

KENNEWICK SCHOOL DISTRICT

Programs for the 2009-2010 School Year

Quick & Easy Reference List
“WHO TO TALK TO” FOR KSD PERSONNEL

QUESTION, CONCERN	CONTACT PERSON	DEPT.	EXT. #
504 Plans	Dottie Stevens	Alternative Education	6552
Accident Reporting	Patty Lord, Mollie Lutz	Business Office	6435, 6432
Accounts Receivable	Patty Lord	Business Office	6432
Accounts Payable	Shirley Jackson, Coralie Cummins, Tami Green	Business Office	6533, 6530
Activities, Athletics – Secondary	Ron Williamson, Pat Kippes	Secondary Education	5004
Activities – Elementary	Greg Fancher, Peggy Gregory	Elem. Education	5003
AODA Activities	Sue Ingraham	Curriculum	5060
Alternative Programs	Dottie Stevens, Suzanne Apa Off Campus - Lorna Garcia x 5850	Alternative Education	6552
ASB	Quana Billado	Business Office	6532
Assessment – Students	Bev Henderson, Brandon Lord	Curriculum	6490, 6418
Benefits for Employees	Paulene Saskowsky	Payroll	6425
Bilingual, ESL Programs	Maria Henrickson, Barb Strait	Federal Programs	6615
Bloodborne Pathogens Training	Kristi Parham	Human Resources	5010
Board of Directors, School Board	Dave Bond, Linda Tucker	Superintendent’s Office	5020
Boundary Location by Address - for Elem, MS & HS	Transportation Dept.	Transportation	5075
Boundaries for Schools	Transportation Dept.	Transportation	5075
Budget	Vic Roberts, Marty Rose	Business Office	6673, 7673
Busses, Transportation	Ethan Schwebke, John Blackburn	Transportation	5075
Calendar – School & TCH	Lorraine Cooper, Ellen Love	Public Information	5001
Career & Tech Ed Information	Debbie McClary, Joan Colby	CTE	5005
Cell Phones – District Prog.	Patty Lord	Business Office	6435
Certification – Teachers	Rhonda Elvbakken	Human Resources	6978
Certificated Human Resources - Information	Kristi Parham, Rhonda Elvbakken	Human Resources	5010, 6978
Child Protective Services	Dottie Stevens, Suzanne Apa	Alternative Education	6552
Classified Job Applications	Betsy Dickinson, Gail Barness	Human Resources	6414 ,7093
Classified Human Resources - Information	Betsy Dickinson	Human Resources	6414
Clock Hours for Certificated Staff Salary Advancement	Rhonda Elvbakken	Human Resources	6978
Clock Hours for Classified	Sara Flora, Gail Barness	Human Resources	6412, 7093
Community Education	Arlene Lilly, Laura Laing	Comm. Education	5080
Computer Competency Assessment	Molly King, Pat Kippes	Career & Technology	5626
Core Competency Program	Doug Christensen, Rhonda Garvin	Special Services	5026
Counseling Programs	Dottie Stevens, Suzanne Apa	Alternative Education	6552
Curriculum Adoption	Chuck Lybeck, Sue Ingraham	Curriculum	5060
Custodial Services	John Mutch, Susie Phipps	MTS	5070
Discipline Hearings – HS & MS	Ron Williamson, Karina Wilkinson	Secondary	5004
Early Childhood Education Prog.	Stephanie Tinsley, Karen Pharaoh	ECEAP	5027
Elementary Schools	Greg Fancher, Peggy Gregory	Elem. Education	5003

QUESTION, CONCERN	CONTACT PERSON	DEPT.	EXT. #
Employee Assistance Prog. (EAP)	Lourdes EAP	Human Resources	(509)546-2214
Employment, JOBLINE	Gail Barness, Kristi Parham	Human Resources	7093, 5010
Employment of Minor, Casuals, Presenters	Sara Flora	Human Resources	6412
Employment Verification – Certified	Kristi Parham	Human Resources	5010
Employment Verification - Classified	Sara Flora	Human Resources	6412
Extra Curricular Contracts	Sara Flora	Human Resources	6412
Facilities Planning	Doug Carl	Facilities	7667
Facilities Scheduling	Arlene Lilly, Laura Laing	Comm. Education	5080
Facilities Maintenance	Ken Smith, Susie Phipps	MTS	5070
Federal, State Programs	Mary Pruitt, Shari Thompson	Federal Programs	5031
Federal Cards	Patty Lord	Business Office	5040
Fingerprinting	Kristi Parham	Human Resources	5010
First Aid Training	Mollie Lutz	Business Office	6432
Fiscal Officer	Marty Rose	Business Office	7673
Fixed Assets	Marteal Finney, Niki Duffy	Purchasing	5074, 6531
Foreign Exchange	Dottie Stevens, Suzanne Apa	Alternative Education	6552
Free & Reduced Meals Info	Dee Christensen	Nutrition Svc.	6426, 5073
(GED) Gen. Education Diploma	Ron Williamson, Karina Wilkinson	Secondary Education	5004
Gifted – Elem., Middle	Ardis Sparks	Curriculum	6897
Graduation	Ron Williamson, Karina Wilkinson	Secondary Education	5004
Grants	Tami Green	Business Office	5432
Grievances – Certificated	Beverly Johnson-Torelli	Human Resources	5010
Grievances – Classified	Betsy Dickinson	Human Resources	6414
Grounds, Maintenance	Ken Smith, Susie Phipps	MTS	5867, 5070
Harassment Policies	Bev Johnson-Torelli, Michael Rio, Bronson Brown	Human Resources	5010
Help Desk	Mark Westcott, <i>to be determined</i>	IT	5555
Hepatitis B Shots	Kristi Parham	Human Resources	5010
High Schools	Ron Williamson, Karina Wilkinson	Secondary Education	5004
Home & Hospital Tutoring	Doug Christensen	Spec. Services	5026
Home School Info. <i>(See also MCP below)</i>	Chuck Lybeck, Sue Ingraham	Curriculum	5060
Homeless Children	Mary Pruitt	Federal Programs	5031
Human Resources Policies	Bev Johnson-Torelli, Michael Rio, Bronson Brown	Human Resources	5010
Identification Badges	Gail Barness	Human Resources	7093
Information Technology	Ron Cone	IT	5015
Insurance–District Employee	Paulene Saskowsky	Payroll	6425
Insurance–Students	Patty Lord	Bus Off	5040
Internet Site	Ashley Ward	IT	5742
Inventory	Marteal Finney, Niki Duffy	Purchasing	5074
Juvenile Justice Center	Dottie Stevens, Suzanne Apa	Alternative Education	6552
K-12 On line learning	Kelly Anderson, Lorna Petersen, Brooks Scott	MCP	5036
Kindergarten & Early Entrance Screening	Greg Fancher, Peggy Gregory	Elem. Education	5003
Maintenance of Buildings	Ken Smith, Susie Phipps	MTS	5070
Maintenance Trouble Desk	Susie Phipps, Ken Smith	MTS	5070, 5867

QUESTION, CONCERN	CONTACT PERSON	DEPT.	EXT. #
MAP Scores	Bev Henderson, Brandon Lord	Curriculum	6490, 6418
Media Communications	Lorraine Cooper, Ellen Love	Public Information	5001
Mentoring Programs–Certificated	Bev Johnson-Torelli	Human Resources	5010
Mentoring Programs–Classified	Sara Flora	Human Resources	6412
(MCP) Mid-Columbia Parent Partnership	Kelly Anderson, Carrie DeForest, Lorna Petersen, Brooks Scott	MCP	5036
Middle Schools	Ron Williamson, Karina Wilkinson	Secondary Education	5004
Migrant Programs	Maria Henrickson, Barb Strait	Federal Programs	6615
Nurses, Health Programs	Dottie Stevens, Suzanne Apa	Alternative Education	6552
Nutrition Services	Sam Shick, Denise Dixon	Nutrition Services	5073
Online Application	Gail Barness, Kristi Parham	Human Resources	7093, 5010
Overload for Certificated	Rhonda Elvbakken	Human Resources	6978
PSAT Scores	Bev Henderson	Curriculum	6490
ParaEd ETS Testing	Sara Flora	Human Resources	6412
Parent Guide & Calendar	Lorraine Cooper, Ellen Love	Public Information	5001
Payroll Information	Nikki Amundson, Geri Morrison	Payroll	6396, 6421
Phoenix High School	Tracy Money	CTE	7400
Postings – Certificated	Bev Johnson-Torelli, Kristi Parham	Human Resources	5010
Postings - Classified	Betsy Dickinson, Gail Barness	Human Resources	6414 ,7093
Power School, Power Grade	Brent Sharp, Mark Westcott	IT	5555
Public Information	Lorraine Cooper, Ellen Love	Public Information	5001
Purchasing KSD Clock Hours for Certificated Staff	Bev Henderson, Lynette Low, Brenda Pizzarella	Curriculum	6593
Purchase Orders	Marteal Finney, Niki Duffy	Purchasing	5074, 6531
Purchasing Technology	Donna Miller	IT	5678
Reading, Elementary Prog.	Greg Fancher	Elem. Education	5003
Receptionist – District Office	Ramona McDowell	Admin. Bldg.	5000
Risk Management	Vic Roberts, Patty Lord, Mollie Lutz	Business Office	5040, 6432
Safety – Employee	Patty Lord, Mollie Lutz	Business Office	6432
School Board, Directors	Dave Bond, Linda Tucker	Superintendent’s Office	5020
School Board Policies	Dave Bond, Linda Tucker	Superintendent’s Office	5020
School Insurance	Patty Lord	Business Office	5040
Science Kits Info.	Holly Hollis, Michele McMillan	Sci. Resc. Ctr.	5082
Special Services	Doug Christensen, Rhonda Garvin	Sp. Serv.	5026
Special Services, Preschool	Coleen Culmer, Monique Bettinson	KDC	5028
Staff Development–Certificated	Bev Henderson	Curriculum	5060
Staff Development-Classified	Sara Flora	Human Resources	6412
Staff Excellence Awards	Lorraine Cooper, Ellen Love	Public Information	5001
State S275 Report–Certificated	Rhonda Elvbakken	Human Resources	6978
State S275 Report–Classified	Betsy Dickinson	Human Resources	6414
State S275 Report-Extra-Curricular	Sara Flora	Human Resources	6412
Student Enrollment Counts	Beth Lee	Business Office	6416
Student Teachers , Interns	Bev Johnson-Torelli, Rhonda Elvbakken	Human Resources	6978
Student Verification	Schools, or Pat Kippes	Sec Education	5626
Substitutes – Custodians	Susie Phipps	MTS	6535
Substitutes – Nutrition Svc.	Bonnie Drollinger	Nutrition Service	5073
Substitutes – Paras, Secretaries	Kim Gough	Human Resources	5014
Substitutes – Teachers	Lori Wright	Human Resources	6624
Substitutes – Transportation	John Blackburn	Transportation	6420
Summer School Information	Sue Ingraham	Curriculum	5060

QUESTION, CONCERN	CONTACT PERSON	DEPT.	EXT. #
Telephones, Voice Mail	Donna Miller	IT	5015
Textbook Adoption	Chuck Lybeck, Sue Ingraham	Curriculum	5060
Title IX Officer	Bev Johnson-Torelli	Human Resources	5010
Transcripts – High School	Pat Kippes	Sec Education	5626
Transfers – Elementary	Greg Fancher, Peggy Gregory	Elem. Education	5003
Transfers–Secondary – (HS & MS)	Ron Williamson, Karina Wilkinson	Sec. Education	5004
Translation Services	Barb Strait	Bilingual Office	6615
Travel Authorizations- Elem.	Greg Fancher, Peggy Gregory	Elem. Education	5003
Travel Authorizations-Secondary	Ron Williamson, Pat Kippes	Sec. Education	5626
Vendor Information	Niki Duffy	Purchasing	6531
Volunteer Coordinator	Sara Flora	Human Resources	6412
Warehouse Ordering, Print Shop	Niki Duffy	Purchasing	6531
WASL Scores	Bev Henderson	Curriculum	6593
Workers’ Compensation	Mollie Lutz	Business Office	6432
Workshop Signup – Spec. Serv.	Rhonda Garvin	Spec. Serv.	6570
Workshop Signup – Certificated	Bev Henderson	Curriculum	6593