

HIGH DESERT ESD – WHO DO YOU ASK?

SUBJECT	First Contact	Second Contact	Third Contact
Accident Reporting (SAIF & Incident Reports) Workmen's Comp	Sally West 541-693-5606	Jayel Hayden 541-693-5685	
Accounts Payable	Katie Huff 541-693-5618	Rhonda Kingsbury 541-693-5615	
Aesop Substitute System	Becca Scott 541-693-5626	Kristen Johns 541-693-5625	
Assignment Notification	Kristen Johns 541-693-5625	Jayel Hayden 541-693-5685	
Background Checks	Kristen Johns 541-693-5625	Jayel Hayden 541-693-5685	
Brochures, Publications	Deb Pertner 541-693-5607		
Budgets	Angella LaFontaine 541-693-5612	Rochelle Friend 541-693-5619	
Business Cards	Deb Pertner 541-693-5607	Jamie Benton 541-693-5609	
Calendars & Work Schedules	Immediate Supervisor	Your Liaison	Kristen Johns 541-693-5625
Courier Service	Holly Bernhardt 541-693-5610	Sally West 541-693-5606	Jamie Benton 541-693-5609
Deposits	Taryn Arnold 541-693-5614	Rochelle Friend 541-693-5619	
Desktop	Big Web Desk techhelp@hdesd.org	John Allen 541-693-5643	Traci Burk 541-693-5642
Drug Testing Pre-employment	Kristen Johns 541-693-5625	Jayel Hayden 541-693-5685	
Email Accounts	Kristen Johns – New Employees 541-693-5625	Big Web Desk techhelp@hdesd.org	
Employee Assistance Program	Jayel Hayden 541-693-5685	Kristen Johns 541-693-5625	Immediate Supervisor
Expense Reimbursements	Katie Huff 541-693-5618	Rhonda Kingsbury 541-693-5615	Rochelle Friend 541-693-2019
Facilities Maintenance	Jimmy Keegan 541-693-5665	Jamie Benton 541-693-5609	
First Aid & CPR Tracking & Classes	Sally West 541-693-5606		
Gift Donations to District	Kathy Martin 541-693-5600	Rochelle Friend 541-693-5619	
Grants	Jill Apple 541-693-5616	Rochelle Friend 541-693-5619	
Hiring Procedures	Jayel Hayden 541-693-5685	Kristen Johns 541-693-5625	
Home Schooling	Jamie Benton 541-693-5656	Paul Andrews 541-693-5702	
Information Services: Brochures, Fliers, Employee- District Newsletter	Deb Pertner 541-693-5607		
Insurance Benefits	Benefits@hdesd.org	Sally West 541-693-5606	
Interpreters Language Access	Gera Casimiro 541-693-5672		
Interpreters Sign Language	Joe Devine, Supervisor 541-693-5719	Alicia Steph, Coordinator 541-693-5725	Meg Shanahan 541-693-5704
Job Descriptions	Jayel Hayden 541-693-5685	Kristen Johns 541-693-5625	Immediate Supervisor
Job Postings - Recruitment	Kristen Johns 541-693-5625	Jayel Hayden 541-693-5685	
Leave Accounting	Your Liaison	Kristen Johns 541-693-5625	
Leaves of Absence	Jayel Hayden 541-693-5685	Kristen Johns 541-693-5625	Immediate Supervisor
MAC Survey	Robyn Harmon 541-693-5675	Julie Lyche 541-693-5677	
Mileage & Travel Reimbursements	Katie Huff 541-693-5618	Rhonda Kingsbury 541-693-5615	
Memorandums of Agreement	Angella LaFontaine 541-693-5612	Rochelle Friend 541-693-5619	

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SUBJECT	First Contact	Second Contact	Third Contact
Moonlight Mailing	Katie Huff 541-693-5618	Shelley Knutz 541-693-5608	
Network Support & Wi-Fi	Wendy Bloom 541-693-5645	Big Web Desk techhelp@hdesd.org	
Pay Checks & Pay Deductions	Holly Bernhardt 541-693-5610	Rochelle Friend 541-693-5619	
Personal Service Contracts	Kristen Johns 541-693-5625	Jayel Hayden 541-693-5685	
Personnel Files	Kristen Johns 541-693-5625	Jayel Hayden 541-693-5685	
Phones – VOIP Systems	Zach Ulum 541-693-5644	Wendy Bloom 541-693-5645	
Picture ID's	Kristen Johns 541-693-5625	Jamie Benton 541-693-5609	Becca Scott 541-693-5626
Purchase Orders	Katie Huff 541-693-5618	Rhonda Kingsbury 541-693-5615	
P-Cards	Katie Huff 541-693-5618	Rhonda Kingsbury 541-693-5615	Rochelle Friend 541-693-5619
Reservations - District Vehicles	Jamie Benton 541-693-5609		
Reservations Rooms BEC	Meg Shanahan 541-693-5704		
Reservations Rooms HDREC	Jamie Benton 541-693-5609		
Reservations Rooms Manzanita	Loretta Graeve 541-693-5682		
Reservations Skyliner Lodge	Jamie Benton 541-693-5609		
Safety Issues	Joe Hallums 541-355-1013	Sally West 541-693-5606	
Salary Placement	Jayel Hayden 541-693-5685	Kristen Johns 541-693-5625	
School Response Team Crisis & Grief Counseling	Christine Ewing 541-362-1548	Whitney Schumacher 541-241-6361	
Substitute Pool	Becca Scott 541-693-5626	Kristen Johns 541-693-5625	Jayel Hayden 541-693-5685
TB & Hep B Tracking	Kristen Johns 541-693-5625		
Technology Training	Rachel Wente-Chaney 541-693-5636		
Time Sheets	TS Approval Supervisor/Manager	Holly Bernhardt – Staff & Checks 541-693-5610	Becca Scott - Substitutes 541-693-5626
Transporting Students Type 10 Certification	Jayel Hayden 541-693-5685		
TSPC & Other Licensures	Jayel Hayden 541-693-5685	Kristen Johns 541-693-5625	Becca Scott - Substitutes 541-693-5626
Tuition Reimbursement	Pre-Approval Administrator	Jayel Hayden - Approval 541-693-5685	Kristen Johns - Tracking 541-693-5625
Volunteers - Processing/Tracking	Kristen Johns 541-693-5625		
Video Conference Set Up (GoTo Meeting & Hangouts)	Deb Pertner 541-693-5607	Rachel Wente-Chaney 541-693-5636	
Website Assistance	Deb Pertner 541-693-5607	Rachel Wente-Chaney 541-693-5636	
W2 Forms & W4 Deductions	Holly Bernhardt 541-693-5610	Rochelle Friend 541-693-5619	