

DISTRICT 117

Jim McKay, Superintendent 847-838-7679
Dr. Brie Cederna, Assistant Supt. Student Services 847-838-7296
Jennifer Nolde, Asst. Supt. Business & HR 847-838-7180

Nancy Hendrickson, 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

Tammy Shannon, 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

Maricarmen Ceron, Accounts Payable Clerk 847-395-9040

- Invoices and Packing Slips
- Vendor Information