

# DISTRICT OFFICE STAFF

Dr. Jim McKay, Superintendent 847-838-7679  
Jennifer Nolde, Asst. Supt. Business & HR 847-838-7180  
Dr. Brie Serdar, Asst. Supt. Student Services 847-838-7296  
Aryan Haren, Director of HR/Asst. CSBO 847-838-7268  
Ryan Miles, Chief Technology Officer 847-838-9399

Abigail Richardson, Executive Assistant 847-838-7184

- Board of Education
- AESOP
- AppliTrack
- District Personnel Files
- Leave of Absences
- Certification
- New Hires
- Substitute Teachers
- Graduate Credit Approval/Tuition Reimbursement
- Job Vacancies
- Job Descriptions
- Certificates of Insurance
- GCN Training
- Intranet

Brittany Lorine, Administrative Assistant/Business Office 847-838-7171

- Paychecks, Time Sheets, Direct Deposit, W2s
- Contracts
- Attendance Records
- Employee Verification
- State & Federal Forms
- Insurance
- 403B Enrollment/Changes
- FLEX Benefits
- Seniority List
- Issue Checks for Tuition Reimbursement
- Workman's Comp Claims
- AFR, ASA Reports

Liz Sprague, Bookkeeper 847-838-7181

- Activity Accounts
- P-Cards
- Deposits

Kimberly LaPlant, Bookkeeper 847-838-7183

- Purchase Order Processing/Status
- District Reimbursements
- Workshop Payments
- Grants

Maricarment Ceron, Accounts Payable 847-395-9040

- Invoices and Packing Slips
- Vendor Information