

KEY COMMUNICATORS

Questions	Contact Name	SEAPCO Phone Extension (309) 697-0880	Email Address
Advancement on Salary Schedule	Susan Pesch	219	spesch@seapco.org
Annuities	Nanette Shepard	217	nshepard@seapco.org
Attendance Records (student)	Lisa Foust	234	lfoust@seapco.org
CPI	Emily Butler	279	ebutler@seapco.org
Embrace	Lisa Roberts	235	lroberts@seapco.org
Employee Absences	Rosemary Skinner	200	rskinner@seapco.org
Field Trip Approval & CBI	Jodie Askam	203	jaskam@seapco.org
Financial Claims/Reimbursements	Karen Beverlin Ami Naumann	205 218	kbeverlin@seapco.org anaumann@seapco.org
Front Office (Central Office)	Rosemary Skinner	200	rskinner@seapco.org
I-Star Data Entry/Class Lists	Lisa Foust	234	lfoust@seapco.org
Insurance/Accident Reports	Nanette Shepard	217	nshepard@seapco.org
Leaves of Absence Family Medical or Unpaid Leave	Susan Pesch	219	spesch@seapco.org
Medicaid	Sheila Grashuis	220	sgrashuis@seapco.org
Mileage/Other Reimbursements	Jodie Askam	203	jaskam@seapco.org
Payroll	Nanette Shepard	217	nshepard@seapco.org
Personnel Records/Employment Contracts	Susan Pesch	219	spesch@seapco.org
Personal Days	Rosemary Skinner	200	rskinner@seapco.org
Preschool Screening Appointments	Gerri Leigh	206	gleigh@seapco.org
Professional Meetings	Jodie Askam	203	jaskam@seapco.org
Purchase Orders	Jodie Askam	203	jaskam@seapco.org
Referrals (students)	Lisa Roberts	235	lroberts@seapco.org
Student Records/YellowFolder	Sheila Grashuis Lisa Roberts	220 235	sgrashuis@seapco.org lroberts@seapco.org
Substitute Teachers: ONLY for CC classes	Call your local district		
Substitute Teachers & Student Facilitators ONLY for Centerbased (LS, ED, ECE)	Rosemary Skinner	200	rskinner@seapco.org
Tuition Approval	Jodie Askam	203	jaskam@seapco.org