

October 18, 2005

Dear Mr. Eberl,

I want to personally thank you for supporting the request for an additional hour for Mrs. Debbie Lord at Youngsville High School.

Enclosed is an overview of what Mrs. Lord's responsibilities entail. A large majority of her time is scheduling IEP meetings for teachers. She is making calls to parents and various agencies that are involved with our students. She does the clerical aspect of the IEP process in regard to typing invitations and preparing the NOREPS for the IEP meetings. Mrs. Lord also deals with the rescheduling meetings when a parent or agency cannot attend a scheduled meeting.

Mrs. Lord has several duties to perform in the Library on a daily basis. She oversees Channel One, the student presentation of daily announcements (Eagle Eye), the weekly scheduling of the Library and Computer Lab for teacher/student usage, checking out books, and the Inter-Library loans through Access, PA.

Several times throughout the course of the school year, Mrs. Lord works in the main office or guidance office. She has become familiar with the Pentamotion program and various duties in the main office.

I strongly believe the additional hour for Mrs. Lord is justified. She plays an integral role in the operation of our school.

Sincerely,

Dr. Darrell Jaskolka, Principal
Youngsville High School