



## WHAT DO I DO WHEN I HAVE A QUESTION OR CONCERN?

SCSD is committed to two way, timely and collaborative communication. We want to address your questions and concerns quickly and effectively. In order to do so, we created a user friendly visual process to help guide you in getting the answers or problem-solving with the staff member most directly involved **first**. If the question remains unresolved, please proceed to the **next** level. When someone contacts a Board of Education member or a district administrator before working through the process, **we are committed** to referring you to the staff member most immediately involved with that particular issue. The Board of Education will become involved, if necessary, in the final stage of the process.

Thank you for your partnership in helping us help our stakeholders find the answers they need using this visual guide; Below is an example of who to contact first and how to proceed if your questions or concerns are not addressed.

If you do not know who to contact first, please call your child's school and ask. The district website, <a href="http://WWW.SCHENECTADY@K12.NY.US">WWW.SCHENECTADY@K12.NY.US</a> contains contact information for staff members at each school. You can also submit a question to "Let's Talk" and...	
↓	TEACHER
↓	SUPPORT STAFF (Social Worker, Psychologist, Community Engagement Specialists, Speech Teacher, ENL Teacher,, Guidance Counselor)
↓	INSTRUCTIONAL SUPERVISOR/ ASST. PRINCIPAL
↓	PRINCIPAL
↓	DEPARTMENT DIRECTOR
↓	EXECUTIVE DIRECTOR FOR K-5 TO 6-12
↓	ASSISTANT SUPERINTENDENT
↓	DEPUTY SUPERINTENDENT
↓	SUPERINTENDENT
↓	BOARD OF EDUCATION

Our Board of Education It is the primary responsibility of the Board of Education to set policies for the school district. While individual Board members listen to concerns, they can only act as an entire body when conducting official Board of Education meetings. The superintendent and administrative staff are legally empowered to administer the school district and operationalize the policies and decisions of the Board of Education. The entire Board can be reached by email @...



# SAA TO EXECUTIVE LEADERSHIP TEAM: *WHAT DO I DO WHEN I HAVE A QUESTION OR CONCERN?*

STEPS	Academic Curriculum & Assessment	Community Engagement Athletics Enrichment Summer & After School	Instructional Technology	Student Services IEP 504 Nurses COVID	Personnel Items (transfers, hiring, attendance)	Human Resources (disciplinary issues, contractual items)	Data Accountability	Health and Safety	Buildings & Grounds Facilities use	Trans	Food Service
↓	Secretary	Secretary		Secretary	Secretary	Secretary					
↓	Instructional Supervisor (building level)	Teacher or Coach	Teacher	Teacher Related Service Staff (Speech, Social Worker, OT, PT, etc)	Faculty/Staff (Where Applicable)	HR Administrative Office	Registrar	Instructional Supervisor/ Assistant Principal	Custodians	Trans Assistant	Kitchen Staff
↓	Principal	Assistant Principal	Instructional Supervisor	CSE Chair	Directors (Where Applicable)	Exec. Director K-5 or 6-12	Data	Principal	Brian Hoffman (B&G) or Mike Barry (Facilities/Maintenance)	Supervisor of Trans	IS/AP
↓	Assistant Director(s) for Teaching & Learning	Principal	Assistant Principal	AP Principal	Principal	Deputy Superintendent	Grants	Director of School Climate and Safety	Exec. Director K-5 or 6-12	Asst. Director of Planning and Accountability	Principal
↓	Director for Teaching & Learning	Exec. Director K-5 or 6-12	Principal	Assistant Director of Student Support Svcs	Exec. Director K-5 or 6-12	Director of HR		CEO	Deputy Superintendent	Asst. Sup Planning and Accountability	Exec. Director K-5 or 6-12
↓	Exec. Director K-5 or 6-12	Athletic Director	Exec. Director K-5 or 6-12	Director of Special Education	Deputy Supt.	Superintendent		Exec. Director K-5 or 6-12	Superintendent	Deputy SupT.	Food service Manager- Elaine Reynolds
↓	Assistant Superintendent for Teaching & Learning K-12	ASI for Equity, innovation, & Athletics	Director of Instructional Technology	Exec. Dir., K-5 or Exec. Dir., 6-12	Superintendent	Board of Education		Deputy Superintendent	Board of Education	Superintendent .	Chief Finance Officer
↓	Deputy Superintendent	Deputy Superintendent	Asst. Superintendent for Business & Finance	Asst. Sup. Student Support Svcs	Board of Education			Superintendent		Board of Education	Deputy Supt.
↓	Superintendent	Superintendent	Deputy Superintendent	Deputy Superintendent				Board of Education			Superintendent
↓	Board of Education	Board of Education	Superintendent	Superintendent							Board of Education
			Board of Education	Board of Education							

## Business Office – “ Who to Call “

For questions regarding.....	Contact	
nVision (Financial System) & Budget Codes	Taryn Breen	X 40102
Accounts Payable/Vendor Payments	Davo Sukram	X 40117
Requisitions/Purchasing/Supplies/Furniture Purchase Order increases, New Vendor Requests	Darla Gullotta	X 40115
Vendor Approval Path (Status)	Taryn Breen	X 40102
Payroll	Lakeram Ramprasad Rajwantie Sukram	X 40113 X 40114
Donations/Tax Exempt	Stacey Tasselmyer/ Darla Gullotta	X 40128
Position ID Numbers	Human Resources/ Taryn Breen	X 40133 or x 40102
Accounts Receivable/Retiree Health Insurance Payments	Nicole Livingston	X 40144
Retiree Health Insurance Benefits	One Group- Louanne Campese	(877) 492-9422
Food Service Support	Angela MacVilla	X 40101
Duplicating	Taryn	X 40102
Food Service Manager Food for Events, Meals for School Field Trips Catering Requests Catering Menu	Elaine Reynolds Submit a Let's Talk request to Food Service with the attached Catering form, 2 weeks prior to date needed. For immediate needs email Elaine @ ReynoldsE@Schenectady.k12.ny.us	X 36481
Menus for all schools & meals	SHS Dining Office	518-881-3808
Extra-Class Accounts	Beth Carusone	X 36469

## OPA 2021-2022- “Who to Call”

For Questions regarding...	Contact	Extension	Team Members
Data Management & Information, Integration, and reporting	Natalie Cable	36392	Hector, Smita, Joelle
Infinite Campus	Natalie Cable	36392	Hector, Smita, Joelle
Registration	Katherine Vacca	28116	Aimee, Michele, Kurt
Pre- K	Katherine Vacca	28116	Aimee, Michele, Kurt
Attendance Zones	Michele Hogan	36476	Katy, Kurt, Aimee
Home Instruction	Michele Hogan	36476	Aimee
District-Wide Testing	Theresa Shanahan	26042	Michele, Dr. Mason
Grants & Title Funding	Tracy Angelini	36472	Michele, Dr. Mason
School Improvement	Michele Hogan	36476	Natalie, Hector, Dr. Mason
Transportation	Al Valachovic	28111	Nicole, Michele, Kurt
Hardship Requests	Kurt Siegel	28110	Dr. Mason, Al, Katy
StaffTrac	Theresa Shanahan	26042	Kurt
Data Requests	Natalie Cable	36392	Hector, Smita, Joelle

## OFFICE OF TEACHING AND LEARNING 2021-2022

For Questions regarding...	Contact	Extension
Professional Development; <u>PD Plan</u> , Educational Technology Committee CoChair, Literacy Steering Committee Chair, AVID District Director, Technology Integration Specialists; Instructional Coaches; (Temporarily: Social Studies)	<a href="#">Carmella Parente</a> Director of Teaching and Learning	26011
Gen Ed Continuum, Reading Specialists, Intervention Specialists, MTSS	<a href="#">Erika MacFarlane</a> Director of Student Intervention Services	36479
Technology, Business, and FACS Departments, CTE Programs, AVID Middle Level Director Temporarily: Math	<a href="#">Kurt Redman</a> Assistant Director for CTE and Secondary Programs	40104
Science Department, Smithsonian Science Kits, adopting and implementing NYSSLS and Computer & Digital Fluency Standards, CS Pathways Grant Temporarily: Liberating Minds/Society	<a href="#">Trevor Tripp</a> Assistant Director for Science	44841
ELA Department, K-12 ELA Curriculum and Instruction, Library Services and Librarians	<a href="#">Rebecca Gleason</a> Assistant Director for English Language Arts/Library	55674
ENL Department, World Language, CRE	<a href="#">Amy Goodell</a> Substitute Assistant Director for ENL/World Language/CRE	55673
Fine Arts, (Arts & Enrichment, CHIME)	<a href="#">Daryle Redmond</a> Assistant Director for Fine Arts	55672
Physical Education, Health Education	<a href="#">Matt Ronca</a> Assistant Director for PE/Health	55671
Literacy and PreK (inc Community Based Organizations)	<a href="#">Jessica Valente</a> Assistant Director for Literacy & Pre-K	40415
STAR, myON, Raz-Plus, eDoctrina, IXL, Zearn, Newsela, Teaching Strategies, Read 180/System 44, Literacy Pro/WORD/FIRST, Mentors, Student Teachers, Volunteers	TBD Instructional Support Specialist	40116
Office Support	<a href="#">Paula Merry</a>	55675
Office Support	<a href="#">Kitty Moran</a>	26001

## **SAFETY PROTOCOL:**

Throughout the course of each day we recognize that various incidents will occur, some more frequently than others. While we cannot provide an exact list, we would like to offer a general set of guidelines and scenarios of when you should contact my office. If you have a situation for which you are unsure, always call with questions. The main concern is that everyone be made aware of significant incidents prior to receiving calls or visits from parents with questions.

### **When to contact District Director of School Climate and Safety:**

- Serious physical incident / fight
- All fights involving injury
- Student leaves the property without permission (ES/MS)
- Student injury/medical issue requiring outside assistance (ambulance/fire)
- Any incident that involves a 5-day suspension and hearing
- Possession of a weapon in school
- Any crime that occurs within your building (ie. break-in, sexual assault, etc.)
- Significant/immediate building/facility safety concerns
- Any threat made against a person or property by either a student or parent
- Any physical altercation between adults on premises (staff or parents)
- Any trespass letters issued or needing to be issued

Text or call Jeff anytime:

Jeff Russo

[russoje@schenectady.k12.ny.us](mailto:russoje@schenectady.k12.ny.us)

5189-603-4080