

LOMBARD DISTRICT 44

EMPLOYEE RESOURCE GUIDE FOR THE
ADMINISTRATION CENTER



ABOUT THE EMPLOYEE RESOURCE GUIDE

The Employee Resource Guide was developed to help support employees in finding the appropriate department or individual in order to have their questions or needs efficiently met. While this is not meant to be an exhaustive summary of each person's role or responsibilities, it does include a high-level summary of some of the more frequent or common questions we receive from staff. We do hope you find this to be a supportive resource, and we welcome your feedback to continue to improve upon this publication.

CONTACTING THE ADMINISTRATION CENTER

All employees at the Lombard District 44 Administration Center are here to provide necessary support and services to the schools and all staff members of the district.

Should you need support with something not mentioned in this guide, please do not hesitate to contact any individual at the Administration Center, and we will work to connect you with the appropriate department. You can also call the main line at X4400.

Please note that all our contact information is also included on the right hand side of this page.



PHONE

630-827-4400

WEBSITE

www.sd44.org



SUPERINTENDENT'S OFFICE

SUPERINTENDENT: TED STEC

ABOUT US

The Superintendent's Office oversees all aspects of the organization. The Superintendent reports to the Board of Education, which is made up of seven volunteer community members.

STAFF

- Ted Stec, Superintendent | tstec@sd44.org | x4419
- Jenn Nimke, Director of Communications & Strategic Planning | jnimke@sd44.org | x4457
- Therese Piper, Executive Assistant | tpiper@sd44.org | x4420
- Mindy Merkle, Front Desk Receptionist | mmerkle@sd44.org | x4400

FREQUENT NEEDS WE WORK TO ADDRESS

Registration or Residency Issues
Contact: Mindy Merkle or Jenn Nimke

Needing a District Logo or Letterhead
Contact: Mindy Merkle or Jenn Nimke

Board Policy or Admin Procedure Question
Contact: Therese Piper or Jenn Nimke

Internal or External Communications Support
Contact: Jenn Nimke

Needing a District, ISBE or Employee Calendar
Contact: Therese Piper

Graphic Design Support
Contact: Mindy Merkle

Room Reservation or Room Setup
Contact: Mindy Merkle

Agenda or Minutes for LEA, IEA, Mutual Concerns, Secretary Meeting or Insurance Committee
Contact: Therese Piper

Locating or Updating a District Form
Contact: Mindy Merkle

Annual District Recognition Dinner
Contact: Therese Piper

Questions or Updates to District Website
Contact: Jenn Nimke or Mindy Merkle

Inside Your Schools (Parent Handbook)
Contact: Therese Piper

Adding a Community Flyer to Virtual Backpack
Contact: Jenn Nimke or Mindy Merkle

FOIA Questions
Contact: Jenn Nimke

Help with Social Media or Contact Press Media
Contact: Jenn Nimke

Memorials
Contact: Mindy Merkle

Scheduling an Appointment with Ted
Contact: Therese Piper



ACADEMIC DEPARTMENT

CHIEF ACADEMIC OFFICER:
BRETT SHARKEY

ABOUT US

The Academic Department is a service department for all students, staff, parents, and community to access information about all aspects of the teaching and learning process in District 44. The Academic Department oversees and provides support to all curricular areas as well as special services.

STAFF

Brett Sharkey, Chief Academic Officer | bsharkey@sd44.org | x4461
Clodagh McCall, Director of Special Services | cmccall@sd44.org | x4428
Annetta Spychalski, Director of Literacy and Grants | aspychalski@sd44.org | x4433
Maria Martin, Director of EL and Bilingual, | mmartin@sd44.org | x4415
Eileen Bukielski, Administrative Assistant | ebukielski@sd44.org | x4429
Sandra Osborn, Administrative Assistant | sosborn@sd44.org | x4447
Yvette Policastro, Administrative Assistant | ypolicastro@sd44.org | x4431
Tania Parciany, Science Center and Assistive Tech | tparciany@sd44.org | x4424
Wendy Meek, Science Center Clerk | wmeek@sd44.org | x4129
Please Note: The Academic & Student Services Department is greatly supported by a team of Instructional Facilitators and Special Education Facilitators. Please visit the "Instructional and Special Education Facilitator Page" for more information.

FREQUENT NEEDS WE WORK TO ADDRESS

State, Federal Grant Writing, Support & Monitoring <i>Contact: Annetta Spychalski and Maria Martin</i>	Purchasing & Preparing Science Units <i>Contact: Tania Parciany or Wendy Meek</i>
Translation & Interpreting Services <i>Contact: Maria Martin or Eileen Bukielski</i>	Aims Web and PARCC Testing Coordination <i>Contact: Eileen Bukielski</i>
Professional Development Needs <i>Contact: Brett Sharkey or Eileen Bukielski (Regular Ed) Clodagh McCall or Yvette Policastro (Special Ed)</i>	Ordering Curricular Materials or Support with Inservices, Institutes or in-District Workshops <i>Contact: Brett Sharkey or Eileen Bukielski</i>
McKinney Vento Support <i>Contact: Clodagh McCall or Sandra Osborn</i>	LRC Ordering or Support <i>Contact: Annetta Spychalski</i>
Special Education Transportation Support <i>Contact: Yvette Policastro</i>	Special Education Purchasing, Returns or Repairs <i>Contact: Yvette Policastro</i>
Maintenance & Support for Special Education Files, IEPs & 504s <i>Contact: Sandra Osborn</i>	Dual Language & EL Programming <i>Contact: Maria Martin</i>
	Questions about Curriculum or Instruction <i>Contact: Brett Sharkey or Instructional Facilitator</i>



ACADEMIC DEPARTMENT

INSTRUCTIONAL FACILITATORS & SPECIAL EDUCATION FACILITATORS

ABOUT US

The Academic Department is strategically and greatly supported by the work of Instructional Facilitators and Special Education Facilitators. Our facilitators work closely with our schools to enhance the academic experience for all our students and provide instructional support to our teachers and support staff. Chief Academic Officer Brett Sharkey oversees the Instructional Facilitators and Director of Special Services Clodagh McCall oversees the Special Education Facilitators.

STAFF

Morgan Dowell, Instructional Facilitator - Hammerschmidt | mdowell@sd44.org | x4176
Andrea Geigner, Instructional Facilitator - Park View | ageigner@sd44.org | x4051
Joe Graffeo, Instructional Facilitator – Manor Hill | jgraffeo@sd44.org | x4315
Sharon Sliwa, Instructional Facilitator - Pleasant Lane | ssliwa@sd44.org | x4643
Frank Ferrara, Instructional Facilitator – Madison | fferrara@sd44.org | x4214
Kirstin McGinnis, Instructional Facilitator – Madison | kmcginnis@sd44.org | 4183
Annette Hanson, Instructional Facilitator – Butterfield | ahanson@sd44.org | x4093

Keith Zmijewski, Special Education Facilitator—Butterfield, Madison, Park View, and Glenn Westlake
kzmijewski@sd44.org | x4148

Krissy Goebbert, Special Education Facilitator—Manor Hill, Pleasant Lane, and Hammerschmidt
kgoebbert@sd44.org | x4445



LABOR & EMPLOYEE RELATIONS DEPARTMENT

DIRECTOR OF LABOR & EMPLOYEE RELATIONS: TOD ALTENBURG

ABOUT US

The Labor & Employee Relations Department believes that the success of our students is talent-driven, and it is our responsibility to ensure quality talent in our classrooms and throughout our schools. We are committed to recruiting, supporting, evaluating, recognizing and retaining highly talented teachers, support staff, and administrators who strive for excellence for all students. Accordingly, we provide important employee management services directly related to onboarding, compensation and benefits.

STAFF

- **Tod Altenburg, Director of Labor & Employee Relations** | taltenburg@sd44.org | x4462
- **Rebecca Harris, Human Resources Coordinator** | rharris@sd44.org | x4418
- **Pam Hernandez, Payroll Operations Coordinator** | phernandez@sd44.org | x4421
- **Therese Piper, Executive Assistant to the Superintendent** | tpiper@sd44.org | x4420
- **Mindy Merkle, Front Desk Receptionist** | mmerkle@sd44.org | x4408

FREQUENT NEEDS WE WORK TO ADDRESS

Labor Contracts & Grievances <i>Contact: Tod Altenburg</i>	AESOP Support <i>Contact: Rebecca Harris</i>
Employee Evaluation Questions <i>Contact: Tod Altenburg</i>	Course Pre-Approval & Reimbursement <i>Contact: Rebecca Harris</i>
Questions or Issues Regarding FMLA <i>Contact: Rebecca Harris</i>	Various State Employee Reports <i>Contact: Pam Hernandez</i>
New Hires, Termination or Retirement Questions <i>Contact: Rebecca Harris</i>	Employee Calendars <i>Contact: Therese Piper</i>
Health Insurance Questions <i>Contact: Rebecca Harris</i>	Unemployment Compensation <i>Contact: Tod Altenburg</i>
Questions Regarding Payroll <i>Contact: Pam Hernandez</i>	Skyward (For Employees) <i>Contact: Rebecca Harris</i>
National School Lunch Program <i>Contact: Pam Hernandez</i>	Economic Interest Reporting <i>Contact: Therese Piper</i>
Worker's Compensation <i>Contact: Therese Piper</i>	Substitute Questions or Support <i>Contact: Mindy Merkle</i>



FINANCE, TECHNOLOGY AND OPERATIONS DEPARTMENT

CHIEF OPERATIONS OFFICER:
NEIL PERRY

ABOUT US

The goal of the Department of Finance, Operations and Technology is to provide the resources needed to support the advancement of student achievement and success while maintaining our fiscal responsibility.

STAFF

- Neil Perry, Chief Operations Officer | nperry@sd44.org | x4456
- Phil McEntee, Accounting Coordinator | pmcentee@sd44.org | x4417
- Ken Riley, Head of Maintenance | kriley@sd44.org | x4407
- Mike DeGuzman, Data Systems Operator, | mdeguzman@sd44.org | x4423
- Kristin Bullock, Accounts Payable Clerk | kbullock@sd44.org | x4414
- Deb Iversen, Operations Support Services Clerk & School Board Secretary | diversen@sd44.org | x4156
- Nick Eagan, Technician -- Pleasant Lane, Park View, Hammerschmidt, AC | neagan@sd44.org | x4455
- Lou Salvatori, Technician --Butterfield, John Schroder, Madison, Manor Hill | lsalvatori@sd44.org | x4444
- Mark Kunberger, Technology Services Specialist | mkunberger@sd44.org | x4625
- Allie Hahn, 1:1 Technology Specialist | ahahn@sd44.org | x4592
- Please Note: The Operations Department is greatly supported by a wide-variety of talented maintenance and custodial staff who are not necessarily all located at the AC but certainly contribute to the success and efficiency of the department.

FREQUENT NEEDS WE WORK TO ADDRESS

Maintenance & Custodial Needs <i>Contact: Neil Perry or Ken Riley</i>	Back-to-School Supply Ordering <i>Contact: Deb Iversen</i>
Skyward Student/Family Access Support <i>Contact: Mike DeGuzman</i>	Google Apps, Devices, Network and Voicemail <i>Contact: Mark Kunberger, Nick Eagan or Lou Salvatori</i>
State Student and Employee Information Reporting <i>Contact: Mike DeGuzman</i>	Questions or Needs Relating to the Board of Education <i>Contact: Deb Iversen</i>
Maintenance Ordering <i>Contact: Kristin Bullock</i>	Educational Software Account Setup, Rostering and Support such as Clever, NWEA MAP, STAR, etc. <i>Contact: Mike DeGuzman</i>
Credit Purchases or Procedures <i>Contact: Kristin Bullock</i>	Retiree Insurance <i>Contact: Phil McEntee</i>
Transportation (Cottage Hill) Questions or Issues <i>Contact: Deb Iversen</i>	Deposits and Petty Cash <i>Contact: Kristin Bullock</i>
Support with 1:1 Devices, Apps <i>Contact: Allie Hahn</i>	