

## **Here's How To:**

Schedule a meeting with a teacher

Contact the appropriate building and ask to speak to the teacher.

**Use one of the buildings or grounds for a club event**

**Contact Brianna Colburn (988-3291 ext. 3306) for elementary; Debbie Youngberg (988-3276 ext. 4307) for high school.**

Obtain working papers

Contact Stacy Chase (988-3276 ext. 4334) at the high school.

**Inquire about student accident insurance**

**Contact Nicole VerHagen in the business office at 988-3293 ext. 3304.**

Distribute an informational flyer in a particular school in the District

Contact Building Principals Brandi Meacham for the elementary school (988-3291 ext. 3305); Kourtney Almeida for the high school (988-3276 ext. 4308); or Superintendent Bryna Moritz for the district (988-3293 ext. 3399).

**Get details about a Board meeting**

**Call District Clerk Lindsay Anderson (988-3293 ext. 3307).**

Speak at a Board of Education meeting

At each meeting there is a time for public participation – please sign in when you arrive - or you may contact the Superintendent prior to the meeting to be put on the agenda. Public comments shall be limited to three minutes per person with a maximum time of 30 minutes per Board meeting.

**Resolve a problem with school bus travel**

**Contact Head Bus Driver Kristin Sercu at 988-3254 ext. 4307.**

Obtain school lunch menu information

Contact Cook Manager Leslie Milliman at 988-3291 ext. 3321.

**Obtain information regarding school physicals**

**Contact School Nurses:  
Kathy Bukoskey (988-3291 ext. 3325), elementary school  
Jill Kenney (988-3276 ext. 4324), high school**

Obtain copies of school documents

Please call the appropriate school office or contact the Superintendent's Office (988-3293 ext. 3307). There is a \$.25 charge for each page copied.  
Elem. School: Principal Brandi Meacham (988-3291 ext. 3305);  
High School: Principal Kourtney Almeida (988-3276 ext. 4308).

**Obtain information regarding curriculum**

**Contact the principal in the building where your question originates. Elementary school: Principal Brandi Meacham (988-3291 ext. 3305); High School: Principal Kourtney Almeida (988-3276 ext. 4308).**

Obtain information regarding immunization requirements or health records.

Contact School Nurses:  
Kathy Bukoskey (988-3291 ext. 3325), elementary school  
Jill Kenney (988-3276 ext. 4324), high school.

**Provide feedback**

**If you have comments, suggestions, concerns or questions, please contact Superintendent Bryna Moritz (988-3293 ext. 3399).**

**Elementary School: 988-3291**

**High School: 988-3276**

