

## Who To Contact – Coop Office 2020-2021

Title / Name	They can answer questions about...	Location	Main #	Email
<p>Cindy Himes Director/Legal Secretary</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Secretary duties – Director / Legal</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> <li><input type="checkbox"/> Mailings/Faxes, Received/Sent, Certificate of Mailings</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"/> 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>chimes@sped618.org</p>
<p>Laura Simpson HR Secretary</p>	<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> <li><input type="checkbox"/> Para Inservice Hour</li> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p><a href="mailto:lsimpson@sped618.org">lsimpson@sped618.org</a></p>
<p>Scott Owens Bookkeeper</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Payroll</li> <li><input type="checkbox"/> Benefits</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>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p>sowens@sped618.org</p>
<p>Jan Stuever-Hermes Assistant Bookkeeper</p>	<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> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p>jstuever-hermes@sped618.org</p>
<p>Kim Stauffer HR Secretary</p>	<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> <li><input type="checkbox"/> Para Inservice Hour</li> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p>kstauffer@sped618.org</p>

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<p>Angela Cook MIS Clerk</p>	<ul style="list-style-type: none"> <li>0 Student Records Request</li> <li>0 ESY Date/Time/Location</li> <li>0 SPED Pro/Database questions</li> <li>0 Audiology Paperwork</li> <li>0 Food Orders</li> <li>0 WebKIDDS</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>0 Student Records Requests</li> <li>0 SPED Pro/Database questions</li> <li>0 Admit/Dismiss Slips</li> <li>0 WebKIDSS</li> <li>0 Guardianship/Adoption Paperwork</li> <li>0 Maintaining Student Files</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>0 Provider Receipt of IEP documents</li> <li>0 Parent/LEDM Receipt of IEP documents</li> <li>0 Parent/LEDM address changes</li> <li>0 Staff / Director Mileage</li> <li>0 Maintaining Student Files</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>0 Special Education Referrals</li> <li>0 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>0 Interlocal website issues and management</li> <li>0 Computer hardware or software</li> <li>0 Copier/Printer issues</li> <li>0 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>0 Medicaid</li> <li>0 Board Clerk- Board Meeting Minutes</li> <li>0 Requests to Speak at Board of Directors' meetings</li> <li>0 AD Secretary duties</li> <li>0 COSF's – Preschool COSF's / OWS</li> <li>0 ESY – Date, Time, Location Paperwork</li> <li>0 Random Moment in Time</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>0 Assist School Psychologists with Evaluations</li> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p>jcarpenter@sped618.org</p>

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<p><b>Melissa Owen</b> Accounts Payable</p>	<ul style="list-style-type: none"> <li>0 Accounts Payable</li> <li>0 Orders/Requisitions Status</li> <li>0 Tax Exempt Forms/Status</li> <li>0 Certificate of Liability</li> <li>0 W-9s</li> <li>0 Conference Requests- Reimbursements</li> <li>0 Teacher Waiver Reimbursements</li> <li>0 Inventory Records</li> <li>0 Sstaff Supply Requests</li> <li>0 Substitute Payments to Disctricts</li> <li>0 Vendors/ Issues</li> <li>0 Process Mileage Payments</li> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p>mowen@sped618.org</p>
<p><b>Carla Carazo</b> Audiologist</p>	<ul style="list-style-type: none"> <li>0 Audiology Questions/ Paperwork</li> </ul>	<p>Cooperative 620 Industrial PO Box 760 Goddard 67052</p>	<p>316-794-8641</p>	<p>ccarazo@sped618.org</p>