

TLEC Office Staff - Who Gets What & Who Does What?

Kathy Tyson ktyson@three-lakes.org

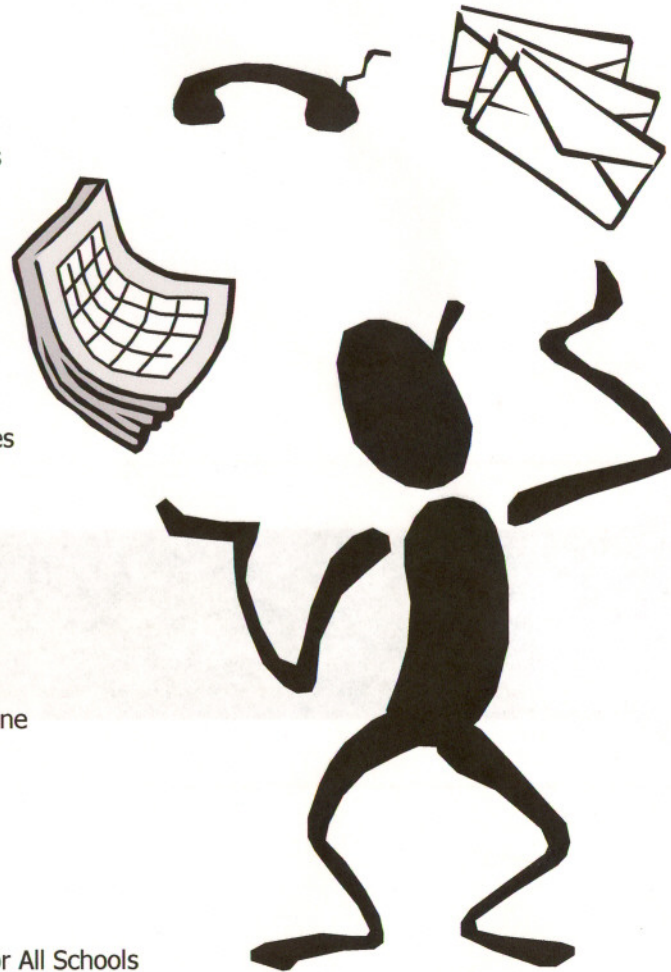
First In Line to Answer TLEC Phones
Bus Trip Inspection Forms
Bus Gas / Mileage Logs
Field Trip Request / Permission Forms
Medicaid Permission Forms
Requests to use Annex Building
Maintain Personnel Database
E-Rate
State and Federal Reports

Jill Renner jrenner@three-lakes.org

Second in Line to Answer TLEC Phones
PDC Secretary
Registrations for All TLEC workshops
Recruitment of Teachers and Paras
Requests for IMC Materials
Para In-service Hour Forms
Para Evaluation Forms
Update Teacher/Para Handbooks Online

Shirley Ormsby sormsby@three-lakes.org

Classroom Inventories
Catalog Supplies & Equipment
WebKIDSS Trainer / Troubleshooter
MIS / IEP Data Collection
Mail / Paperwork Pickup & Delivery for All Schools



Sondra Drown sdrown@three-lakes.org

Psych / IEP Paperwork
VPL / Paraeducator Learning Network Facilitator
Medic 1st Aid Instructor
WebKIDSS Administrator
Well Child Screening Files
Maintain All Student Files

Diane Whiteside dwhiteside@three-lakes.org

All Payroll & Insurance Forms
Timecards / Absence Reports
Substitute Teacher / Para Reports
W-2 Forms and Section 125 Forms
After School IEP/ Extra Duty Pay Forms
Direct Deposit Forms
Paperwork for New Teacher and Para Subs
Accident / Incident Report Forms

Laura Hogelin lhogelin@three-lakes.org

Professional & Personal Leave Requests
Mileage Log Forms
Requests for Reimbursement
Requestion Forms for Supplies
Budget / Grant Reports
Waivers
TLEC Mini Grants
Negotiations / Transcripts for Movement
Monthly Board Meetings

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