

# 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 - Louis Trombetta, Interim Asst Prin.; if not resolved
- STEP 3 - Dawne Anna-Adams, 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 - Louis Trombetta, Interim Asst Prin.; if not resolved
- STEP 3 - Dawne Anna-Adams, 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 - Michele McCoy, Asst. Dir of Pupil Pers. Services if not resolved
- STEP 4 - Leighanne Russell, Dir of Pupil Pers. Services; if not resolved
- STEP 5 - Dr. Matthew Evans, Asst. Supt.; if not resolved
- STEP 6 - Dr. Ivan Katz, Superintendent of Schools

## TECHNOLOGY QUESTIONS

Jane Tingley, Director of Staff Evaluation and Student Data, with questions regarding technology hardware/software, automated messages, website or app issues, 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 - Louis Trombetta, Interim Asst Prin.; if not resolved
- STEP 2 - Dawne Anna-Adams, 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](http://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](mailto: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  
15 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