olivia Kennedy/Ron Cowan/Brett Greenwood Communications/Community Relations – Janet Kennedy/Tanya Rowe
Budget Development Process	6500	Business Office – Olivia Kennedy/Brett Greenwood Communications/Community Relations – Janet Kennedy/Tanya Rowe
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
Bus Routes/Questions	6546	Transportation –Rae Anne Thon
Calendar – Online	6495	Communications/Community Relations – Ken Russell/Tanya Rowe
Career/Technical & Vocational Ed.	7105	Linda Miller
Catering	6504	Food Services – Gayle Wright/Mark Dalton
Cellular Phones/iPhones	6500	Business Office – Carol Rier/Brett Greenwood
Change of Address	5009/6857	Payroll – Peggy Scott/Monica
Child Abuse Report	2787	Student Services – TBD/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
Committees/Task Forces/Groups Process	6520	Communications/Community Relations – Janet Kennedy/Tanya Rowe
Community Relations	6520	Communications/Community Relations – Janet Kennedy/Tanya Rowe
Computer Tech. Support	6515	Network Services –John Getchell
Conservation/Environmental Site	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Construction Projects	6500	Business Office – Olivia Kennedy/Manuel Babayan
Copyright Compliance	6526	Educational Technology – Karen Lofton/Ralph Hayden
Crisis Communication	6520/6501	Tanya Rowe/Greg Baker
Culminating Project	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Curriculum	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Custodial Services	6548	Maintenance – Debbie Worth/Mike Anderson
Deliveries	6549	Warehouse – Nancy Kroontje/Brett Greenwood
Discipline Readmissions Hearings	2787	Student Services – Kenn Robinson/Tom Venable
Discipline/Suspension Hearings	2787	Student Services – Kenn Robinson/Tom Venable
Discovery Program	6514	Special Education – Sue Thomas/Bethany Verner
Donated Items	6541	Accounting – Liz Crocker/Brett Greenwood
DVD/CD Burning Services	6527	John Tadlock/Teresa Dowling/Brett Greenwood
EAP–Employee Assistance Program	715-6565	Human Resources – Ruth Rasmussen/Nora Klewiada
Early Entrance Testing	6512	Curriculum – Vicki Adatto-Brown/Jim Facciano
E-Mail Accounts	4451	Network Services – Lauri McBeath-Davies/John Getchell
Emergencies/Issues Management (Notification of Executive Team/Support)	6501/6400 6520	Superintendent's Office – Nancy Merry/Tanya Rowe/Greg Baker
Emergency Radios (Equipment)	6544	Business Office – Brett Greenwood
Employee Benefits	6501	Payroll – Janice Burns
Employment Verification	5009	Payroll – Monica Tresselt/Janice Burns
English Language Learners (ELL)	6502	English Language Learners – Paula Schroeder/Amy Carder
Ethnic Data - student	2696	Network Services – Sherris Marsh/John Getchell
Exchange Student Program	6512	Marilyn Grams/Tom Venable/Building Principals
Expense Reimbursement	6522	Business Office – Denise Suess/Ron Cowan

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First Aid/CPR Classes	2787	Student Services - TBD/Kenn Robinson
FLAN-Foreign Language Associates NW	733-0749	
Flyer Approval	6520	Communications/Community Relations – Janet Kennedy/Tanya Rowe
Foundation	676-6479	Executive Director Gennie Clawson/Tanya Rowe
Free/Reduced Lunch	6504	Food Services – Gayle Wright/Mark Dalton
Fundraisers		Building Principal
GED	5003	H.S. counselors at each high school/Gigi Morganti
GRADS	647-6871	Squalicum High School
Grounds Maintenance	6548	Maintenance – Debbie Worth/Mike Anderson
Health Services	4424	Student Services – Peggy Carr/Kenn Robinson
High School Athletics		Activities/Athletic Coordinators at each high school/Steve Clarke
Highly Capable Learners	2123	Curriculum – Nancy Smith
HIV/AIDS Program Info.	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Home Port	2787	Student Services –/Kenn Robinson
Home Schooling	6512	Teaching/Learning – Marilyn Grams/Tom Venable/Steve Clarke
Homeless Support	6524/6523	Student Services – Patty Hoff/Roxana Parise
Injuries on the Job (L & I)	6522	Business Office – Denise Suess/Ron Cowan
Insurance—Property/Liability	6522	Business Office – Denise Suess/Ron Cowan
Insurance—Students	6522	Business Office – Denise Suess/Ron Cowan
International Baccalaureate	6512	Teaching/Learning – Marilyn Grams/Tom Venable/Steve Clarke
Internet Copyright	6526	Educational Technology – Karen Lofton/Ralph Hayden
Interns-Administrative	6512	Teaching/Learning – Marilyn Grams/Tom Venable/Steve Clarke
Intranet	6495 6511	Communications/Community Relations – Ken Russell/Margaret/Tanya Rowe
Job Information	7766	Human Resources – TBD/Jeanette Herrera
Kindergarten/Early Entrance	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Leave of Absence	6478/6503	Human Resources –Maris Holmgren/ Sue Caspersen/Ruth Rasmussen/Nora Klewiada
Logos (Use and Branding)	6511	Communications/Community Relations – Margaret Gude/Tanya Rowe
Lunch Program	6504	Food Services – Gayle Wright/Mark Dalton
Media Calls	6520	Communications/Community Relations – Janet Kennedy/Tanya Rowe
Medication Questions		Nurse at each school/Building Principal
Mentors – teacher	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Middle School Athletics	4437	Teaching/Learning – Andy Mark
Mt. Baker Ski Bus	734-6771	Pat Hammell
Nurses	4424	Building Principal/Peggy Carr/Kenn Robinson
Online Learning	6526	Educational Technology - Ralph Hayden
Operation School Bell	6524/6523	Student Services – Patty Hoff/Roxana Parise/Kenn Robinson
ParentConnect	4441	School Registrar/District – Betty Miller
Parent Advisory Committee	6520	Superintendent's Office – Janet Kennedy/Greg Baker
Paycheck/W-2 Info.	6857/5009	Payroll – Peggy Scott/Monica Tresselt/Janice Burns
Personnel File	2783	Human Resources – TBD/Ruth Rasmussen/Nora Klewiada
Petty Cash	6428	Accounting – Jody Morgan/Kathryn Weilage
Photographing/Interviewing Students/Staff for Publication	6511	Communications/Community Relations – Margaret Gude/Tanya Rowe
Physical Education - Elementary	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Policies – district	6501	Superintendent's Office – Nancy Merry/Greg Baker
Policy Governance	6501	Superintendent's Office – Nancy Merry/Greg Baker
Pre-School (Special Education)	6514	Special Education – Carol Chambers/Sue Thomas/Bethany Verner
Principal Meetings	6512	Teaching/Learning – Marilyn Grams/Tom Venable/Steve Clarke
Printing and Digital Services	6527	John Tadlock/Teresa Dowling/Brett Greenwood
Privacy Restrictions	2787	Student Services – Kenn Robinson
Professional Development	4435	Curriculum – Vicki Adatto-Brown/Jim Facciano
Public Records Request	6520	Communications/Community Relations – Janet Kennedy/Tanya Rowe
Publications (Newsletters, E-News)	6511	Communications/Community Relations – Margaret Gude/Tanya Rowe
Readiness to Learn (in District)	2081	Student Services – Mary Jo Durborow/Kenn Robinson
Recognition of Students, Staff, Community	6511	Communications/Community Relations – Margaret Gude/Tanya Rowe
Rentals - Building/Facilities	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

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School Board Information	6501	Superintendent's Office – Nancy Merry/Greg Baker
School Improvement Plans	6512	Teaching/Learning – Marilyn Grams/Tom Venable/Steve Clarke
SchoolMessenger System	6511	Communications/Community Relations – Margaret Gude/Tanya Rowe
School Property Information	6500	Business Office – Olivia Kennedy/Ron Cowan
School Safety Plans		Building Principal
School Site Councils		Building Principal
School Supervision	6512	Teaching/Learning – Marilyn Grams/Tom Venable/Steve Clarke
School Supplies	6524/6523	Student Services — Kenn Robinson/Patty Hoff/Roxana Parise
Science Kits	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Section 125 Benefits	6401	Payroll – Janice Burns
Section 504	4424	Student Services – Peggy Carr/Kenn Robinson
Sexual Harassment – Staff	2783	Human Resources – Ruth Rasmussen/Nora Klewiada
Sexual Harassment – Students		Building principal
Social Workers	6542	Student Services – TBD/Kenn Robinson
Special Education	6514	Special Education – Jacquolyn Roberts/Sue Thomas/Bethany Verner
Special Education Records	6514	Deanna Bannerman/Sue Thomas
Student Advisory Committee	6520	Superintendent's Office – Janet Kennedy/Greg Baker
Student Records (Cumulative File)		Contact secretary/registrar at school
Student Safety	6512	Building Principal
Student Safety Tip Line	676-6846	Anonymous/Student Services/Kenn Robinson
StudentConnection	4441	School Registrar/District – Betty Miller
Substitute Info.	2784	Human Resources – Phyllis Munson/Jeanette Herrera
Summer School	6512	Teaching/Learning – Marilyn Grams/Tom Venable/Steve Clarke
Surplus Items	6549	Shipping/Receiving – Nancy Kroontje/Brett Greenwood
Surveying Students/Staff	6512 6520	Teaching/Learning – Marilyn Grams/Tom Venable/Steve Clarke Communications/Community Relations – Janet Kennedy/Tanya Rowe
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 & Research – Jody Byers/Brian Rick
Textbook Adoptions	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Title I	4403	Title I –Trina Hall
Title II	6545	Curriculum – Vicki Adatto-Brown/Jim Facciano
Title IX	2787	Student Services –/Kenn Robinson
Transcripts (Students)		Refer to high school Registrar
Transfers (Students) – In-District		Refer to participating school Principal
Transfers (Students) – Out-of-District	6512	Marilyn Grams/Tom Venable/Steve Clarke
Transportation	2080	Transportation – Priscilla Powell/Rae Anne Thon
Travel out-of-district - Staff	6512	School Principal/Director/Marilyn Grams/Tom Venable/Steve Clarke
Travel out-of-district - Students	6512	School Principal/Director/Marilyn Grams/Tom Venable/Steve Clarke
Triggers – Class Size	6512	Teaching/Learning – Marilyn Grams/Tom Venable/Steve Clarke
Tutors (home & hospital)	2787	Student Services – TBD/Kenn Robinson
United Way	6511	Communications/Community Relations – Margaret Gude/Tanya Rowe/Jane Tromburg
Vandalism	6500	Business Office – Olivia Kennedy/Ron Cowan
Videoconferencing	6527	John Tadlock/Teresa Dowling/Brett Greenwood/Ralph Hayden
Visions Seamar Learning Center	2787	Student Services –/Kenn Robinson
Vocational Education	7105	Linda Miller
Volunteering	7766	Human Resources – TBD
Weather Emergencies	6500 or 6520	Business Office – Olivia Kennedy/Ron Cowan Communications/Community Relations – Janet Kennedy/Tanya Rowe
Web Sites & Digital Communications	6495 6511	Communications/Community Relations – Ken Russell/Margaret Gude/Tanya Rowe
Work Study – WWU, WCC, BTC	7766	Human Resources – TBD/Nora Klewiada
Worker's Compensation	6522	Business Office – Denise Suess/Ron Cowan
Zangle (student information system)	4441	Network Services – Betty Miller/John Getchell