

Three Lakes Office Staff ... Who Gets What & Who Does What?

Kathy Tyson

Email: ktyson@three-lakes.org

First in Line to Answer TLEC Phones
Bus Gas and Mileage Forms
Field Trip Request / Permission Forms
Requests to Use Annex Building
Maintain TLEC Personnel Database
State and Federal Reports
Records Daily Sick Leave
E-Rate

Jill Renner

Email: jrenner@three-lakes.org

Second in Line to Answer TLEC Phones
PDC Secretary
Maintain/Record Teacher PDC points
Maintain/Record Para In-service Hours
Distribute & Record Para Evals
Registrations for TLEC In-services
In-service Coordinator
Recruitment Coordinator
Requests for IMC Materials
Teacher/Para/PDC Handbooks Online

Shirley Ormsby

Email: sormsby@three-lakes.org

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

Sondra Drown

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

Diane Whiteside

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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 Teachers & Para Subs
Accident / Incident Report Forms
Maintain Substitute Lists for Districts

Laura Hogelin

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

Lisa Swank

Email: lswank@three-lakes.org

Defensive Driving Instruction
Administer SSSQ Tests to Students
Train Drivers for CDL Licensure
Coordinate Monthly Transportation Mtgs.
Daily Bus/Car Inspection Forms
Driver Physical Forms

Stuart Wallace

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PC Support
Software Support
Certified Staff Email Accounts
Paraeducator Email Accounts
User Accounts for ParaEducator
Learning Network
User Accounts for KanEd
Computer Lab Reservations
TLEC Web Page Administrator

Dee Attkisson

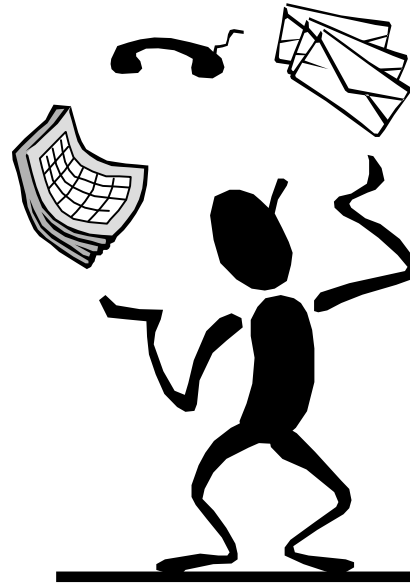
Email: dattkisson@three-lakes.org

Medicaid Billing
Receives Medicaid Student Logs
Receives Medicaid Parent Consent Forms
Receives Medicaid Release Forms

Kristy Markham

Email: kmarkham@three-lakes.org

TLEC School Nurse



Three Lakes Educational Cooperative

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