



Communication Protocol

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

	Step 1	Step 2	Step 3	Step 4
Academics				
Student Progress (Online Access: SchoolTool)	Classroom/Subject Teacher	HS/MS Counselor	Building Principal	Assistant Superintendent for Instruction
Schedules/Placement	HS/MS - Counselor Elementary - Principal	Building Principal	Assistant Superintendent for Instruction	
Classroom Procedures	Teacher	Building Principal	Assistant Superintendent for Instruction	
Curriculum & Instruction	Classroom/Subject Teacher	Building Principal	Assistant Superintendent for Instruction	
Athletics	Student Athlete to Coach	Parent to Coach	Parent to Director of Health, PE, & Athletics	Parent to Superintendent
Student Behavior	Classroom/Subject Teacher	Building Principal	504/IEP – Director of Pupil Personnel Services Assistant Superintendent for Instruction	Superintendent
School Safety & Educational Climate	Building Principal	School Resource Officer	District Safety Officer	Superintendent
Dignity for All Students Act	Classroom/Subject Teacher	Building Principal & DASA Coordinator	Director of Pupil Personnel Services General Education	Superintendent
Social/Emotional	Counselor/School Social Worker	School Psychologist	Director of Pupil Personnel Services	Superintendent
Budget/Financial	Building Principal	Business Administrator	Superintendent	
Extra-Curricular Activities	Classroom/Subject Teacher	Club Advisor	Building Principal	Superintendent
Medical Concerns	School Nurse	Building Principal	Director of Pupil Personnel Services	Superintendent
District Policies	Building Principal	Board Clerk	Assistant Superintendent for Instruction	Superintendent
Special Education	Special Education or Consultant Teacher	Building Principal	Director of Pupil Personnel Services	Superintendent
Transportation	Driver	Director of Transportation	Business Administrator	Superintendent
Building/Facility Use	Building Principal/ Athletic Director	Building & Grounds Director	Business Administrator	Superintendent
Buildings/Grounds	Building Principal	Building & Grounds Director	Business Administrator	Superintendent
Safety & Security	Building Principal	Building & Grounds Director	School Resource Officer	Superintendent
Food Service	School Lunch Manager	Building Principal	Food Service	Superintendent

About this guide

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

The Waterloo 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 the appropriate steps in the communication protocol, the district office secretary can assist you in contacting the Superintendent's Office, and, if still unresolved, the Board of Education.

District Clerk: Mrs. Stephanie Wilson
stephanie.wilson@waterloocsd.org

Contact information on the back.

Waterloocsd.org

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

This is a district resource for Waterloo families and community members.

District Administration

Superintendent
Sarah Cupelli.....539-5101 sarah.cupelli@waterloocsd.org

Assistant Superintendent for Curriculum and Instruction
Christine Taylor539-5102 christine.taylor@waterloocsd.org

District Business Administrator
Shaun Merrill.....539-5107 shaun.merrill@waterloocsd.org

District Directors, Operations & Services

Director of Pupil Personnel Services
Shelli Tam.....539-5110 shelli.tam@waterloocsd.org

Director of Buildings and Grounds
Lance McFetridge.....539-1570 EXT 5112 lance.mcfetridge@waterloocsd.org

Director of Transportation
D'Allah Laffoon.....539-1515 EXT 6103 dallah.laffoon@waterloocsd.org

Director of Health, Physical Education and Athletics
Christal Kent.....539-1550 EXT 4120 christal.kent@waterloocsd.org

Director of Personalized Learning & Innovative Programming
Toby Coleman.....539-1550 EXT 4140 toby.coleman@waterloocsd.org

Co-Director of MTSS
Kristine Cameron.....539-1520 kristine.cameron@waterloocsd.org

Co-Director of MTSS
Sarah Marchitell.....539-1530 sarah.marchitell@waterloocsd.org

School Resource Officer
Rod Kraft.....539-1550 EXT 4118 rod.kraft@waterloocsd.org

School Administration & Mental Health Staff

Skoi-Yase Elementary School 315-539-1520
Principal Jon Roberts jon.roberts@waterloocsd.org
School Counselor Jada Bryant jada.bryant@waterloocsd.org
School Psychologist Taylor Vogler taylor.vogler@waterloocsd.org

LaFayette Intermediate School 315-539-1530
Principal Molly Lahr molly.lahr@waterloocsd.org
School Counselor Catherine Rieck. catherine.rieck@waterloocsd.org
School Social Worker Sue Burroughs susan.burroughs@waterloocsd.org
School Psychologist Taylor Vogler taylor.vogler@waterloocsd.org

Middle School 315-539-1540
Principal Vince Vitale vincent.vitale@waterloocsd.org
AP Maggie Bristol margaret.bristol@waterloocsd.org
School Counselor Mark Pitifer mark.pitifer@waterloocsd.org
School Counselor Sage Burkhart sage.burkhart@waterloocsd.org
School Psychologist Matthew VanDamme matthew.vandamme@waterloocsd.org

High School 315-539-1550
Principal Jim Karcz james.karcz@waterloocsd.org
A P Tabitha Morris tabitha.morris@waterloocsd.org
School Counselor Michael Foster michael.foster@waterloocsd.org
School Counselor Madison Bowman madison.bowman@waterloocsd.org
School Psychologist Matthew VanDamme matthew.vandamme@waterloocsd.org

Waterloo Central School District Mission:

We put kids first every day. We support each student on a personalized journey to realize their goals. Our caring community develops learners and leaders.