

Central Office Directory

North Putnam School Corporation
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Nicole L. Singer, Superintendent
 April Lambermont, Administrative Assistant
 Tanya Pearson, Treasurer
 Heather Lawson, Assistant Treasurer
 Terry Tippin, Director of Operations

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Nicole L. Singer, Superintendent
Assessment
Board Agendas and Documentation
Corporation Budget
Curriculum & Instruction
Parent Concerns
Open Enrollment Approval
Professional Development Approval
April Lambermont, Administrative Assistant
Accounts Payable Claims (General Fund)
Advertisements for Legal Ads and Employment
Applications (Certified, Support Staff, and Sub Teachers)
Board of School Trustees Support and BoardDocs System
Computer Technology Agreements for Staff and Board
Corporation Calendar and DOE Reporting
Corporation Newsletter
Corporation Telephone Directory
Credit Cards and Sign Out for Purchases
Emergency Call List for Administrators
Letters of Assurance for Staff
Letters of Intent for Staff
Open Enrollment Applications
Posting of Job Openings to Online Application System
Professional Development Forms and Registrations
Public Notices for Board Meetings/Workshops
Purchase Orders
Requisition Forms and Orders
Sonitrol Security System for All Buildings
Substitute Teacher Forms and Requirements
Summer Work Permits
Web Page Inquiries
Tanya Pearson, Treasurer
Accounts Payable Claims (Maintenance)
Aesop System for Sub Teachers
Certification & Licensing
Contracts (Certified & Support Staff)
Employee Records and Personnel Files
Initial Benefits Processing
Retirement Questions
Seniority Questions
State Reports
Sub Teacher Interviews
Heather Lawson, Assistant Treasurer
Criminal History Reports
Employee Benefits - Health, Dental, Life, and Disability
Employment Verifications
FMLA
Leaves of Absence
Payroll
Sick Leave Bank
Support Staff Coordinator - Attendance/Timesheets
Workman's Compensation
Terry Tippin, Director of Operations
Crisis Planning
Drug Education
Maintenance and Grounds
School Safety
Transportation

TOPIC	CONTACT
Accounts Payable Claims (General Fund)	April Lambermont
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