

WHO DO I CALL/EMAIL WITH A QUESTION OR SUGGESTION?

The Fallsburg Central School District has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. At times, additional personnel are required to resolve specific situations. Appropriate communication channels for a variety of topics are listed below. The district encourages any and all questions from parents and residents regarding school matters.

AFTER SCHOOL ACTIVITIES

- STEP 1 - Activity Advisor; if not resolved
- STEP 2 - Building Assistant Principal; if not resolved
- STEP 3 - Building Principal; if not resolved
- STEP 4 - Dr. Matthew Evans, Asst. Supt., if not resolved
- STEP 5 - Dr. Ivan Katz, Superintendent of Schools

ATHLETIC CONCERNS

- STEP 1 - Coach; if not resolved
- STEP 2 - Suzanne Lenzian, Dir. Hlth, PE and Ath; if not resolved
- STEP 3 - Building Assistant Principal; if not resolved
- STEP 4 - Building Principal; if not resolved
- STEP 5 - Dr. Ivan Katz, Superintendent of Schools

BEHAVIOR, SOCIAL INTERACTION CONCERNS

For Grades K-6:

- STEP 1 - Classroom Teacher; if not resolved
- STEP 2 - Social Worker; if not resolved
- STEP 3 - David Viglione, Asst Prin.; if not resolved
- STEP 4 - Mary Kate Stinehour, Principal; if not resolved
- STEP 5 - Dr. Matthew Evans, Asst. Supt.; if not resolved
- STEP 6 - Dr. Ivan Katz, Superintendent of Schools

For Grades 7-12:

- STEP 1 - Classroom Teacher; if not resolved
- STEP 2 - Frank Godlewski, Asst Prin.; if not resolved
- STEP 3 - Dalila Serrano, Interim Principal; if not resolved
- STEP 4 - Dr. Matthew Evans, Asst. Supt.; if not resolved
- STEP 5 - Dr. Ivan Katz, Superintendent of Schools

BUDGET CONCERNS/QUESTIONS

- STEP 1 - Daniel Grecco, Jr., Bus. Mgr.; if not resolved
- STEP 2 - Dr. Ivan Katz, Superintendent of Schools

BUILDING USE REQUESTS

- STEP 1 - Daniel Grecco, Jr., Bus. Mgr.; if not resolved
- STEP 2 - Dr. Ivan Katz, Superintendent of Schools

CLASSROOM/CURRICULUM & INSTRUCTION QUESTIONS

(Classroom procedures, behavior, grades, schedule, subject matter being taught, teaching strategies, textbooks etc.)

For Grades K-6:

- STEP 1 - Classroom Teacher; if not resolved
- STEP 2 - David Viglione, Asst Prin.; if not resolved
- STEP 3 - Mary Kate Stinehour, Principal; if not resolved
- STEP 4 - Dr. Matthew Evans, Asst. Supt.; if not resolved
- STEP 5 - Dr. Ivan Katz, Superintendent of Schools

For Grades 7-12:

- STEP 1 - Classroom Teacher; if not resolved
- STEP 2 - Frank Godlewski, Asst Prin.; if not resolved
- STEP 3 - Dalila Serrano, Interim Principal; if not resolved
- STEP 4 - Dr. Matthew Evans, Asst. Supt.; if not resolved
- STEP 5 - Dr. Ivan Katz, Superintendent of Schools

EMPLOYMENT, RESIDENCY AND CERTIFICATION QUESTIONS

- STEP 1 - Building Principal, if not resolved
- STEP 2 - Dr. Matthew Evans, Asst. Supt.; if not resolved
- STEP 3 - Dr. Ivan Katz, Superintendent of Schools

MEDICAL CONCERNS, K-12

- STEP 1 - School Nurse; if not resolved
- STEP 2 - Building Principal; if not resolved
- STEP 3 - Dr. Ivan Katz, Superintendent of Schools

SCHOOL PERSONNEL CONCERNS

- STEP 1 - Building Principal; if not resolved
- STEP 2 - Dr. Matthew Evans, Asst. Supt.; if not resolved
- STEP 3 - Dr. Ivan Katz, Superintendent of Schools

SPECIAL EDUCATION CONCERNS

- STEP 1 - Teacher/Instructor/Case Manager; if not resolved
- STEP 2 - Building Principal; if not resolved
- STEP 3 - Leighanne Russell, Dir of Pupil Pers. Services; if not resolved
- STEP 4 - Dr. Matthew Evans, Asst. Supt.; if not resolved
- STEP 5 - Dr. Ivan Katz, Superintendent of Schools

TECHNOLOGY QUESTIONS

Keith Edwards, Director of Educational Technology, with questions regarding Technology hardware/software, automated messages, website or app issues.

Jane Tingley, Director of Staff Evaluation & Student Data, with questions regarding School Tool or student data.

TRANSPORTATION CONCERNS

(pickup, route problems, etc.)

- STEP 1 - Daniel Grecco, Jr., Bus. Mgr.; if not resolved
- STEP 2 - Dr. Ivan Katz, Superintendent of Schools

OTHER TRANSPORTATION CONCERNS

(behavior on school buses, etc.)

For Grades K-6:

- STEP 1 - David Viglione, Asst Prin.; if not resolved
- STEP 2 - Mary Kate Stinehour, Principal; if not resolved
- STEP 3 - Daniel Grecco, Jr., Bus. Mgr.; if not resolved
- STEP 4 - Dr. Ivan Katz, Superintendent of Schools

For Grades 7-12:

- STEP 1 - Frank Godlewski, Asst Prin.; if not resolved
- STEP 2 - Dalila Serrano, Interim Principal; if not resolved
- STEP 3 - Daniel Grecco, Jr., Bus. Mgr.; if not resolved
- STEP 4 - Dr. Ivan Katz, Superintendent of Schools

EMAIL:

Go to district website, www.fallsburgcsd.net and click on **Staff Directory** and **All Buildings**. Enter the name of the person you are looking for and their email address will display.

PLEASE NOTE:

If your issue has not been resolved after following ALL of the appropriate steps in the communication protocol, then please contact the Board of Education by emailing BOE@fallsburgcsd.net

PREPARE TODAY * SUCCEED TOMORROW * INSPIRE EXCELLENCE * CHALLENGE THE WORLD

Fallsburg Jr./Sr. High School
PO Box 124
115 Brickman Road
Fallsburg, NY 12733
Voice: 845-434-6800
Fax: 845-434-0168

Benjamin Cosor Elementary School
PO Box 123
115 Old Falls Road
Fallsburg, NY 12733
Voice: 845-434-4110
Fax: 845-434-0871

Guidance Office
PO Box 124
115 Brickman Road
Fallsburg, NY 12733
Voice: 845-434-6124
Fax: 845-434-2523

Pupil Personnel Services
PO Box 124
115 Brickman Road
Fallsburg, NY 12733
Voice: 845-434-0467
Fax: 845-434-0418