

# Skaneateles Central Schools

## Protocol for Information, Questions and Suggestions

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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: 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: Eric Knuth, Superintendent *If not resolved...*
- Step 4: Board of Education

### Athletic/Sports Information

- Step 1: Coach *If not resolved...*
- Step 2: Steve Musso, Director of Student Wellness, Activities, and Athletics *If not resolved...*
- Step 3: For Grades 9-12, Michael Major, Assistant Principal *or* Gregory Santoro, Principal For Grades 6-8, Mike Caraccio, Principal *If not resolved...*
- Step 4: Eric Knuth, Superintendent *If not resolved...*
- Step 5: Board of Education

### Breakfast/Lunch Programs

- Step 1: Jennifer Kuryla, Food Service Director *If not resolved...*
- Step 2: Connor Brown, Business Manager *If not resolved...*
- Step 3: Eric Knuth, Superintendent *If not resolved...*
- Step 4: Board of Education

### Building and Grounds

- Step 1: Elaine MacLachlan, Assistant Director of Facilities *If not resolved...*
- Step 2: Connor Brown, Business Manager *If not resolved...*
- Step 3: Eric Knuth, Superintendent *If not resolved...*
- Step 4: Board of Education

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

- Step 1: Tammy Dudden, A/V Communications (**for in school requests**) *or* DeAnn Sears, Athletic Coordinator (**for gym or field requests**) *If not resolved...*
- Step 2: Elaine MacLachlan, Assistant Director of Facilities *If not resolved...*
- Step 3: Connor Brown, Business Manager *If not resolved...*
- Step 4: 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: Eric Knuth Superintendent *If not resolved...*
- Step 5: Board of Education

### **District Communications/Publishing**

- Step 1: Rebecca York, School Communications Coordinator *If not resolved...*
- Step 2: 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: Michael Major, Assistant Principal *If not resolved...*
- Step 4: Gregory Santoro, Principal *If not resolved...*
- Step 5: Eric Knuth, Superintendent *If not resolved...*
- Step 6: Board of Education

### **Medical Information**

- Step 1: School Nurse *If not resolved...*
- Step 2: Steve Musso, Director of Student Wellness, Activities, and Athletics *If not resolved...*
- Step 3: Principal *If not resolved...*
- Step 4: Connor Brown, Business Manager *If not resolved...*
- Step 5: 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: 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: Michael Major, Assistant Principal *If not resolved...*
- Step 3: Gregory Santoro, Principal *If not resolved...*
- Step 4: 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: Jennifer Whipple, Director of Learning *If not resolved...*
- Step 4: 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: Jennifer Whipple, Director of Learning *If not resolved...*
- Step 3: Eric Knuth, Superintendent *If not resolved...*
- Step 4: Board of Education

### **Technology**

- Step 1: Heather Buff, Coordinator of Instructional Technology *If not resolved...*
- Step 2: Building Principal *If not resolved...*
- Step 3: Connor Brown, Business Administrator *If not resolved...*
- Step 4: Eric Knuth, Superintendent *If not resolved...*
- Step 5: Board of Education

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

- Step 1: Teresa Smith, Transportation Supervisor *If not resolved...*
- Step 2: Building Principal *If not resolved...*
- Step 3: Connor Brown, Business Manager *If not resolved...*
- Step 4: Eric Knuth, Superintendent *If not resolved...*
- Step 5: Board of Education

## **Contact Information**

### **Skaneateles High School Staff**

(315) 291-2231

### **Guidance & Career Services**

(315) 291-2237

### **Athletics Staff**

(315) 291-2236

### **High School Nurse**

(315) 291-2235

### **District Office Staff**

(315) 291-2221

### **Transportation Staff**

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

### **Food Service**

(315) 291-2248

Produced in accordance with District Policy 2211 - *Public Complaints* and 3203 –  
*Administrative Chain of Command*