

**Who to Contact for What in the OES Upper School
2009-2010**

At OES we strive for direct communication. In the Upper School it can sometimes be complicated to know who to directly contact about a given issue. Below you will find a list of topics with associated contacts. Please use this list in conjunction with the Upper School section of the Handbook and the OES Directory to determine the best person to contact for an issue below.

IMPORTANT NOTE: If you have questions or concerns that are not answered for any of the topics below, please contact **Jordan Elliott, Head of Upper School**. In addition, please contact your student's **advisor** or **Grade Dean (see list below)** at any time for assistance.

Topic:	Question about...	Contact Order:
Academic:	A particular class	1. Teacher 2. Department Chair (see list below)
	A particular teacher	Department Chair (see list below)
	Class load	1. Advisor 2. Grade Dean (see list below)
	Schedule	1. Advisor 2. Asst. Head of US for Academics – Deri Bash
	Transcript	1. Registrar – Deri Bash 2. US Administrative Asst. – Pat Freeman
	Academic Support and “All Kinds of Minds”	Academic Specialist – Jim Bunker Advisor
	Social and emotional support	Counselors (see list below) Advisor
	Spiritual Support	US Chaplains – Liz Harlan-Ferlo, VJ Sathyaraj (Fall), Corbet Clark (Spring)
	Health	Nurses – Elaine Elliott and Catherine Rutledge- Gorman
	More questions...	Head Chaplain – Phillip Craig
Discipline:	Student Discipline	Grade Dean (see list below)
	Discipline Committee	Chair of the Discipline Committee – Colin Day
Attendance:	Lateness or absence	1. Attendance Coordinator – Carlene Traverso 2. Upper School Office Assistants
Technology:	Academic Technology	US Technology Coordinator – Jeffrey Sprague
	Information Technology Systems	Director of Technology – Brad Baugher
US Programs:	Class meetings, trips or events	Head Class Advisor (see list below)
	College Counseling	1. College Counselor (see list below) 2. Director of College Counseling – Paula Sutton
	Discovery	Discovery Coordinator – Robin Schauffler
	Library	US Librarian – Chris Myers
	Outdoor Program	Experiential Education Coordinator–Tom Handel
	Service Learning	Service Learning Coordinator – Robin Schauffler
	Student Council	Student Council Advisors–Rob Orr, Katrina Perry
	Winterim	Winterim Coordinator – Hope Stevens

Topic:	Question about...	Contact Order:
Athletics:	A particular team	1. Coach 2. Athletic Director – Kris VanHatcher 3. Asst. Athletic Director – Dennis Sullivan 4. Administrative Asst. for Athletics – Jill Parker
	Injuries and athletic health	Athletic Trainer – Joel Gray
Residential Life:	Program specific questions	Director of Residential Life – Bonnie Brennan
	Student specific questions	Dean of Residential Life – Julie Sikkink
	Backyard Exchange	Ambassador Coordinator – Cyndy Perlich
	Host Family Exchange	Host Family Coordinator – Jen Bash
Financial:	Accounts Payable	Jody Sprando
	Accounts Receivable	Janie John
	General	Chief Financial Officer – Kathy Layendecker
	Financial Aid	Director of Financial Aid – Rob Orr
Admissions:	US	Director of Admissions – David Lowell
	Residential	Residential Admissions – Bonnie Brennan
Other:	Facilities and Transportation	Director of Facilities – Jon von Behren
	Safety	Director of Safety – Christina Meyerhoff
	Development	Director of Development – Lynn Mawe

Grade Deans:

9: Debby Schauffler
10: Rick Rees
11: Debbie Walsh
12: Kara Tambellini

College Counselors:

Director of College Counseling: Paula Sutton
College Counselor: Lynne Sadler
College Counselor: Kara Tambellini

Counselors:

9, Academic Specialist: Jim Bunker
10-12: Sopha Hang

Department Chairs:

Art: Jack O'Brien
English: Lynne Sadler
English as a Second Language: Robin Weitzer
History: John Holloran
Language: Kelola McCrary
Math: Sandi Lillevik
Music: Sue Jensen
Philosophy and Religion: Corbet Clark
Physical Education: Joel Gray
Science: Bill Lamb

Head Class Advisors:

Class of '13: Dana Lewis
Class of '12: Bettina Gregg
Class of '11: Coleen Davis
Class of '10: Gabriel Edge