



*Educational Service Center
of Cuyahoga County*

State Support System (SST) Region 3



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Yvonne Daycak Administrative Assistant

2000 to present

Yvonne Daycak is the Administrative Assistant to Michele M. Gaski, SPoC, and Jim Rohlik, Director of Special Ed Services for the Educational Service Center (ESC) of Cuyahoga County under the auspices of the Ohio State System of Support known as the State Support Team (SST) for Region 3 (Cuyahoga County). Her duties include the management and coordination of the on-line Calendar of Events, producing and creating promotional materials for upcoming events, facilitation/coordination of Advisory Council meetings, maintenance of budgetary activities (initiation and reconciliation of purchase orders and requisitions), and the completion of travel and expense reports. Yvonne provides assistance to district personnel with STARS registration and SAFE Account issues and is also responsible for coordinating and managing the organization's database as well as training ESC/SST3 staff members on using the system.

In her free time, Yvonne enjoys skiing and is a member of a local ski club's race team. In warmer months, she enjoys hiking, running, and boating. Yvonne is also an avid long distance cyclist and participates in the MS150 Pedal to the Point fundraiser every year. Yvonne resides in Cleveland and is blessed with a beautiful daughter.