

# WHEN IN DOUBT ... WHO TO CONTACT



A GUIDE FOR STAFF, PARENTS  
AND COMMUNITY MEMBERS



QUESTIONS/COMMENTS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<b>MEDICAL CONCERNS</b>	→ Building Nurse 768-3391	→ Building Administrator Mary Facci 768-8124 Denise DiSpirito 768-8129	→ Director of Athletics (if related to an athletic event only) Marissa Rys 768-8124	→ Superintendent Mrs. Michele D. LaGase 768-8127	
<b>SCHOOL DIFFICULTY</b>	→ Classroom Teacher/ School Counselor	→ Building Administrator Mary Facci 768-8124 Denise DiSpirito 768-8129	→ Executive Principal Mary Facci 768-8124	→ Superintendent Mrs. Michele D. LaGase 768-8127	
<b>TRANSPORTATION</b> (pickup route questions)	→ Director of Transportation Patty Ward 768-7948	→ Building Administrator Mary Facci 768-8124 Denise DiSpirito 768-8129	→ Executive Principal Mary Facci 768-8124	→ Superintendent Mrs. Michele D. LaGase 768-8127	
<b>TRANSPORTATION</b> (e.g. student behavior on bus)	→ Bus Driver	→ Director of Transportation Patty Ward 768-7948	→ Building Administrator Mary Facci 768-8124 Denise DiSpirito 768-8129	→ Business Official Lisa Stamboly 768-8127	→ Superintendent Mrs. Michele D. LaGase 768-8127
<b>BUDGET CONCERNS</b>	→ Business Official Lisa Stamboly 768-8127	→ Superintendent Mrs. Michele D. LaGase 768-8127			
<b>SPECIAL EDUCATION</b>	→ Special Education Teacher	→ Director of Student Services/Special Education Heather Gaetano	→ Building Administrator Mary Facci 768-8124 Denise DiSpirito 768-8129	→ Superintendent Mrs. Michele D. LaGase 768-8127	
<b>CURRICULUM</b> (course) MATERIAL	→ Classroom Teacher	→ School Counselor	→ Building Administrator Mary Facci 768-8124 Denise DiSpirito 768-8129	→ Superintendent Mrs. Michele D. LaGase 768-8127	
<b>ATHLETIC COMMUNICATIONS</b>	→ Team Coach	→ Director of Athletics Marissa Rys 768-8124	→ Building Administrator Mary Facci 768-8124 Denise DiSpirito 768-8129	→ Superintendent Mrs. Michele D. LaGase 768-8127	
<b>TECHNOLOGY CONCERNS</b>	→ Classroom Teacher	→ Building Administrator Mary Facci 768-8124 Denise DiSpirito 768-8129	→ Technology Administrator Gary Coufal 768-8124	→ Superintendent Mrs. Michele D. LaGase 768-8127	
<b>BUILDING USE REQUEST</b>	→ Superintendent Mrs. Michele D. LaGase 768-8127				

**AFTER HOURS CONTACT:** [emergency@newyorkmills.org](mailto:emergency@newyorkmills.org)