COLTON SCHOOL DISTRICT – WHO DO YOU ASK?

SUBJECT	Link to Forms / Process	First Contact	Second Contact	Third Contact
Accident Reporting	Medicine Incident Report Saif 801 Form	Supervisor	School Secretary	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)
Accounts Payable	https://www.colton.k12.or.us/page/hrpayroll	Lishia Stone stonel@colton.k12.or.us 503-824-3535 (x3203)	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)	
Accounts Receivable	https://www.colton.k12.or.us/page/hrpayroll	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Absence Management Substitute System	Absence Management (Frontline)	Lishia Stone stonel@colton.k12.or.us 503-824-3535 (x3203)		
Assessment (State Assessment, Extended Assessment)		School Principal		
Background Checks	https://www.colton.k12.or.us/page/training-for-parents-and-volunteers1	Lishia Stone stonel@colton.k12.or.us 503-824-3535 (x3203)	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)	
Brochures, Publications				
Budget Committee	https://www.colton.k12.or.us/page/budget-committee	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Budgets - Program	https://www.colton.k12.or.us/page/business-office	Supervisor	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)	
Business Cards		Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200		
Calendars & Work Schedules	School Calendar	Immediate Supervisor	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)	
Certified Contract	Certified Contract			
Child Abuse Reporting	Child Abuse Prevention and Policies	Supervisor	Dave Kline superintendent@colton.k12.or.us 503-824-3535	
Classified Contract	Classified Contract			
Discrimination Issues		Supervisor	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)	Dave Kline superintendent@colton.k12.or.us 503-824-3535

Revised 8/7/2025

COLTON SCHOOL DISTRICT – WHO DO YOU ASK?

SUBJECT	Link to Forms / Process	First Contact	Second Contact	Third Contact
Drug Testing Pre-employment	Policy GBED	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
Email Accounts		Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)	
Employee Assistance Program	Employee Assistance Program	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		Immediate Supervisor
Employee Email	Employee Email Portal	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
English Language Learners	ELA Curriculum			
Enrollment	Admissions Policy JEC	School		
Expulsion/Truancy	Policy JGE	School Principal	Superintendent	
Evaluations	Frontline Evaluation System	Supervisor		
Expense Reimbursements	Reimbursement Form Policy DLC-AR	Secretary	Supervisor	Lishia Stone stonel@colton.k12.or.us 503-824-3535 (x3203)
Employment Contracts	https://www.colton.k12.or.us/page/hrpayroll	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
FMLA Forms	FMLA Forms			
FMLA Information	FMLA Information	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)	
Facilities Maintenance	https://www.colton.k12.or.us/page/facilities	Joe Spear spearsj@colton.k12.or.us	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)	
Facility Use	https://www.colton.k12.or.us/page/facility-use-information	Secretary		
Fingerprinting	https://www.colton.k12.or.us/page/training-for-parents-and-volunteers1	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
Food Service	https://www.colton.k12.or.us/page/food-service	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)	Lishia Stone stonel@colton.k12.or.us 503-824-3535	

Revised 8/7/2025

COLTON SCHOOL DISTRICT – WHO DO YOU ASK?

SUBJECT	Link to Forms / Process	First Contact	Second Contact	Third Contact
Free & Reduced Meals	https://www.colton.k12.or.us/page/food-service	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)	Lishia Stone stonel@colton.k12.or.us 503-824-3535 (x3203)	
Frontline Evaluations	Frontline Professional Growth	Supervisor	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)	
Frontline Absence Management	Absence Management	Building Secretary	Lishia Stone stonel@colton.k12.or.us 503-824-3535 (x3203)	
Frontline Recruit & Hire	https://colton.tedk12.com/hire/index.aspx	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
Gift Donations to District		Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Grants – Budget Management	https://www.colton.k12.or.us/page/business-office	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Grant Writing		Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Human Resources	HR/ Payroll Page	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
Hiring Process & Procedures		Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
Health Insurance	https://www.colton.k12.or.us/page/benefits	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Home Schooling		Lishia Stone stonel@colton.k12.or.us 503-824-3535 (x3203)		
Incident/Injury Reports	Medicine Incident Report SAIF 801 Form SAIF Dr Report (827 form) Student Injury Report Staff Injury Report	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)	
Information Services: Brochures, Fliers, Employee- District Newsletter		Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		

Revised 8/7/2025

COLTON SCHOOL DISTRICT – WHO DO YOU ASK?

SUBJECT	Link to Forms / Process	First Contact	Second Contact	Third Contact
Insurance - Facility Use	https://www.colton.k12.or.us/page/facility-use-information	Lishia Stone stonel@colton.k12.or.us 503-284-3535 (x3203)		
Interpreters Language Access		School Secretary		
IVisions	Employee Portal	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Job Descriptions	https://www.colton.k12.or.us/documents/departments/hr%2Fpayroll/job-descriptions/263727	Supervisor	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)	
Job Postings - Recruitment	https://colton.tedk12.com/hire/index.aspx	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
Kindergarten Registration	https://www.colton.k12.or.us/o/ces/page/kindergarten-information	CES Secretary		
Leave Accounting	Employee Portal	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Leaves of Absence	https://www.colton.k12.or.us/page/fmlaofla-information	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)	
Leave Request Form (Classified)	Leave Request Form	Building Secretary	Supervisor	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)
Mealtime	Food Service	Lishia Stone stonel@colton.k12.or.us 503-824-3535 (x3203)	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)	
Medical Insurance	(See Health Insurance)	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Mileage & Travel Reimbursements	**(See Expense Reimbursements)**			
Memorandums of Agreement	Union Contracts	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
Network Support & Wi-Fi		Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
ODE	ODE Login	Lishia Stone stonel@colton.k12.or.us	Katrina Raasch raaschk@colton.k12.or.us	

Revised 8/7/2025

COLTON SCHOOL DISTRICT – WHO DO YOU ASK?

SUBJECT	Link to Forms / Process	First Contact	Second Contact	Third Contact
		503-824-3535 (x3203)	503-824-3535 (x3200)	
OEBB	**See Health Insurance**	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
OFLA Forms	**FMLA/OFLA Forms**	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
OFLA Information	**OFLA Information**	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
Pay Checks & Pay Deductions	**https://www.colton.k12.or.us/page/payroll**	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Payroll	**HR / Payroll Page**	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Payroll Options	**Payroll Options**	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
PEER FORM REQUEST	**HR/Payroll Forms**	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
PERS	**Retirement**	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Personal Service Contracts		Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Personnel Files		Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
Phones – VOIP Systems		Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Picture ID's		Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)	Lishia Stone stonel@colton.k12.or.us 503-824-3535 (x3203)	
Policy Questions	**CSD Policy**	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)	School Board Chair	School Board Vice Chair

Revised 8/7/2025

COLTON SCHOOL DISTRICT – WHO DO YOU ASK?

SUBJECT	Link to Forms / Process	First Contact	Second Contact	Third Contact
Purchase Orders		Building Secretary	Lishia Stone stonel@colton.k12.or.us 503-824-3535 (x3203)	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)
Reimbursements	**(See Expense Reimbursements)**	Building Secretary		
Requisitions	**(See Purchase Orders)**	Building Secretary		
Safety Issues	**https://www.colton.k12.or.us/page/safety-and-emergency-info**	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Salary Placement	**Employee Contracts**	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
Saif 801 Form	**Saif 801 Form - Fillable**	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
Staff Handbook	**Staff Handbook**			
School Response Team Crisis & Grief Counseling		School Principal	School Counselor	
Synergy	**https://synergy.clackesd.k12.or.us/cosd/**	Lishia Stone stonel@colton.k12.or.us 503-824-3535 (x3203)		
Substitute Pool		Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)	Lishia Stone stonel@colton.k12.or.us 503-824-3535 (x3203)	
Talent Ed	**(Old Evaluation System, see Frontline Evaluation)**	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
TB & Hep B Tracking		School Secretary		
Technology Training		Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Time Sheets	**Employee Extra Pay Form**	Building Secretary		
Transporting Students Type 10 Certification		Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
TSPC & Other Licensures		Katrina Raasch raaschk@colton.k12.or.us		

Revised 8/7/2025

COLTON SCHOOL DISTRICT – WHO DO YOU ASK?

SUBJECT	Link to Forms / Process	First Contact	Second Contact	Third Contact
		503-824-3535 (x3200)		
Tuition Reimbursement	https://www.colton.k12.or.us/page/tuition-reimbursement-procedure	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)	
Vector Training	Vector Solutions (SafeSchools)	Katrina Raasch raaschk@colton.k12.or.us 503-824-3535 (x3200)		
Volunteers - Processing/Tracking	https://www.colton.k12.or.us/page/training-for-parents-and-volunteers1	Secretary		
Video Conference Set Up (GoTo Meeting & Hangouts)		Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		
Website Assistance		Building Secretary	District Office	
W2 Forms & W4 Deductions	Employee Portal	Chris Gibb businessmanager@colton.k12.or.us 503-824-3535 (x3255)		

Revised 8/7/2025