Welcome to the 2019–2020 school year at Carrollwood Day School. We are delighted you and your family will be part of our CDS community this year.

Our administrators, faculty and staff, and parent volunteers have planned a busy year with exciting activities and programs for students and families.

We hope you will find this collection of names and numbers to be a helpful resource.

Our Family’s Ambassador
(New Bearss Avenue Campus families, only)

Name: ________________________
Phone: ________________________
Cell: ________________________
Email: ________________________

Room Rep for my child’s class
Name: ________________________
Phone: ________________________
Cell: ________________________
Email: ________________________

21. Who can answer my questions about sports programs?
   Baker Mabry, Athletic Director
   (813) 920-2288
   bmabry@carrollwooddayschool.org
   Nayda Hawkins, Assistant Athletic Director
   (813) 920-2288
   nhawkinspe@carrollwooddayschool.org
   Casey Higgins, Assistant Athletic Director
   (813) 920-2288
   chiggins@carrollwooddayschool.org
   Jill Bondurant, Assistant to the Athletic Director
   (813) 920-2288
   jbondurant@carrollwooddayschool.org

22. Who can answer my questions about arrival and dismissal procedures?
   Early Childhood Campus:
   Cindy Hittle, ECC Receptionist
   (813) 963-2388
   chittle@carrollwooddayschool.org
   Elementary School (Grades 1 - 5):
   Vicki Rivas, Elementary Receptionist
   (813) 920-2288
   vrivas@carrollwooddayschool.org
   Middle School (Grades 6 - 8):
   Kerry Hanigan, Middle School Secretary
   (813) 920-2288
   khangan@carrollwooddayschool.org
   Upper School (Grades 9 - 12):
   Cindy Compher, Upper School Secretary
   (813) 920-2288
   ccompher@carrollwooddayschool.org

23. Who is responsible for communications to families about upcoming events?
   Erma Ruffkess, Director of Communications
   (813) 920-2288
   eruffkess@carrollwooddayschool.org

24. Who approves artwork for flyers, t-shirts, etc.?
   Nicki Ragan, Director of Marketing
   (813) 920-2288
   nragan@carrollwooddayschool.org

25. Who can I contact for technology questions and support?
   IT Help Desk: helpdesk@carrollwooddayschool.org

26. How do I find out more information about the PTO and ways to volunteer at CDS?
   April Babb, PTO President
   PTO@carrollwooddayschool.org

27. How do I find out about the Booster Club for athletics?
   Renae Dombrowski
   CDSBoosters@carrollwooddayschool.org

28. How do I find out about Friends of the Performing Arts?
   Kristi Davis
   FOPA@carrollwooddayschool.org
1. What is the telephone number for the Bearss Avenue Campus?
(813) 920-2288
2. What is the telephone number for the Early Childhood Campus?
(813) 963-2388
3. How do I contact Security?
Amanda Kulkkin, Security Manager
(813) 920-2288
akulkkin@carrollwooddayschool.org
4. How can I contact the Head of School?
Ryan Kelly, Ed.D.
(813) 920-2288
rkelley@carrollwooddayschool.org
5. Who are the Heads for each division?
Trudi Buscemi, Lower Division, Preschool through grade 5
(813) 920-2288
tbuscemi@carrollwooddayschool.org
Allison Agliata, PhD, Middle School Division, grades 6 - 8
(813) 920-2288
aagliata@carrollwooddayschool.org
Sara Rubinstein, Upper School Division, grades 9 - 12
(813) 920-2288
srubinstein@carrollwooddayschool.org
6. Who are the Assistant Heads for each division?
Anna Boodoo, ECC Assistant Head
(813) 963-2388
aboodoo@carrollwooddayschool.org
Stacey Hendershot, Elementary Assistant Head
(813) 920-2288
shendershot@carrollwooddayschool.org
Dan Holtsclaw, Middle School Assistant Head
(813) 920-2288
jholtsclaw@carrollwooddayschool.org
John Horsington, Upper School Assistant Head
(813) 920-2288
jhorsington@carrollwooddayschool.org
7. Who are the secretaries/receptionists for each division?
Cindy Hittle, ECC Secretary
(813) 963-2388
chittle@carrollwooddayschool.org
Vicki Rivas, Elementary Receptionist
(813) 920-2288
vrivas@carrollwooddayschool.org
Kerry Hanigan, Middle School Secretary
(813) 920-2288
khanigan@carrollwooddayschool.org
Cindy Compher, Upper School Secretary
(813) 920-2288
ccompher@carrollwooddayschool.org
8. Who should I contact if I have a question about my child's schoolwork?
The first person to contact is your child's teacher at (813) 963-2388 (ECC) or (813) 920-2288 (grades 1 - 12) or by email.
9. Who can answer questions about the IB programmes?
Lisa Vicencio, PYP Coordinator, ECC - grade 5
(813) 920-2288
lvicencio@carrollwooddayschool.org
Sabrina McCartney, MYP Coordinator, grades 6 - 10
(813) 920-2288
smccartney@carrollwooddayschool.org
Nancy Hsu, DP Coordinator, grades 11 & 12
(813) 920-2288
nhsu@carrollwooddayschool.org
10. Who are the people in the Admissions Office?
Dawn Schweitzer, Director of Admissions
dschweitzer@carrollwooddayschool.org
Michelle Cáceres
Assistant Director of Admissions
mcaceres@carrollwooddayschool.org
Charlotte Benziger
Admissions Associate
cbenzer@carrollwooddayschool.org
Donna Syron
Registrar / Student Records
dsyron@carrollwooddayschool.org
11. Who handles medications and medical forms?
Jackie Silvers, School Nurse
(813) 920-2288
nurse@carrollwooddayschool.org
12. Who do I notify if our address, phone number or email address changes?
You can update this information yourself on your “My BackPack” account - or contact - Cayce French, Registrar/Database Manager
(813) 920-2288
cfrench@carrollwooddayschool.org
13. Who can help me find out about ways to donate to CDS?
Michelle Robinson, Director of Advancement
(813) 920-2288
mrobinson@carrollwooddayschool.org
Kathy Hinton-Scott, Asst. Dir. of Advancement
(813) 920-2288
khintonscott@carrollwooddayschool.org
14. Who do I contact if I have a question about my tuition or invoice?
Diana Tagliarini, Controller
(813) 920-2288
dtagliarini@carrollwooddayschool.org
15. Where do I purchase school and PE uniforms?
Risse Brothers
4228 N. Armenia Avenue
Tampa, FL 33607
Telephone: (813) 282-8338
www.rissebrothers.com
16. Who do I notify if my child is going to be absent from school or if my child needs to be dismissed early?
Preschool & Kdg: Cindy Hittle, ECC Receptionist
(813) 963-2388
chittle@carrollwooddayschool.org
Elementary School (Grades 1 - 5): Vicki Rivas, Elementary Receptionist
(813) 920-2288
vrivas@carrollwooddayschool.org
Middle School (Grades 6 - 8): Email: MSAbsence@carrollwooddayschool.org
Upper School (Grades 9 - 12): Email: USAbsence@carrollwooddayschool.org
17. Who are the School Counselors?
Lower School: Malu Molano
mmolano@carrollwooddayschool.org
Middle School: Abby Johnson
sjohnson@carrollwooddayschool.org
Upper School: Krista Diamond
dkdiamond@carrollwooddayschool.org
18. How can I order lunch for my child?
School lunches are provided by Flik Independent School Dining. Parents set up and fund a payment account for each child at MySchoolBucks.com. Except for ECC lunches (served on Mondays, Wednesdays, & Fridays only), students do not pre-order lunches. Visit the CDS website at www.carrollwooddayschool.org/lunch for detailed information about purchasing school lunches.
19. Who do I contact about riding the school bus?
Dennis McGlinsey - (813) 920-2288
dmcglinsey@carrollwooddayschool.org
20. Who do I contact about Aftercare and after-school activities?
Melissa Hill, Auxiliary & Summer Programs Coord.
(813) 963-2388
mhill@carrollwooddayschool.org