

**NORTH COUNTY R-I SCHOOL DISTRICT
AREA SPECIFIC DISTRICT PERSONNEL
2011-2012**

Absence Reports, Employees	Betty Skaggs/Jan Hawkins	Payroll	Betty Skaggs
Account Balances	Kara Wampler	Professional Leave Requests	Joan Kelley
Account History Reports	Kara Wampler	Leave Tracking	Betty Skaggs/Jan Hawkins
Accounts Payable	Cassie Brauer	Postage Meter (Central Office)	Joan Kelley
ADA Attendance Reports	Lori Kohm	Professional Development	Carol Weems
Annuities	Betty Skaggs	Purchase Orders	Cassie Brauer
Board of Education	Joan Kelley	Requisitions	Cassie Brauer
Budget Balances	Kara Wampler	Resignations	Linda Perreault
Building Maintenance	Diane Schoonover	Retirement	Betty Skaggs
Bus System	Becky Harris	Returned Checks	Kara Wampler
Cafeteria Financial Report	Ruth Rose	Salary Schedules	Kara Wampler
Cards	Becky Harris	Secretary to Superintendent	Joan Kelley
Career Ladder	Kim Pope	Secretary to Assoc. Supt./Personnel	Linda Perreault
Community/School Relations	Joan Kelley	Secretary to Asst. Supt./Transportation	Becky Harris
Computer Problems	Lonnie Crowell	Secretary to Food Service	Amy Coleman
Contracts, Business	Joan Kelley	Secretary to Buildings & Grounds	Amy Coleman
Contracts, Employee	Jan Hawkins	Secretary to Dir. of Special Services	Theresa Dunn
Copiers (Central Office)	Becky Harris	SIS Attendance	Lori Kohm
Core Data	Lori Kohm/Joan Kelley	SIS Financial Accounting	Kara Wampler
Daily Deposit Slips Processing	Kara Wampler	Student Accident Insurance	Jan Hawkins
Daily Participation Reports Food Service	Ruth Rose	Student/Staff Pictures	Linda Perreault
Dental Insurance	Jan Hawkins	Student Transportation	Dave Finley
Deposits to Bank (C.O.)	Joan Kelley	Student Varsity Football Insurance	Jan Hawkins
District Directory	Linda Perreault	Substitute Teachers	Linda Perreault
E-Mail Problems	Lonnie Crowell	Supplies (Central Office)	Joan Kelley
Employment Applications	Linda Perreault	Tax Withholding – W-4's	Betty Skaggs/Jan Hawkins
Expense Reimbursement	Cassie Brauer	Teacher Certification	Linda Perreault
Extra Duty Pay Requests	Betty Skaggs/Jan Hawkins	Telephone Problems	Aaron Granda
Flexible Spending Program	Betty Skaggs	Textbook Adoption	Mike Henderson
Free/Reduced Lunch Program	Amy Coleman	Timesheets	Betty Skaggs/Jan Hawkins
Grant Financial Reports	Kara Wampler	Title I	Mike Henderson
Health Insurance	Jan Hawkins/Linda Perreault	Title II/IV/IX	Mike Henderson
Homebound Teaching	Emily Bach	Travel Reimbursements	Cassie Brauer
Homeless/Migrant/LEP	Katie Bockman	Tuition Reimbursement	Linda Perreault
Home School	Katie Bockman	Unemployment Compensation	Jan Hawkins
Horizons	Amy Martin	W-2 Forms	Betty Skaggs
IDEA	Katie Bockman	Web Page Updates	Frances Haug
Interschool Mail	Amy Coleman	Work Permits	H.S. Counselors
U.S. Mail (Central Office)	Joan Kelley	Worker Compensation	Linda Perreault
Master Calendar	Linda Conway		
Paper Order	Linda Perreault		