

## ***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.*

<b><i>Question/Concern</i></b>	<b><i>Contact 1</i></b>	<b><i>Contact 2</i></b>	<b><i>Contact 3</i></b>	<b><i>Contact 4</i></b>
<b>Academics</b>	Teacher	School Counselor	Principal	Superintendent
<b>Athletics</b>	Coach	Athletics Coordinator	Superintendent	
<b>Attendance</b>	Attn. Clerk-Receptionist	Principal	Superintendent	
<b>Behavior</b>	Teacher	Principal	Superintendent	
<b>BOE Policies</b>	District Clerk	Superintendent	Board of Education	
<b>Budget</b>	Business Manager	Superintendent		
<b>Building Use</b>	B & G Supt.	Principal	Superintendent	
<b>Cafeteria</b>	School Lunch Manager	Business Manager	Superintendent	
<b>Classroom Procedures</b>	Teacher	Principal	Superintendent	
<b>Co-Curricular</b>	Club Advisor	Principal	Superintendent	
<b>Curriculum</b>	Teacher	Principal	Superintendent	
<b>Facilities</b>	B & G Supt.	Business Manager	Superintendent	
<b>Health</b>	School Nurse	Principal	Superintendent	
<b>Scheduling (7-12)</b>	Teacher	School Counselor	Principal	Superintendent
<b>Special Education</b>	Teacher	CSE Chairperson	Principal	Superintendent
<b>Transportation</b>	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)*

*Sarah Paquette, PK-12 Principal – 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](http://www.willsborocsd.org)\*\****