

Title / Name	They can answer questions about...	Location	Main #	Email
Director/Legal Secretary - Cathy	<input type="checkbox"/> Secretary duties – Director / Legal <input type="checkbox"/> Worker Comp Claims <input type="checkbox"/> Time & Effort procedures/requirements <input type="checkbox"/> Reserving Board Room	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	choyt@sped618.org
HR Secretary - Laura	<input type="checkbox"/> New Employee Orientation <input type="checkbox"/> Verification of Employment <input type="checkbox"/> Family Medical Leave Act (FMLA) <input type="checkbox"/> Unemployment Paperwork <input type="checkbox"/> Employee's Personnel Files <input type="checkbox"/> Teacher Waiver Agreements <input type="checkbox"/> Employment Applications (Applitrack) <input type="checkbox"/> License Renewal <input type="checkbox"/> Transcripts	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	lsimpson@sped618.org
Bookkeeper - Brandy	<input type="checkbox"/> Payroll <input type="checkbox"/> Benefits & Infinity <input type="checkbox"/> KPERS <input type="checkbox"/> Garnishments <input type="checkbox"/> W-2s <input type="checkbox"/> Employment Verification <input type="checkbox"/> Directors' Mileage <input type="checkbox"/> Homebound Timesheets <input type="checkbox"/> Substitute Information for Payroll <input type="checkbox"/> Employee Contact Information Changes	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	briney@sped618.org
Assistant Bookkeeper - Jan	<input type="checkbox"/> Employment Verification <input type="checkbox"/> Verification of Requested Leave <input type="checkbox"/> Staff Mileage <input type="checkbox"/> Skyward Questions <input type="checkbox"/> Requesting leave, payroll set up <input type="checkbox"/> ESY Time Sheets <input type="checkbox"/> Garnishments <input type="checkbox"/> Medicaid	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	jstuever-hermes@sped618.org
HR Secretary - Kim	<input type="checkbox"/> New Employee Orientation <input type="checkbox"/> Employee's Personnel Files <input type="checkbox"/> Employment Applications (Applitrack) <input type="checkbox"/> Para Hiring Process <input type="checkbox"/> TB Test requirements/procedures	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	kstauffer@sped618.org
Receptionist/PLC Secretary - Cara	<input type="checkbox"/> Mailings/Faxes Received/Sent <input type="checkbox"/> Time & Effort procedures/requirements <input type="checkbox"/> GEI forms requests <input type="checkbox"/> Parental Rights copy requests <input type="checkbox"/> Staff Supply Request (i.e., gloves, stamps, etc.) <input type="checkbox"/> Professional Learning Points/Plans	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	csullivan@sped618.org

Accounts Payable - Jeanine	<ul style="list-style-type: none"> <input type="checkbox"/> Vendors <input type="checkbox"/> Accounts Payable <input type="checkbox"/> Board Meeting Minutes <input type="checkbox"/> Tax Exempt Forms/Status <input type="checkbox"/> W-9s <input type="checkbox"/> Teacher Waiver Reimbursement Money <input type="checkbox"/> Board/Conference Room Reservations/Set-Up <input type="checkbox"/> Conference Request Status & Reimbursements <input type="checkbox"/> Orders/Requisitions Status <input type="checkbox"/> Staff Leave Requests/Process <input type="checkbox"/> Requests to Speak at Board of Directors' meetings <input type="checkbox"/> Scanning Inventory as Received <input type="checkbox"/> Staff Mileage 	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	jburleigh@sped618.org
MIS Clerk - Angela	<ul style="list-style-type: none"> <input type="checkbox"/> Student Records Request <input type="checkbox"/> ESY Date/Time/Location <input type="checkbox"/> SPED Pro/Database questions <input type="checkbox"/> Audiology Paperwork <input type="checkbox"/> Food Orders <input type="checkbox"/> Webkidss <input type="checkbox"/> Count Your Kid In (CYKI) Early Childhood Screening Appointments 	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	acook@sped618.org
MIS Clerk - Kris	<ul style="list-style-type: none"> <input type="checkbox"/> Student Records Requests <input type="checkbox"/> ESY Date/Time/Location <input type="checkbox"/> SPED Pro/Database questions <input type="checkbox"/> Admit/Dismiss Slips <input type="checkbox"/> WebKIDSS <input type="checkbox"/> Guardianship/Adoption Paperwork 	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	kberblinger@sped618.org
IEP Clerk - Renae	<ul style="list-style-type: none"> <input type="checkbox"/> Provider Receipt of IEP documents <input type="checkbox"/> Parent/LEDM Receipt of IEP documents <input type="checkbox"/> Parent/LEDM address changes 	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	ralbert@sped618.org
IEP Clerk - Brenda	<ul style="list-style-type: none"> <input type="checkbox"/> Parent/LEDM Receipt of IEP documents <input type="checkbox"/> Parent/LEDM address changes 	Cooperative 620 Industrial PO Box 760	316-794-8641	spiper@sped618.org
GEI Clerk/Psych Secretary -Lisa	<ul style="list-style-type: none"> <input type="checkbox"/> General Education Interventions <input type="checkbox"/> Dates/Times/Locations <input type="checkbox"/> Educational Advocates <input type="checkbox"/> Translators 	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	licenhour@sped618.org
IT Specialist - Denise	<ul style="list-style-type: none"> <input type="checkbox"/> Interlocal website issues and management <input type="checkbox"/> Computer hardware or software <input type="checkbox"/> Copier/Printer issues <input type="checkbox"/> Network equipment <input type="checkbox"/> Equipment database management 	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	dketcham@sped618.org

