

Dear Keystone Staff,

I would like to take this time to share some information regarding the changes at the Service Center.

First off, Thank you again for all your support during the benefit and staff transitions we are experiencing at Keystone. We know how frustrating change can be and we continue to strive to make the changes as seamless as possible.

With staff transitions, changes of responsibilities have followed, making things a bit confusing for staff outside of our office. Below, are the Office employees and a list of documents/responsibilities for each. If you are unable to find an answer to your question by looking over the list below or after seeking out that individual, feel free to contact your district administrator or me.

Andy Ewing

-Executive Director

Mary Livingston

-SPED Assistant Director
-Perry-Lecompton
-JCN
-Easton
-Jeff West
-Yes/JDLA Programs
-Sick Bank Approvals

Lindsey Graf

-SPED Assistant Director
-Valley Falls
-McLouth
-Atchison County Schools
-Oskaloosa
-Yes/JDLA Programs
-Sick Bank Approvals

Tim Marshall

-Grant Manager

Linda Kilgore

-Clerk of the Board
-Conference Room Reservations
-Monthly Newsletter
-Grant Support
-Administrative Assistant

Lisa Morando

-Business Manager

Carol Snyder

-Student Records/MIS Webkids
-Website

Lushena Newman

-Contracts
-Health Certifications
-PDC Documentation
-Cat. Aid
-Teacher Waivers
-FMLA
-Work Comp Claims

Beth Zillinger

-Autism Consultant

Melody Malone

-Media Center Coordinator
-Para In-Service Hours
-Schedules
-Coop Purchasing
-Handbook Forms

Ashley Gray

-Invoices/Billing
-Media Mail
-Media Center Co-Coordinator
-Certification of Time
-Inventory
-Vehicle Maintenance/Check Out

Jenny Carter

-Timecards/Calendars
-Benefits (Questions/Enrollments)
-Leave Request Forms
-New Employee Packet
-Para Substitutes Packets & Timecards

Karla Bradford

-Work Study Timecards
-Professional Leave Requests
-Monthly Expenses & Mileage
-Driver's License
-Proof of Insurance
-Purchase Orders
-Medicaid Fee For Service Claiming

Lesla Brose

-Medicaid Forms
-School Psych Secretary
-CYKI

Daniel Hinrichsen

-IT Services
-IT Repairs

We encourage all staff to check their emails on a regular basis. Weekly updates, newsletter, benefit/payroll information, contracts and many other items are being sent via email.

Also, we would love for you to follow us on Twitter, Facebook and the Keystone Website.

Thank you for all you do!