

THE BLAKE SCHOOL
WHOM TO CALL FOR WHAT LIST 2009-2010 – as of 11/09

**NOTE: The person who is likely to be able to answer most questions for a specific area is noted in parenthesis.
 Unless noted otherwise, the area code and prefix for the following extensions is 952-988.**

Admissions (Adaline Shinkle 3422)

	Ext
Advertising – Cathy McLane	3434
Departmental Concerns – Adaline Shinkle	3422
Financial Aid – Cheryl Boyd	3424
Inquiries – Carey Moe	3425
Grades K-5 – Bryan Fleming	3423
Grades 6-8 – Cheryl Boyd	3424
Grades 9-12 – Laura McConkey	3710
Grade PK – Adaline Shinkle	3422
Open Houses/Tour Guides – Carey Moe	3425
Process – Adaline Shinkle	3422
Testing – Pat Arnold	3426

Alumni (Becky Ankeny 3433)

Archive – Becky Ankeny	3433
Bulletin – Tracy Grimm	3776
Events – Becky Ankeny	3433
Reunion – Becky Ankeny	3433
Reunion/Out of State – Becky Ankeny	3433
Transcripts – Wendy Erickson	3744

Athletics & Physical Education (Jim Lindsay 3802)

Athletic Facility Rental – Joan Seivold	3803
Cell	612-619-6090
Athletic Hotline	3843
Athletic Uniforms & Equipment – Chris Slocum	3814
Bus Arrangements – Eric Theisen	3469
Coaches – Jim Lindsay	3802
Concessions – Joan Seivold	3803
CPR/First Aid Certification – Kevin O'Connor	3631
Game Information – Jim Lindsay	3802
Sarah Klawiter	3801
General Information – Sarah Klawiter	3801
Ice Arena – Tom Donahue	3825
Prof. Development Programs – Joan Seivold	3803
Cell	612-619-6090
Programmatic Issues – Jim Lindsay	3802
Schedules – Sarah Klawiter	3800
Sports Media & Information – Lindsay Youngdahl	3842
Cell	763-443-7497
Trainer – Megan Waldren	3885
Cell	612-751-4089
Web Site – Lindsay Youngdahl	3842
Cell	763-443-7497

NOTE: Directions to other schools are on Blake's Web site and directions to conference schools are in Blake's directory.

Buildings & Grounds (Ken Nivala 3454)

Rental –	
Facility – David Cole	3463
Cell	612-328-6638
Athletic – Joan Seivold	3803
Cell	612-619-6090

Building & Grounds continued

Highcroft Campus – Jeff Jensen	3577
Hopkins Campus – Deone Ozanne	3853
Northrop Campus – Russ Gronlund	3852
Hopkins Security	3448
Cell (M-F)	612-202-9484
Cell (Sat-Sun)	612-518-9787
Northrop Security (M-F)	3865
Cell	612-751-1258
Ice Arena – Tom Donahue	3825
Maintenance Concerns – Ken Nivala	3454
Heat/AC/ Electrical – Rick Gunderson	3810
Grounds – Jerry Jacobson	3840
Parking – Ken Nivala	3454
Safety Concerns – Ken Nivala	3454
Security – Ken Nivala	3454
Transportation - Brian Houghton	3457

Business Office (Roger Martin 3458)

Accounts Payable – Joanie Finden	3452
Accounts Receivable – Joyce Kling	3460
Benefits – Kelli Butler	3470
Check Requests – Joanie Finden	3452
Collections – Joyce Kling	3460
Controller – Dave Facer	3459
General Information – Gloria Misfeldt	3451
General Ledger – Lisa Baker	3471
Intercampus Mail – Gloria Misfeldt	3451
One Card (Credit Card) – Adriana Matzke	3453
Payroll – Adriana Matzke	3453
Purchase Orders – Joanie Finden	3452
Telephone/Voice Mail – Nick Thesing	3419
Transportation – Eric Theisen	3469

Calendar/Room Reservation (Joni Starr 3405)

Athletic Res. – Joan Seivold	3803
AV Needs –	
Adam Vatter (Middle School)	3618
Chris Johnson (MPAC)	3614
Allen Hill (Upper School)	3774
Paula Huddy (LSHC)	3597
Blake Din. Room Res. – Brenda Anderson	3500
Event Planning Forms – Joni Starr	3405
Juliet Nelson Auditorium Res. – Allen Hill	3774
LS Blake Room Res. – Brenda Anderson	3500
LS Highcroft Room Res. – Maureen Borowy	3550
Master Calendar – Joni Starr	3405
MPAC Res. – Chris Johnson	3614
MS Room Res. – Deb Nesbitt	3603
Northrop Room Res. – Betty Brown	3701
Renters (non-athletics) – David Cole	3463
Renters (athletics) – Joan Seivold	3803
Cell	612-619-6090

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Communications/Marketing (Cathy McLane 3434)

Admissions Advertising – Cathy McLane	3434
Marketing – Cathy McLane	3434
Media Calls – Tracy Grimm	3776
Newsletters – Tracy Grimm	3776
Photo Opportunities – Tracy Grimm	3776
Publications – Tracy Grimm	3776
Web Site – Laura Mattson	612-338-2309
Cathy McLane	3434

Curriculum (Lucretia Wells 3405)

PK-12 Curriculum – Lucretia Wells	3405
LS Curriculum – Barry Wadsworth	3502/3552
MS Curriculum – Joe Seivold	3600
US Curriculum – Marc Bogursky	3703
PK-12 Department Chairs	
Arts – Rie Gilsdorf	3724
Language Arts – Charles Ellenbogen	3708
Math – Ina Loobeek	3847
Modern/Classical Lang. – Roberto Lazo	3863
Science – Rand Harrington	3615
Social Studies – Deana Jaeschke Clapp	3762
Student Services – Kevin O’Connor	3631

Food Service –Café Blake (Nicolle Thomas 3875)

Catering – Nicolle Thomas	3875
Procedural – Nicolle Thomas	3875
Highcroft Campus, Executive Chef – Ashley Mosel	3580
Blake Campus, Executive Chef – Christopher Loew	3874
Northrop Campus, Executive Chef – Marty Hegna	3877

Head of School (John Gulla 3405)

Asst. Head of School Appt – Joni Starr	3405
Emergency Closing – John Gulla	3405
General Information – Joni Starr	3405
Elaine Fries	3403
Head of School Appt – Elaine Fries	3403
ISACS – Lucretia Wells	3405
PK-12 Issues/Concerns – John Gulla	3405
Lucretia Wells	3405
Personnel Issues – John Gulla	3405
Elaine Fries	3403

Institutional Advancement (Bob Knuth 3432)

Alumni Relations – Becky Ankeny	3433
Annual Fund – Laura Mark	3439
Archives – Amy Krauss	3467
Blake Classic – Sarah Carroll	3445
Communications – Cathy McLane	3434
Donor Relations – Marlin Rothe	3438
Events – Sarah Carroll	3445
General Information – Kate Anderson	3430
Gift Accounting – Susan Hanson	3437
Major Gifts – Ames Sheldon	3436

Institutional Advancement continued

Planned Giving – Laura Higgins	3464
Prospect Research – Amy Krauss	3467
Stock Transfers – Marlin Rothe	3438

Lower School (Barry Wadsworth 3502/3552)

After School Enrichment – Ann Bellin	3503/3553
Attendance – Brenda Anderson (BC)	3500
Maureen Borowy (HC)	3550
Blake Campus Admin – Sherry Faubion	3507
Car Pool – Sherry Faubion (BC)	3507
Julie Vang (HC)	3557
Counselor – Jon Halpern	3536/3571
Curriculum – Barry Wadsworth	3502/3552
Julie Vang	3557
Sherry Faubion	3507
Divisional Concerns – Barry Wadsworth	3502/3552
Extended Day – Ann Bellin	3503/3553
Field Trips – Brenda Anderson (BC)	3500
Maureen Borowy (HC)	3550
Highcroft Campus Admin – Julie Vang	3557
Kindergarten Optional Friday Afternoon Activity Program - Ann Bellin	3503/3553
Labels – Brenda Anderson (BC)	3500
Maureen Borowy (HC)	3550
Pre-K Afternoon Activity Program – Ann Bellin	3503/3553
Purchasing – Carol Hendricks (BC)	3547
Jinnea Zarate (HC)	3556
Service Learning – Nan Peterson	3483
Paula Huddy (HC)	3597
Kris Nelson (BC)	3511
Carol Tombers (BC)	3512
Special Events – Ann Bellin	3503/3553
Student Files – Brenda Anderson (BC)	3500
Maureen Borowy (HC)	3550
Substitutes – Barry Wadsworth	3502/3552
Deb Sanderson	3554
Teacher Concerns – Barry Wadsworth	3502/3552
Teaching Assistants – Ann Bellin	3503/3553
Transportation – Brian Houghton	3457

Middle School (Joe Seivold 3600)

Attendance – Cheryl Dame	3600
Counselors – Jeanette Gadeberg	3654
Kevin O’Connor	3631
Curriculum – Joe Seivold	3600
Divisional Concerns – Joe Seivold	3600
Labels – Deb Nesbitt	3603
PE Equipment – Kris Rosenberg	3809
Pick up/Drop off – Cheryl Dame	3600
Purchasing – Cheryl Dame	3600
Service Learning –	
6th Gr-Jon Van Bergen	3668
7th Gr-Bob Zelle	3623
Athletics – Joan Seivold	3803
Student Activities – Steve Johnson	3806

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Middle School continued

Student Files – Deb Nesbitt	3603
Substitutes – Deb Nesbitt	3603
Teacher Concerns – Joe Seivold	3600
Transportation – Brian Houghton	3457

Personnel (Kelli Butler 3470, Head of School 3405)

ADA Issues – Kelli Butler	3470
Address/Name Corrections – Kathy Briesemeister	3466
Gloria Misfeldt	3451
Administrator Concerns – John Gulla	3405
Marc Bogursky (US)	3703
Barry Wadsworth (LS)	3502/3552
Joe Seivold (MS)	3600
Benefits – Kelli Butler	3470
Bus Driver Concerns – Brian Houghton	3457
Eric Theisen	3469
Classified Ads: Staff – Kelli Butler	3470
Coaches – Sarah Klawiter	3800
Faculty & Administrators – Joni Starr	3405
Coach Concerns – Jim Lindsay	3802
Contracts/Agreement Letters – Faculty & Staff – Kelli Butler	3470
Elaine Fries	3403
Athletic Coaches – Sarah Klawiter	3801
CPR/First Aid Cert. – Kevin O’Connor	3631
Criminal Background Check – Gloria Misfeldt	3451
Employee Contract Approval – John Gulla	3405
Employee Manual – Kelli Butler	3470
Employment Forms – Kelli Butler	3470
Employment Verification – Adriana Matzke	3453
Equivalent/Academic Credit – Elaine Fries	3403
ETI – Lucretia Wells	3405
Faculty Guidelines – Lucretia Wells	3405
FMLA Issues – Kelli Butler	3470
Food Service (Café Blake) Staff Concerns – Nicolle Thomas	3875
General Information – Kelli Butler	3470
Lane Status – Elaine Fries	3403
Legal/Attorney Questions – John Gulla	3405
LS Teaching Asst Concerns – Barry Wadsworth	3502/3552
Maintenance Staff Concerns – Ken Nivala	3454
Office Support Staff Concerns – Elaine Fries	3403
Payroll & Payroll Tax – Adriana Matzke	3453
Personnel Files – Elaine Fries	3403
Position Postings/Staff – Kelli Butler	3470
Professional Development – Lucretia Wells	3405
Salary – John Gulla	3405
Kelli Butler	3470
Sexual Harassment – Kelli Butler	3470
Sub Inquiries (PK-12) – Joni Starr	3405

Personnel continued

LS Substitutes – Barry Wadsworth	3502/3552
MS Substitutes – Deb Nesbitt	3603
US Substitutes – Eric Nystrom	3720
Teacher Concerns – Barry Wadsworth (PK-5)	3502/3552
Joe Seivold (Gr 6-8)	3600
Marc Bogursky (Gr 9-12)	3703
Teacher Performance Review – Lucretia Wells	3405
Teacher Position Inquiries – Joni Starr	3405
Teacher Recruitment – Lucretia Wells	3405
Technology Staff Concerns – Marilyn Kelley	3408
Third Party Recorder/Mediator – Kelli Butler	3470
Timecard Process – Adriana Matzke	3453
Workplace Injury/Worker’s Comp – Gloria Misfeldt	3451

Publications (Cathy McLane 3434)

Admissions Viewbook – Adaline Shinkle	3422
Cathy McLane	3434
Blake News Network – Amy Walters	3680
Blake History Book Orders – Cathy McLane	3434
Blake Teacher Book – Cathy McLane	3434
Bulletin – Tracy Grimm	3776
Directory – Jon Carter (staff) Cathy McLane (general)	3492
Employee Photobook – Elaine Fries	3403
LS Friday Folders – Ann Bellin	3553
LS Memory Book – Carol Hendricks	3547
MS Bearometer – Joe Seivold	3600
MS Yearbook – Raina Green	3671
Lynne Macziewski	3634
Parent News – Tracy Grimm	3776
US Flash Magazine – Eric Hansen	3679
US Parent Link – Marc Bogursky	3703
US Spectrum Newspaper – Jennifer Arnott	3771
US Yearbook – J Jolton	please email him

Security & Safety (Ken Nivala 3454)

Safety Concerns – Ken Nivala	3454
Security – Ken Nivala	3454
Cell	612-751-4831
Northrop Security	3865
Cell	612-751-1258
Blake Security	3448
Cell	612-202-9484
Blake Security (week-ends)	612-518-9787

Special Programs (Lucretia Wells 3405)

Camp Acoma – David Cole	3463
Nan Peterson	3483
Diversity – Donna Albro (PK-12)	3483
Donaldson Sabbatical – Lucretia Wells	3405
Hersey Sabbatical – Lucretia Wells	3405
LearningWorks – Scott Flemming	3780
Otis Lecture/Grants – Rand Harrington	3615
Fund for Teachers Grant – Lucretia Wells	3405

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Special Programs continued

Plank Institute – Nan Peterson	3475
Service Learning PK-12 – Nan Peterson	3483
Summer Programs – David Cole	3463
Visiting Artist Program – Rie Gilsdorf	3724

Student Services (Kevin O'Connor 3631)

Health Forms – Deb Nesbitt	3603
LS Counselor – Jon Halpern	3571/3536
LSBC Learning Specialist – Deb Maurer	3545
LSHC Learning Specialist – Jane Johnson	3586
MS Counselors – Jeanette Gadeberg(6 th /8 th)	3654
Kevin O'Connor (7 th)	3631
MS Learning Specialist – Kaari Simonson	3675
US Counselor – Erin Adams	3746
US Learning Specialist – Marilyn Marn	3767

Technology (Marilyn Kelley 3408)

Address Corrections – Kathy Briesemeister	3466
BlakeNet/Net Classroom – Jon Carter	3492
E-Mail – Nick Thesing	3419
FAWEB – Jon Carter	3492
LS Computer – Joseph Druskin (BC)	3521
William Watkins (HC)	3526
MS Computer – Maelene Krig	3642
US Computer Lab – Lizz Buchanan	3783
Network – Joe London	3418
Mail House Labels – Jon Carter	3492
Overall Concerns – Marilyn Kelley	3408
Purchasing – Carolyn Olson	3414
Tech Support – Nick Thesing	3419
Sue Selseth	3417
Telephone/Voice Mail – Sue Selseth	3417
Web Calendar – Joni Starr	3405
Web Site – Laura Mattson	612-338-2309
Cathy McLane	3434

Transportation (Brian Houghton 3457)

Field/Athletic Trip Booking – Eric Theisen	3469
Route Times/ Changes – Eric Theisen	3469
Service Questions – Brian Houghton	3457

Upper School (Marc Bogursky 3703)

Advanced Placement – Paul Menge	3722
Attendance – Barb Scherer	3752
Bookstore – Janet Herron	3703
College Counseling – Frank Sachs	3745
College Counselors	
Frank Sachs	3745
Sara Kyle	3743
Laura McConkey	3710
Computer/Media Support – Allen Hill	3774
J Jolton	please email him
Counselor – Erin Adams	3746
Curriculum – Marc Bogursky	3703
Director Appointments – Janet Herron	3703

Upper School continued

Disciplinary Issues –	
Dion Crushshon (9 th)	3782
Jim Mahoney (10 th)	3740
Max Delgado (11 th)	3706
Alyn Eastin (12 th)	3704
Divisional Concerns – Marc Bogursky	3703
Grade Deans –	
Dion Crushshon (9 th)	3782
Jim Mahoney (10 th)	3740
Max Delgado (11 th)	3706
Alyn Eastin (12 th)	3704
International Program – Dion Crushshon	3782
Juliet Nelson Auditorium – Allen Hill	3774
Labels – Betty Brown	3701
Purchasing – Betty Brown	3701
Room Reservations – Betty Brown	3701
Service Learning –	
Lisa Sackreiter	3730
Janet Williams	3727
Student Files – Betty Brown (Gr 9 th -11 th)	3701
Student Files – Wendy Erickson (12 th)	3744
Student Life & Schedule –	
Dion Crushshon (9 th)	3782
Jim Mahoney (10 th)	3740
Max Delgado (11 th)	3706
Alyn Eastin (12 th)	3704
Substitutes – Eric Nystrom	3720
Symposium – Paul Menge	3722
Teacher Concerns – Marc Bogursky	3703
Transcripts –	
Wendy Erickson (12 th & Alumni)	3744
Dion Crushshon (9 th)	3782
Jim Mahoney (10 th)	3740
Max Delgado (11 th)	3706
Transportation – Brian Houghton	3457