

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	Athletic Director	Principal	Superintendent
Attendance	Attendance Clerk	Principal	Superintendent	
Behavior	Teacher	Principal	Superintendent	
BOE Policies	District Clerk	Superintendent	Board of Education	
Budget	Business Manager	Superintendent	Board of Education	
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	Coord. of Transportation	Principal	Superintendent

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
(Bus Garage – 518-963-8650)

Sarah Paquette, Principal– ext. 205
Jennifer Leibeck, CSE/CPSE Chairperson – ext. 209
Barrett Miller, School Lunch Manager – ex 229
Kathleen Nasner, School Nurse – ext. 206
Brandy Pierce Nolette, Attendance Clerk – ext. 201

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