

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 are directly involved with the question and 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.

<i>Question/Concern</i>	<i>Contact 1</i>	<i>Contact 2</i>	<i>Contact 3</i>
Academics	Teacher	School Counselor	Superintendent
Athletics	Coach	Athletic Director	Superintendent
Attendance	Attn. Clerk-Receptionist	Superintendent	
Behavior	Teacher	Dean of Students	Superintendent
BOE Policies	District Clerk	Superintendent	Board of Education
Budget	Treasurer/Business Office	Superintendent	
Building Use	Maintenance Supervisor	Superintendent	
Cafeteria	School Lunch Manager	Treasurer/Business Office	Superintendent
Classroom Procedures	Teacher	Superintendent	
Co-Curricular	Club Advisor	Extracurricular Treasurer	Superintendent
Curriculum	Teacher	Superintendent	
Facilities	Maintenance Supervisor	Treasurer/Business Office	Superintendent
Health	School Nurse	Superintendent	
Scheduling (7-12)	Teacher	School Counselor	Superintendent
Special Education	Teacher	CSE/CPSE Chairperson	Superintendent
Transportation	Bus Driver	Transportation Supervisor	Superintendent

MAIN SCHOOL NUMBER – 518-963-4456

Justin Gardner, Superintendent of Schools – ex 203
Allison Sucharzewski, Treasurer/Business Office – ex 208
John Sucharzewski, Building /Transportation Supt. – ex 233
(Garage – 518-963-8650)
Chris Ford, School Counselor – ex 211

Jennifer Leibeck, CSE/CPSE Chairperson – ex 209
Michael Douglas, Athletic Director/Dean of Students – ex 205
Travis King, Food Service Manager – ex 229
Karen Crowningshield, School Nurse – ex 206
Brandy P. Nolette, Attendance Clerk – ex 201

*****Classroom Teacher extensions available on school website - www.willsborocsd.org*****