# **Skaneateles Central Schools**

# **Protocol for Information, Questions and Suggestions**

Please follow the steps below to find Information, to ask Questions, and/or to make Suggestions regarding our schools:

# Accountability for Student Learning (NYS Assessment, Regents Exams, Local Assessments)

Step 1: Classroom Teacher If not resolved...
Step 2: Curriculum Coordinator If not resolved...
Step 3: Building Principal If not resolved...

Step 4: Mr. Eric Knuth, Superintendent *If not resolved...* 

Step 6: Board of Education

#### **Attendance**

Step 1: Building Secretary *If not resolved...*Step 2: Building Principal *If not resolved...* 

Step 3: Mr. Eric Knuth, Superintendent *If not resolved...* 

Step 4: Board of Education

# **Athletic/Sports Information**

Step 1: Coach *If not resolved...* 

Step 2: Mr. Steve Musso, Director of Student Wellness, Activities, and Athletics *If not resolved...*Step 3: For Grades 9-12, Mr. Michael Major, Assistant Principal *or* Mr. Gregory Santoro, Principal

For Grades 6-8, Mr. Mike Caraccio, Principal *If not resolved...* 

Step 4: Mr. Eric Knuth, Superintendent If not resolved...

Step 5: Board of Education

## **Breakfast/Lunch Programs**

Step 1: Mrs. Emily Cullen, Food Service Director *If not resolved...*Step 2: Mr. Connor Brown, Business Manager *If not resolved...* 

Step 3: Mr. Eric Knuth, Superintendent *If not resolved...* 

Step 4: Board of Education

## **Building and Grounds**

Step 1: Ms. Elaine MacLachlan, Assistant Director of Facilities If not resolved...

Step 2: Mr. Connor Brown, Business Manager *If not resolved...* 

Step 3: Mr. Eric Knuth, Superintendent

Step 4: Board of Education

## **Building Use Request (Scheduling Events in School Facilities)**

Step 1: Ms. Tammy Dudden, A/V Communications (for in school requests) or

Mrs. DeAnn Sears, Athletic Coordinator (for gym or field requests) If not resolved...

Step 2: Ms. Elaine MacLachlan, Assistant Director of Facilities If not resolved...

Step 3: Mr. Connor Brown, Business Manager If not resolved...

Step 4: Mr. Eric Knuth, Superintendent If not resolved...

Step 5: Board of Education

### **Curriculum Information (Class/Course)**

Step 1: Teacher and/or School Counselor *If not resolved...* 

Step 2: Curriculum Coordinator *If not resolved*Step 3: Building Principal *If not resolved...* 

Step 4: Mr. Eric Knuth Superintendent If not resolved...

Step 5: Board of Education

#### **District Communications/Publishing**

Step 1: Ms. Rebecca York, School Communications Coordinator If not resolved...

Step 2: Mr. Eric Knuth, Superintendent If not resolved...

Step 3: Board of Education

## **Graduation Requirements**

Step 1: Guidance Counselor If not resolved...

Step 2: Curriculum Coordinators, *If not resolved...* 

Step 3: Mr. Michael Major, Assistant Principal *If not resolved...* 

Step 4: Mr. Gregory Santoro, Principal *If not resolved...* 

Step 5: Mr. Eric Knuth, Superintendent *If not resolved...* 

Step 6: Board of Education

#### **Medical Information**

Step 1: School Nurse If not resolved...

Step 2: Mr. Steve Musso, Director of Student Wellness, Activities, and Athletics If not resolved...

Step 3: Principal *If not resolved...* 

Step 4: Mr. Connor Brown, Business Manager If not resolved...

Step 5: Mr. Eric Knuth, Superintendent If not resolved...

Step 6: Board of Education

#### School Safety / Code of Conduct / Classroom Behavior

Step 1: Classroom Teacher/School Counselor *If not resolved...* 

Step 2: Principal *If not resolved...* 

Step 3: Mr. Eric Knuth, Superintendent If not resolved...

Step 4: Board of Education

### **High School Guidance and Career Services**

Step 1: School Counselor *If not resolved...* 

Step 2: Mr. Michael Major, Assistant Principal If not resolved...

Step 3: Mr. Gregory Santoro, Principal *If not resolved...*Step 4: Mr. Eric Knuth, Superintendent *If not resolved...* 

Step 5: Board of Education

# **Intervention Counseling**

Step 1: School Counselor/Social Worker *If not resolved...* 

Step 2: Building Principal *If not resolved...* 

Step 3: Mrs. Jennifer Whipple, Director of Learning If not resolved...

Step 4: Mr. Eric Knuth, Superintendent *If not resolved...* 

Step 5: Board of Education

## **Special Education Information/Special Needs**

Step 1: Special Education Teacher *If not resolved...* 

Step 2: Mrs. Jennifer Whipple, Director of Learning *If not resolved...* 

Step 3: Mr. Eric Knuth, Superintendent *If not resolved...* 

Step 4: Board of Education

# Technology

Step 1: Dr. Paul Blair, Director of Innovation, Instructional Design and Technology If not resolved...

Step 2: Building Principal *If not resolved...* 

Step 3: Mr. Connor Brown, Business Administrator *If not resolved...* 

Step 4: Mr. Eric Knuth, Superintendent *If not resolved...* 

Step 5: Board of Education

## Transportation Information (Pickup, Route Problems, Bus Behavior, etc.)

Step 1: Ms. Cheryll Mitchell, Transportation Supervisor *If not resolved...* 

Step 2: Building Principal If not resolved...

Step 3: Mr. Connor Brown, Business Manager *If not resolved...* 

Step 4: Mr. Eric Knuth, Superintendent *If not resolved...* 

Step 5: Board of Education

# **Contact Information**

**Skaneateles High School Staff** 

(315) 291-2231

**District Office Staff** 

(315) 291-2221

**Guidance & Career Services** 

(315) 291-2237

**Transportation Staff** 

(315) 291-2270/(315) 685-7953

**Athletics Staff** 

(315) 291-2236

**Food Service** (315) 291-2248

**High School Nurse** 

(315) 291-2235