



EASTSIDE PREP CONTACT LIST

2016-2017

phone: (425) 822-5668

fax: (425) 822-5648

www.eastsideprep.org

Topic/ Area of Concern	Employee/Office Contact	Phone Extensi	Email
Academic Policies (Student Handbook, Course Registration, Student Schedule)	Student Advisor		
	Head of Middle School (Sam Uzwick)	318	suzwick@eastsideprep.org;
	Head of Upper School (Bart Gummere)	327	bgummere@eastsideprep.org
	Head of School (Dr. Terry Macaluso)	330	tmacaluso@eastsideprep.org
Admissions Process	Director of Admissions (Lauren Formo)	342	admissions@eastsideprep.org
	Associate Director of Admissions (Kristina Dammrose)	343	
	Admin. Asst. for Admissions (Katie Nikkel)		
After-school Activities, Clubs, Fall Overnights	Dean of Students (Paul Hagen)	556	phagen@eastsideprep.org
	Admin. Asst. for Dean of Students' Office (Lisa Frystak)	270	lfrystak@eastsideprep.org
Attendance		2	attendance@eastsideprep.org
Board of Trustees	Head of School (Dr. Terry Macaluso)	330	tmacaluso@eastsideprep.org
Book Purchase	Auxiliary Services Coordinator (Lisa Coulter)		bookstore@eastsideprep.org
Bus Service	Operations Manager (Jennifer Tastet)		jtastet@eastsideprep.org
Calendar, Weekly Announcement	Director of Administrative Services (Tina Hadden)	312	chadden@eastsideprep.org
College Counseling	Head of Upper School (Bart Gummere)	327	bgummere@eastsideprep.org
	Exec. Asst. for College Counseling (Elizabeth Andersen)	357	eandersen@eastsideprep.org
Counseling/Learning Support/Guided Study Hall	Director of Student Support Services (Dr. Kelly Moore)	361	kmoore@eastsideprep.org
	Admin. Asst. for Student Support (Tracy Ritter)	360	tritter@eastsideprep.org
Donation	Director of Institutional Advancement (Vickie Baldwin)	333	vbaldwin@eastsideprep.org
	Exec. Asst. for Institutional Advancement (Brittany Williams)		bwilliams@eastsideprep.org
Facilities	Operations Manager (Jennifer Tastet)		jtastet@eastsideprep.org
Financial Aid	Director of Admissions (Lauren Formo)	342	lformo@eastsideprep.org
	Associate Director of Admissions (Kristina Dammrose)	343	kdamrose@eastsideprep.org
Food Service, Lunch Program	Food Services Director (Gilbert Ragudos)		gragudos@eastsideprep.org
Governance, Hiring, Strategic Planning	Head of School (Dr. Terry Macaluso)	330	tmacaluso@eastsideprep.org
Library	Librarian (Elin Kuffner)		ekuffner@eastsideprep.org
Logo Wear, Student Store	Auxiliary Services Coordinator (Lisa Coulter)		lcoulter@eastsideprep.org
Medication	Division Administrative Assistants		
	Middle School (Randi Peterson)	124	rpeterson@eastsideprep.org
	Upper School (Shelly Allen)	120	sallen@eastsideprep.org
Parent Association	Director of Institutional Advancement (Vickie Baldwin)	333	vbaldwin@eastsideprep.org
	Exec. Asst. for Institutional Advancement (Brittany Williams)		bwilliams@eastsideprep.org
School Forms, Online Enrollment Account	Division Administrative Assistants		
	Middle School (Randi Peterson)	124	rpeterson@eastsideprep.org
	Upper School (Shelly Allen)	120	sallen@eastsideprep.org
Sports, PE uniform	Director of Athletics (Doug Blair)		dblair@eastsideprep.org
	Admin. Asst. for Athletics (Cassidy Shannon)		cshannon@eastsideprep.org
Summer School	Dean of Students (Paul Hagen)	556	phagen@eastsideprep.org
	Admin. Asst. for Dean of Students' Office (Lisa Frystak)	270	lfrystak@eastsideprep.org
Technology (Canvas, Website, Tablet PC)	Chief Technology & Innovation Officer (Jonathan Briggs)		tech@eastsideprep.org
	Tech Specialist (Jack Nolan)		
	Web Master (Derek Clarke)	411	
	Systems Administrator (Roger Mack)		
Transcripts	Registrar (Shelly Allen)	120	sallen@eastsideprep.org
Tuition Payment, Account Billing	Business Office	2	billing@eastsideprep.org
Updating Contact Information			contactupdate@eastsideprep.org
Any Other Inquiry			info@eastsideprep.org