

If you have a question regarding any of the items listed below ~ please contact the corresponding secretary: (Thank You)

Job Duty	Secretary	Email
Accounts Payable (Reimbursements)	Natalie Ketrow	Natalie.ketrow@bassc-sped.org
Aesop (absence balances and info)	Melissa Selvidge	Melissa.Selvidge@bassc-sped.org
Benefits / Insurance	Jenny Geraldts	Virginia.Geraldts@bassc-sped.org
FMLA or Leave of Absence Request	Brenda Lickenbrock	Brenda.lickenbrock@bassc-sped.org
IMRF / TRS	Brenda Averbeck	Brenda.Averbeck@bassc-sped.org
Payroll	Brenda Averbeck	Brenda.Averbeck@bassc-sped.org
Professional Leave	Natalie Ketrow	Natalie.ketrow@bassc-sped.org
Purchase Orders	Natalie Ketrow	Natalie.ketrow@bassc-sped.org
Records Requests	Taya Hebron	Taya.Hebron@bassc-sped.org
Related Services Logs	Jenny Geraldts	Virginia.Geraldts@bassc-sped.org
Schedule IEP Meetings	Gayle O'Brien or Melissa Selvidge	Gayle.Obrien@bassc-sped.org Melissa.Selvidge@bassc-sped.org
Student Data Entry / Tracking forms	Sharon Schafale	Sharon.Schafale@bassc-sped.org
Verification of Employment	Taya Hebron	Taya.Hebron@bassc-sped.org
Workers' Compensation	Brenda Lickenbrock	Brenda.lickenbrock@bassc-sped.org