

# When in Doubt - Who to Contact

If you have questions pertaining to the school district or about your child's work, please do not hesitate to call or email. We encourage questions from parents and residents concerning the school program, transportation, budget, etc. In an attempt to respond to your questions and suggestions, it is important to contact the individual person who is responsible for the various areas of the school operation. This person has the most detailed information about their respective area of responsibility.

## ***Medical Concerns***

Step 1 - School Nurse/Classroom Teacher

Step 2 - Mark Ranieri, 7-12 Principal or Catherine Mucurio, PK-6 Principal

Step 3 - Timothy Gaffney, Superintendent

## ***School Difficulty***

Step 1 - Classroom Teacher

Step 2 - School Counselor, Social Worker, or Psychologist

Step 3 - Mark Ranieri, 7-12 Principal or Catherine Mucurio, PK-6 Principal

Step 4 - Timothy Gaffney, Superintendent

## ***Transportation (pickup route problems)***

Step 1 - Al Salisbury, Director of Transportation

Step 2 - Kevin Sommer, Business Administrator

Step 3 - Timothy Gaffney, Superintendent

## ***Transportation (example: conflict on bus between students)***

Step 1 - Mark Ranieri, 7-12 Principal or Catherine Mucurio, PK-6 Principal

Step 2 - Timothy Gaffney, Superintendent

## ***Budget Concerns***

Step 1 - Kevin Sommer, Business Administrator

Step 2 - Timothy Gaffney, Superintendent

## ***Special Education***

Step 1 - Special Education Teacher/Case Manager

Step 2 - Mark Ranieri, 7-12 Principal or Catherine Mucurio, PK-6 Principal

Step 3 - Denise Mazza, CSE/504 Chairperson

Step 4 - Timothy Gaffney, Superintendent

## ***Curriculum (Course) Concerns***

Step 1 - Classroom Teacher/School Counselor, Social Worker/Psychologist

Step 2 - Mark Ranieri, 7-12 Principal or Catherine Mucurio, PK-6 Principal

Step 3 - Timothy Gaffney, Superintendent

## ***Athletic Communications/Concerns***

Step 1 - Coach

Step 2 - Dave Buck, Athletic Director

Step 3 - Timothy Gaffney, Superintendent

### ***Technology Concerns***

Chromebook Help for Parents/Students: please email: Ms. Tamburino at [ttamburino@oriskanycsd.org](mailto:ttamburino@oriskanycsd.org), Ms. Romano at [lromano@oriskanycsd.org](mailto:lromano@oriskanycsd.org), Ms. Daskiewich at [jdaskiewich@oriskanycsd.org](mailto:jdaskiewich@oriskanycsd.org)

iPad Help for Parents/Students: please email: Pavel Kichuk at [pkichuk@oriskanycsd.org](mailto:pkichuk@oriskanycsd.org)

### ***Building Use Request*** (scheduling events in school facilities)

Step 1 - Individual Building Offices (Principal)

Step 2 - Kevin Sommer, Business Administrator

It is important to follow this step-by-step procedure in order to solve problems. An appeal to the Board of Education may be sought on any of the above issues after all the appropriate steps have been exhausted. It is the primary responsibility of the Board to set policy for the school district. The Superintendent and his administrative staff are legally empowered to administer the school district and put into operation the policies and decisions of the Board of Education.