

The 2016-2017 Joseph Sears School Contact Reference Guide
Faculty and Staff

| <i>Contact this person...</i> | <i>If you have questions or concerns regarding...</i> |
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| <p style="text-align: center;">Superintendent/ Chief School Business Official Dr. Crystal LeRoy cleroy@kenilworth38.org 847-853-3805</p> | <ul style="list-style-type: none"> - Human resources - School board policies and procedures - Wellness efforts and policies - District financial policies - Freedom of Information Act requests - Bullying or sexual harassment allegations - District-sponsored outings - Graduate-level coursework and reimbursement |
| <p style="text-align: center;">Principal Mrs. Kendra Wallace kwallace@kenilworth38.org 847-853-3802</p> | <ul style="list-style-type: none"> - Schoolwide events - School conflict resolution - Master schedule - Evaluations - Student placement and scheduling - Student discipline requiring suspension/expulsion - General curriculum questions - Student clubs/activities/field trips - Sears to Home newsletter - Classroom spending approval - MAP, PARCC and testing data/policies - Absence request/approval - Professional development request/approval |
| <p style="text-align: center;">Director of Student Services Mr. Besset Sabourin bsabourin@kenilworth38.org 847-853-3806</p> | <ul style="list-style-type: none"> - English as a Second Language - RTI/MTSS - Social emotional learning - Special education - IEP policies and procedures - Request for evaluation - Teacher Evaluations - 504 Procedures |
| <p style="text-align: center;">Assistant Director of Education Mr. Jeff Gerdin jgerdin@kenilworth38.org 847-853-3825</p> | <ul style="list-style-type: none"> - Paid and unpaid supervision opportunities - Detention and student discipline - Alternate bell schedules - Advisory program - Student daily supervision - Lunchtime issues and concerns - Locker lists and combinations - 504 Plans and accommodations |

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| <p>Communication Coordinator Mr. Chike Erokwu cerokwu@kenilworth38.org 847-853-3882</p> | <ul style="list-style-type: none"> - District media or news coverage - Website information and posting - Photo opportunities - School logo and letterhead usage - All school and district publications and brochures - MySchoolAnywhere family directory |
| <p>Bookkeeper Ms. Trish Culhane tculhane@kenilworth38.org 847-853-3867</p> | <ul style="list-style-type: none"> - Payments owed or made to school - Accounts receivable - Accounts payable - Check requests/reimbursements - Invoice/payment copies - W-2s - 1099s |
| <p>Executive Assistant to Business Services and HR Ms. Angela Lascola alascola@kenilworth38.org 847-853-3804</p> | <ul style="list-style-type: none"> - Payroll - Benefits <ul style="list-style-type: none"> o Medical/dental insurance o Short & long-term disability o Flexible spending accounts o TRS/IMRF o 403(b) account - Computer purchase program - Certification/licensure |
| <p>Executive Assistant to the Administration Mrs. Julie Campanaro jcampanaro@kenilworth38.org 847-853-3801</p> | <ul style="list-style-type: none"> - Student registration - Administrator meeting availability - Facility rentals - Campus tours - Parking assignments |
| <p>The Joseph Sears School Front Office</p> <p>Administrative Assistant to The Joseph Sears School Mrs. Susan White swhite@kenilworth38.org 847-853-3864</p> <p>Greeter Mrs. Debbie Geib dgeib@kenilworth38.org 847-853-3862</p> | <ul style="list-style-type: none"> - General inquiry - District forms - Purchase orders (Susan) - Substitute scheduling (Debbie) - Daily school events - Deadlines and due dates - Calendar dates and scheduling |