

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>	<i>Contact 4</i>
Academics	Teacher	School Counselor	Principal	Superintendent
Athletics	Coach	Athletics Coordinator	Superintendent	
Attendance	Attn. Clerk-Receptionist	Principal	Superintendent	
Behavior	Teacher	Principal	Superintendent	
BOE Policies	District Clerk	Superintendent	Board of Education	
Budget	Business Manager	Superintendent		
Building Use	B & G Supt.	Principal	Superintendent	
Cafeteria	School Lunch Manager	Business Manager	Superintendent	
Classroom Procedures	Teacher	Principal	Superintendent	
Co-Curricular	Club Advisor	Principal	Superintendent	
Curriculum	Teacher	Principal	Superintendent	
Facilities	B & G Supt.	Business Manager	Superintendent	
Health	School Nurse	Principal	Superintendent	
Scheduling (7-12)	Teacher	School Counselor	Principal	Superintendent
Special Education	Teacher	CSE Chairperson	Principal	Superintendent
Transportation	Bus Driver	Transportation Supt.	Principal	Superintendent

MAIN SCHOOL NUMBER – 518-963-4456

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

Michael Douglas, Principal/Athletics Coord. – ext. 205
Jennifer Leibeck, CSE/CPSE Chairperson – ext. 209
Travis King, Food Service Manager – ex 229
Karen Crowningshield, School Nurse – ext. 206
Brandy P. Nolette, Attendance Clerk – ext. 201

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