

Willsboro Central School District Communication Guidelines



It is our hope that this communication guideline procedure will serve as a helpful resource for parents and other community members with questions or concerns. In addressing concerns or questions efficiently and effectively, staff members who are directly involved with the question should be contacted first. If the question is not answered or the issue is not resolved at a given level, proceed to the next level. The Board of Education will become involved, if necessary, in the final stage of the process. Thank you for your cooperation.

Questions/Concerns	Contact 1	Contact 2	Contact 3	Contact 4
Academics	Teacher	School Counselor	Principal	Superintendent
Athletics	Coach	Ahtletic Director	Principal	Superintendent
Attendance	Attendance Clerk	Principal	Superintendent	
Behaviors	Teacher	Principal	Superintendent	
BOE Policies	District Clerk	Superintendent	Board of Education	
Budget	District Treasurer	Superintendent	Board of Education	
Building Use	Coord. of Facilities	Principal	Superintendent	
Cafeteria	School Lunch Manager	District Clerk	Superintendent	
Classroom Procedures	Teacher	Principal	Superintendent	
Co-Curricular	Club Advisor	Principal	Superintendent	
Curriculum	Teacher	Principal	Superintendent	
Facilities	Coord. of Facilities	District Clerk	Superintendent	
Health	School Nurse	Principal	Superintendent	
Scheduling (7-12)	Teacher	School Counselor	Principal	Superindendent
Special Education	Teacher	CSE Chairperson	Principal	Superindendent
Transportation	Bus Driver	Coord. of Transportation	Principal	Superindendent

MAIN SCHOOL NUMBER – 518-963-4456

Justin Gardner, Superintendent of Schools – ext. 203
 Taylor Sullivan, District Treasurer – ext. 208
 Chris Ford, School Counselor / Athletic Director – ext. 211
 Lucas Strong, Transportation & Facilities Coord. – ext. 233
 Brandy Pierce Nolette, Attendance Clerk – ext. 201

Sarah Paquette, Principal – ext. 205
 Jennifer Leibeck, CSE/CPSE Chairperson – ext. 209
 Shannon Shofner, School Lunch Manager – ext. 229
 Kathleen Nasner, School Nurse – ext. 206