

Who Do I Call With a Question or Suggestion?

The district has established the following procedures to respond to questions from parents and community members and provide detailed guidelines on how to deal with specific issues.

Classroom Issues Involving an Individual Child

(classroom procedures, classroom behavior, grades, etc.)

Step 1 – Classroom Teacher/Specialist/Interventionist; *if not resolved...*

Step 2 – Social Worker/Psychologist (Elementary), School Counselor (MS/HS); *if not resolved...*

Step 3 – Assistant Principal; *if not resolved...*

Step 4 – Building Principal

Curriculum Questions

(subject matter being taught, textbooks and materials used, ENL, assessments/grading, etc.)

Step 1 – Classroom Teacher/Specialist/Interventionist; *if not resolved...*

Step 2 – Instructional Directors; *if not resolved...*

Step 3 – Assistant Principal; *if not resolved...*

Step 4 – Building Principal; *if not resolved...*

Step 5 – Elizabeth Guercin, Assistant Superintendent of Curriculum and Instruction

Special Education Concerns

(IEP, 504, services, etc.)

Step 1 – Special Education Contact Teacher; *if not resolved...*

Step 2 – Special Education Chairperson (MS/HS), School Psychologist (Elementary); *if not resolved...*

Step 3 – Building Principal; *if not resolved...*

Step 4 – Dr. Thomas Sposato, Director of Pupil Personnel Services

Gemini/Gifted and Talented Program

(Elementary/MS)

Step 1 – Gifted Teacher; *if not resolved...*

Step 2 – Assistant Principal; *if not resolved...*

Step 3 – Building Principal; *if not resolved...*

Step 4 – Elizabeth Guercin, Assistant Superintendent of Curriculum and Instruction

Athletics Concerns

Step 1 – Coach; *if not resolved...*

Step 2 – Jim Petricca, Director of Athletics, Health and Physical Education; *if not resolved...*

Step 3 – Building Principal

Morning/Extraclassroom Activities

(clubs, intramurals, music, etc.)

Step 1 – Activity Advisor; *if not resolved...*

Step 2 – Assistant Principal; *if not resolved...*

Step 3 – Building Principal

Medical Concerns

Step 1 – School Nurse; *if not resolved...*

Step 2 – Building Principal; *if not resolved...*

Step 3 – Dr. Thomas Sposato, Director of Pupil Personnel Services

Mental Health Support

Step 1 – Social Worker/Psychologist (Elementary), School Counselor (HS/MS); *if not resolved...*

Step 2 – Natasha Khan, Director of Guidance; *if not resolved...*

Step 3 – Assistant Principal; *if not resolved...*

Step 4 – Building Principal

Registration: UPK Through HS

(residency, McKinney-Vento, foster care, etc.)

Patricia Lewis, Registrar

Jaclyn Mirabile, McKinney-Vento Liaison, Foster Care

All Other UPK Concerns – Harbor Child Care (516-748-7048)

Lunch/Food Service

Step 1 – Building Kitchen Manager; *if not resolved...*

Step 2 – Kimberly James, Food Service Director; *if not resolved...*

Step 3 – Lisa Rutkoske, Assistant Superintendent for Business

Transportation Concerns

(pickup, route problems, behavior on bus, etc.)

Step 1 – Bus Driver; *if not resolved...*

Step 2 – Assistant Principal/Building Principal; *if not resolved...*

Step 3 – Nicole Dolce, Director of Transportation; *if not resolved...*

Step 4 – Lisa Rutkoske, Assistant Superintendent for Business

Budget and Voting Concerns/Questions

Step 1 – Lisa Rutkoske, Assistant Superintendent for Business

*You can find a staff directory on the Herricks Public Schools website at herricks.org.

If your matter has not been resolved after following the protocol outlined on this page, please contact Superintendent of Schools Dr. Tony Sinanis at tsinanis@herricks.org or 516-305-8901.