

## Who To Contact – Coop Office

Title / Name	They can answer questions about...	Location	Main #	Email
Cathy Hoyt Director/Legal Secretary	<ul style="list-style-type: none"> <li><input type="checkbox"/> Secretary duties – Director / Legal</li> <li><input type="checkbox"/> Worker Comp Claims</li> <li><input type="checkbox"/> Time &amp; Effort procedures/requirements</li> <li><input type="checkbox"/> Reserving Board Room</li> <li><input type="checkbox"/> Student file records requests</li> </ul>	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	choyt@sped618.org
Laura Simpson HR Secretary	<ul style="list-style-type: none"> <li><input type="checkbox"/> New Employee Orientation</li> <li><input type="checkbox"/> Verification of Employment</li> <li><input type="checkbox"/> Family Medical Leave Act (FMLA)</li> <li><input type="checkbox"/> Unemployment Paperwork</li> <li><input type="checkbox"/> Employee’s Personnel Files</li> <li><input type="checkbox"/> Teacher Waiver Agreements</li> <li><input type="checkbox"/> Employment Applications (Applitrack)</li> <li><input type="checkbox"/> License Renewal</li> <li><input type="checkbox"/> Transcripts</li> </ul>	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	lsimpson@sped618.org
Scott Owens Bookkeeper	<ul style="list-style-type: none"> <li><input type="checkbox"/> Payroll</li> <li><input type="checkbox"/> Benefits &amp; Infinity</li> <li><input type="checkbox"/> Garnishments</li> <li><input type="checkbox"/> W-2s</li> <li><input type="checkbox"/> Homebound Timesheets</li> <li><input type="checkbox"/> Substitute Information for Payroll</li> <li><input type="checkbox"/> Employee Contact Information Changes</li> </ul>	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	sowens@sped618.org
Jan Stuever-Hermes Assistant Bookkeeper	<ul style="list-style-type: none"> <li><input type="checkbox"/> Employment Verification</li> <li><input type="checkbox"/> Verification of Requested Leave</li> <li><input type="checkbox"/> KPERS</li> <li><input type="checkbox"/> Skyward Questions</li> <li><input type="checkbox"/> Requesting leave, payroll set up</li> <li><input type="checkbox"/> ESY Time Sheets</li> <li><input type="checkbox"/> Garnishments</li> <li><input type="checkbox"/> Checks / cash receipts</li> <li><input type="checkbox"/> Sub sheets</li> <li><input type="checkbox"/> Employment verifications</li> </ul>	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	jstuever-hermes@sped618.org
Kim Stauffer HR Secretary	<ul style="list-style-type: none"> <li><input type="checkbox"/> New Employee Orientation</li> <li><input type="checkbox"/> Employee’s Personnel Files</li> <li><input type="checkbox"/> Employment Applications (Applitrack)</li> <li><input type="checkbox"/> Para Hiring Process</li> <li><input type="checkbox"/> TB Test requirements/procedures</li> </ul>	Cooperative 620 Industrial PO Box 760 Goddard 67052	316-794-8641	kstauffer@sped618.org

## Who To Contact – Coop Office

<p>Angela Cook MIS Clerk</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Student Records Request</li> <li><input type="checkbox"/> ESY Date/Time/Location</li> <li><input type="checkbox"/> SPED Pro/Database questions</li> <li><input type="checkbox"/> Audiology Paperwork</li> <li><input type="checkbox"/> Food Orders</li> <li><input type="checkbox"/> Webkidss</li> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p>acook@sped618.org</p>
<p>Kris Berblinger MIS Clerk</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Student Records Requests</li> <li><input type="checkbox"/> SPED Pro/Database questions</li> <li><input type="checkbox"/> Admit/Dismiss Slips</li> <li><input type="checkbox"/> WebKIDSS</li> <li><input type="checkbox"/> Guardianship/Adoption Paperwork</li> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p>kberblinger@sped618.org</p>
<p>Joni Daemen IEP Clerk</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provider Receipt of IEP documents</li> <li><input type="checkbox"/> Parent/LEDM Receipt of IEP documents</li> <li><input type="checkbox"/> Parent/LEDM address changes</li> <li><input type="checkbox"/> Staff / Director Mileage</li> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p>jdaemen@sped618.org</p>
<p>Lisa Icenhour GEI Clerk/Psych Secretary</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Special Education Referrals</li> <li><input type="checkbox"/> Educational Advocates</li> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p>licenhour@sped618.org</p>
<p>Denise Ketcham IT Specialist</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Interlocal website issues and management</li> <li><input type="checkbox"/> Computer hardware or software</li> <li><input type="checkbox"/> Copier/Printer issues</li> <li><input type="checkbox"/> Network equipment</li> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p>dketcham@sped618.org</p>
<p>Kristie Pivarnik Medicaid Clerk Assistant Director Secretary</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> AD Secretary duties</li> <li><input type="checkbox"/> Random Moment in Time</li> <li><input type="checkbox"/> COSF's – Preschool COSF's / OWS</li> <li><input type="checkbox"/> ESY – Date, Time, Location Paperwork</li> <li><input type="checkbox"/> Board Meeting Minutes</li> <li><input type="checkbox"/> Requests to Speak at Board of Directors' meetings</li> <li><input type="checkbox"/> Medicaid</li> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p>kpivarnik@sped618.org</p>
<p>Jenni Carpenter</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Special Education Referrals</li> <li><input type="checkbox"/> Educational Advocates</li> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p>jcarpenter@sped618.org</p>

## Who To Contact – Coop Office

<p><b>Melissa Owen</b> HR Secretary</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Teacher Waiver Reimbursement Money</li> <li><input type="checkbox"/> Conference Request Status &amp; Reimbursements</li> <li><input type="checkbox"/> Orders/Requisitions Status</li> <li><input type="checkbox"/> Staff Leave Requests/Process</li> <li><input type="checkbox"/> Scanning Inventory as Received</li> <li><input type="checkbox"/> Medicaid</li> <li><input type="checkbox"/> New Employee Orientation</li> <li><input type="checkbox"/> Verification of Employment</li> <li><input type="checkbox"/> Family Medical Leave Act (FMLA)</li> <li><input type="checkbox"/> Vendors</li> <li><input type="checkbox"/> Employee's Personnel Files</li> <li><input type="checkbox"/> Accounts Payable</li> <li><input type="checkbox"/> Employment Applications (Applitrack)</li> <li><input type="checkbox"/> Tax Exempt Forms/Status</li> <li><input type="checkbox"/> W-9s</li> <li><input type="checkbox"/> Sub payment to districts</li> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p><a href="mailto:mowen@sped618.org">mowen@sped618.org</a></p>
<p><b>Carla Carazo</b> Audiologist</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Audiology questions /Paperwork</li> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p><a href="mailto:ccarazo@sped618.org">ccarazo@sped618.org</a></p>
<p><b>Brittany Oakman</b> Receptionist/PLC Secretary</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Mailings/Faxes Received/Sent</li> <li><input type="checkbox"/> GEI forms requests</li> <li><input type="checkbox"/> Parental Rights copy requests</li> <li><input type="checkbox"/> Staff Supply Request (i.e., gloves, stamps, etc.)</li> <li><input type="checkbox"/> Professional Learning Points/Plans</li> <li><input type="checkbox"/> Certificate of Mail mailings</li> <li><input type="checkbox"/> Count Your Kid In (CYKI) Early Screening Appointments</li> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p><a href="mailto:boakman@sped618.org">boakman@sped618.org</a></p>