

# Who do I call with a question, concern or compliment?

	Step 1	Step 2	Step 3	Step 4
<b>Academics</b>				
<b>Student Progress</b> (Online Access: Infinite Campus)	> Classroom / Subject Teacher	> HS/MS Counselor	> Building Principal	> Assistant Superintendent for Instruction
<b>Schedules/Placement</b>	> HS/MS/Elementary Counseling Office	> Building Principal	> Assistant Superintendent for Instruction	
<b>Classroom Procedures</b>	> Teacher	> Building Principal	> Assistant Superintendent for Instruction	
<b>Curriculum</b>	> Classroom/Subject Teacher	> Building Principal	> Assistant Superintendent for Instruction	
<b>Athletics</b>	> Coach	> Athletic Director	> Superintendent	
<b>Student Behavior</b>	> Classroom/Subject Teacher	> Building Principal	> Director of Student Services	> Assistant Superintendent for Instruction
<b>School Safety &amp; Educational Climate</b>				
<b>Dignity for All Students Act</b>	> Classroom/Subject Teacher	> Building Principal	> Director of Student Services	> Superintendent
<b>Inclusivity</b>	> Building Principal/Athletic Director	> Assistant Superintendent for Human Resources	> Superintendent	
<b>Budget/Financial</b>	> Building Principal	> Director of Finance	> Assistant Superintendent for Business	> Superintendent
<b>Extra-Curricular Activities</b>	> Club Advisor	> Building Principal	> Assistant Superintendent for Human Resources	
<b>Health Issues</b>	> School Nurse	> Building Principal	> Director of Student Services	> Superintendent
<b>District Policies</b>	> Building Principal	> School District Clerk	> Superintendent	
<b>Special Education</b>	> Special Education Teacher/Service Coordinator	> Student Services Teacher	> Building Principal	> Director of Special Education
<b>Transportation</b>	> Driver	> Transportation Director	> Assistant Superintendent for Business	> Superintendent
<b>Building Use</b>	> Visit the Operations/Maintenance/Security Department web page at <a href="http://www.pittsfordschools.org">www.pittsfordschools.org</a>	> <ul style="list-style-type: none"> <li>School Facility: Building Principal</li> <li>Athletic Facility: Ath. Director</li> </ul>	> Director of Operations, Maintenance, Security	> Assistant Superintendent for Business
<b>Buildings/Grounds</b>	> Building Principal	> Director of Operations, Maintenance, Security	> Assistant Superintendent for Business	
<b>Safety &amp; Security</b>	> Building Principal	> Director of Operations, Maintenance, Security	> Assistant Superintendent for Business	> Superintendent
<b>Food Service</b>	> School Lunch Manager	> Building Principal	> Food Service Director	> Assistant Superintendent for Business

## About this guide

**We want to address your questions and concerns quickly and effectively.**

The Pittsford 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 while also providing an opportunity to share compliments. 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 here. The District encourages any and all questions from parents and residents regarding school matters.

If your issue has not been resolved after following all of the appropriate steps in the communication protocol, the District Clerk can assist you in contacting the Superintendent's Office, and then, if still unresolved, the Board of Education.

**District Clerk:**  
deborah\_carpenter@pittsford.monroe.edu

Contact information on the back.

[www.pittsfordschools.org](http://www.pittsfordschools.org)

## Who do I call with a question, concern or compliment?

The District website, [www.pittsfordschools.org](http://www.pittsfordschools.org), contains contact information for staff members at each school.

### District Administration

#### Superintendent

Michael Pero ..... 267-1004 ..... michael\_pero@pittsford.monroe.edu

#### Assistant Superintendent for Business

Darrin Kenney ..... 267-1053 ..... darrin\_kenney@pittsford.monroe.edu

#### Assistant Superintendent for Instruction

Melanie Ward ..... 267-1016 ..... melanie\_ward@pittsford.monroe.edu

#### Assistant Superintendent for Human Resources

Shawn Clark ..... 267-1006 ..... shawn\_clark@pittsford.monroe.edu

### District Directors, Operations & Services

#### Chief Information Officer

Jeff Cimmerer ..... 267-1084 ..... jeff\_cimmerer@pittsford.monroe.edu

#### Director of Athletics

Scott Barker ..... 267-1062 ..... scott\_barker@pittsford.monroe.edu

#### Director of Communication

Nancy Wayman ..... 267-1031 ..... nancy\_wayman@pittsford.monroe.edu

#### Director of Finance

Leeanne Reister ..... 267-1036 ..... leeanne\_reister@pittsford.monroe.edu

#### Director of Operations, Maintenance & Security

Jeff Beardsley ..... 267-1090 ..... jeffrey\_beardsley@pittsford.monroe.edu

#### Director of Special Education

Elizabeth Woods ..... 267-1012 ..... elizabeth\_woods@pittsford.monroe.edu

#### Director of Student Services

Shana Cutaia ..... 267-1025 ..... shana\_cutaia@pittsford.monroe.edu

#### Director of Transportation

Carla Grove ..... 267-1490 ..... carla\_grove@pittsford.monroe.edu

### School Phone Numbers & Principals

#### Allen Creek Elementary School..... 267-1200

Principal Michael Biondi..... 267-1201 ..... michael\_biondi@pittsford.monroe.edu

#### Jefferson Road Elementary School ... 267-1300

Principal Leah Kedley..... 267-1301 ..... leah\_kedley@pittsford.monroe.edu

#### Mendon Center Elementary School ... 267-1400

Principal Heather Clayton..... 267-1401 ..... heather\_clayton@pittsford.monroe.edu

Assistant Principal Richard Albano ..... 267-1404 ..... richard\_albano@pittsford.monroe.edu

#### Park Road Elementary School ..... 267-1500

Principal Mark Balsamo ..... 267-1501 ..... mark\_balsamo@pittsford.monroe.edu

#### Thornell Road Elementary School..... 267-1700

Principal Roger DeBell ..... 267-1701 ..... roger\_debell@pittsford.monroe.edu

#### Barker Road Middle School ..... 267-1800

Principal Sarah Jacob ..... 267-1801 ..... sarahj\_jacob@pittsford.monroe.edu

Assistant Principal Richard Vigdor..... 267-1804 ..... richard\_vigdor@pittsford.monroe.edu

#### Calkins Road Middle School ..... 267-1900

Principal Joshua Walker..... 267-1901 ..... joshua\_walker@pittsford.monroe.edu

Assistant Principal Michael Falzoi ..... 267-1903 ..... michael\_falzoi@pittsford.monroe.edu

#### Mendon High School ..... 267-1600

Principal Melissa Julian ..... 267-1601 ..... melissa\_julian@pittsford.monroe.edu

Assistant Principal Laura Hefner ..... 267-1603 ..... laura\_hefner@pittsford.monroe.edu

Assistant Principal Kelly Zielke..... 267-1604 ..... kelly\_zielke@pittsford.monroe.edu

#### Sutherland High School ..... 267-1100

Principal Mark Puma..... 267-1101 ..... mark\_puma@pittsford.monroe.edu

Assistant Principal Jennifer Marren ..... 267-1104 ..... jennifer\_marren@pittsford.monroe.edu

Assistant Principal Sumara Case..... 267-1103 ..... sumara\_case@pittsford.monroe.edu

#### PCSD Mission Statement:

*The Pittsford Central School District community works collaboratively to inspire and prepare our students to be their best, do their best and make a difference in the lives of others.*