

Upper School Contacts 2018-19

When you have questions or concerns, your first line of communication is usually your child's advisor. In some cases, the following list will be helpful for you to identify a person with a specific topic. You may also contact Jean Verheggen and Brooke DeLeon in the Upper School office, Asha Appel, Head of Upper School, or your grade level's Parent Association Link (PAL) representative (see list below).

Topic:	Question about...	Contact Order:
Academic:	A particular class	1. Advisor 2. Teacher 3. Department Chair (see list below)
	Class load	1. Advisor 2. Registrar – Carla Zilaff
	Schedule	1. Advisor 2. Registrar – Carla Zilaff
	Transcript	1. Registrar – Carla Zilaff 2. College Counseling Administrative Assistant – Betsy Velluto
	Academic Support	1. Advisor 2. Learning Support Coordinator – Meghan Powers
	Academic Program	Director of Academics – Liz Weiler
Support:	Social and emotional support	1. Advisor 2. Counselor – Erin Romano
	Spiritual Support	US Chaplain – Jenny Cleveland
	Health	Nurse – Elaine Elliott
Discipline:	Student Discipline	1. Advisor 2. Grade Dean (see list below) 3. Director of Student Life – Kara Tambellini Director of Residential Life & Citizenship – Sarah Grenert-Funk
Attendance:	Lateness or absence	Attendance Coordinator – Betsy Velluto (usattend@oes.edu)
Technology:	Academic Technology	US Technology Coordinator – Ed Cecere
	Information Technology Systems	Director of Educational Technology – Brad Baugher IT Manager – Brad Kuhns
US Programs:	Class meetings, trips, events	Grade Dean (see list below)
	College Counseling	Director of College Counseling – Paula Sutton College Counselor – Jenny Cleveland
	Discovery	Discovery Coordinator – Dana Mosher Lewis
	Library	Upper School Librarian – Erika Jelinek
	Outdoor Program	Experiential Education Coordinator – Tom Handel
	Service Learning	9/10 Service Learning Coordinator – Austin Pritchard 11/12 Service Learning Coordinator – Katie Seltzer
	Winterim	Winterim Coordinator – Christina Meyerhoff
Athletics:	A particular team	1. Coach 2. Athletic Director – Dennis Sullivan 3. Administrative Assistant for Athletics – Jill Schantz
	Injuries and athletic health	Athletic Trainer – Joel Gray

Topic:	Question about...	Contact Order:
Residential Life:	Program or student specifics	1. Director of Residential Life – Sarah Grenert-Funk 2. Assistant Director of Residential Life – Peter Buonincontro
	Backyard Exchange and/or Host Family Exchange	Assistant Director of Residential Life – Peter Buonincontro
	I-20 / Visa questions	1. Asst. Director of Admissions & Financial Aid – Jennifer Bash 2. Registrar – Carla Zilaff
Business Office:	Accounts Payable	Accounts Payable Specialist – Kim Sparkenbaugh
	Accounts Receivable	Accounts Receivable Specialist – Lisa Kave
	General	Chief Financial Officer – Gretchen Reed
Admissions:	Upper School	1. Upper School Admissions Associate – Helen Mallette 2. Director of Admissions – Susan Gundle
	Residential	Upper School Admissions Associate – Helen Mallette
	Financial Aid	Asst. Director of Admissions & Financial Aid – Jennifer Bash
Other:	Facilities and Transportation	1. Transportation Assistant – Robbi Garvin 2. Director of Facilities – Jon von Behren
	Safety	Safety Coordinator – Rebecca Williams
	Development	Director of Advancement – Liz MacDonell
	Food Service, Meal Reservations	Director of Food Services – Kelly Cowing

Head of Upper School:

Asha Appel

Director of Academics:

Liz Weiler

Director of Student Life:

Kara Tambellini

PAL Representatives:

9:

Clare Rathbone

10:

Kristin Bradley

11:

Alka MacLennan

12:

Alicia Morissette

Support Services:

Counselor:

Erin Romano

Learning Support:

Meghan Powers

College Counseling:

Director:

Paula Sutton

Counselor:

Jenny Cleveland

Grade Deans:

9:

Austin Pritchard

10:

CT Henry

11:

Bettina Gregg

12:

Coleen Davis

Department Chairs:

Visual, Performing &
Musical Arts:

Cameron Jack

English:

Rick Rees

History:

Stephanie Portman

World Languages:

Kelola McCrary

Math:

Greg Drugan

Religion and Philosophy:

VJ Sathyaraj

Physical Education:

Missy Smith

Science:

Ryan Holland