

## Central Office Contacts FY25

<b>Questions</b>	<b>Contact Name</b>	<b><u>SEAPCO Phone Ext.</u> 309- 697-0880</b>	<b>Email Address</b>
Advancement on Salary Schedule	Perry Miller	219	pmiller@seapco.org
Annuities	Nanette Shepard	217	nshepard@seapco.org
Attendance Records (Student)	Sheila Grashuis	220	sgrashuis@seapco.org
CPI Training	Becky Shover	264	bshover@seapco.org
Embrace New Student Data	Lisa Roberts	235	lroberts@seapco.org
Employee Absences	Rosemary Skinner	200	rskinner@seapco.org
CBI & Field Trip Monthly Report	Jodie Askam	203	jaskam@seapco.org
Front Office (Central Office)	Rosemary Skinner	200	rskinner@seapco.org
ISBE Claims & Reimbursements	Ritchie Higdon	205	rhigdon@seapco.org
	Ami Naumann	218	anaumann@seapco.org
I-Star Data Entry/Class Lists	Sheila Grashuis	220	sgrashuis@seapco.org
Insurance/Accident Reports	Nanette Shepard	217	nshepard@seapco.org
Leaves of Absence Family Medical or Unpaid Leave	Perry Miller	219	pmiller@seapco.org
Medicaid	Lisa Roberts	235	lroberts@seapco.org
Mileage Reimbursement	Jodie Askam	203	jaskam@seapco.org
Payroll/Time Sheets	Nanette Shepard	217	nshepard@seapco.org
Personnel Records/Employment Contracts	Perry Miller	219	pmiller@seapco.org
Personal Days	Rosemary Skinner	200	rskinner@seapco.org

Pre-Approval for Tuition Reimbursement	Perry Miller	219	pmiller@seapco.org
Preschool Screening Appointments	Christy Pabon	206	cpabon@seapco.org
Professional Meetings	Jodie Askam	203	jaskam@seapco.org
Referrals (Students)	Lisa Roberts	235	lroberts@seapco.org
Reimbursements (Employee, Tuition, and Professional Meeting Reimbursements)	Jodie Askam	203	jaskam@seapco.org
Permit to Release/Obtain Information	Lisa Roberts	235	lroberts@seapco.org
Request to Order Supplies-Requisition	Jodie Askam	203	jaskam@seapco.org
Student Transfer	Lisa Roberts	235	lroberts@seapco.org
Student Records/YellowFolder	Lisa Roberts	235	lroberts@seapco.org
Substitute Teachers: <b>Only for CC Classes</b>	Call Your Local District		
Substitute Teachers & Student Facilitators <b>ONLY for Center Based (LS, ED, ECE)</b>	Rosemary Skinner	200	rskinner@seapco.org