



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	Dean of Students or Assistant Principal	Building Principal	Executive Principal
Classroom Procedures	Classroom/Subject Teacher	Dean of Students or Assistant Principal	Building Principal	Executive Principal
Curriculum & Instruction	Classroom/Subject Teacher	Building Principal	Executive 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	Dean of Students or Assistant Principal	Building Principal	504/IEP – Director of Pupil Personnel Services Assistant Superintendent for Instruction
School Safety & Educational Climate	Building Principal	School Resource Officer or Executive Principal	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	Assistant Superintendent for Instruction
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.

WCSD 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, guardians 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.

***Immediate Personnel Concerns or Reportable Offenses go directly to the Superintendent.**

District Clerk: Mrs. Stephanie Wilson
stephanie.wilson@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 Laffoon539-1515 EXT 6103 dallah.laffoon@waterloocsd.org

Director of Health, Physical Education and Athletics
Christian Maher.....539-1550 EXT 4120 christian.maher@waterloocsd.org

Coordinator of IT
Toby Coleman.....539-1550 EXT 4140 toby.coleman@waterloocsd.org

Coordinator of MTSS, TIG
Molly Lahr.....539-1530 molly.lahr@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 Jonathan Roberts jonathan.roberts@waterloocsd.org
Dean of Students Sean Gerritse sean.gerritse@waterloocsd.org
School Counselor Jada Bryant jada.bryant@waterloocsd.org
School Social Worker Cori Turchetti corinne.turchetti@waterloocsd.org
School Psychologist Taylor Vogler taylor.vogler@waterloocsd.org

LaFayette Intermediate School 315-539-1530
Principal Molly Lahr molly.lahr@waterloocsd.org
Dean of Students Lexie Brown alexandra.brown@waterloocsd.org
School Counselor Catherine Rieck catherine.riek@waterloocsd.org
School Social Worker Sue Burroughs sue.burroughs@waterloocsd.org
School Psychologist Susan Davis susan.davis@waterloocsd.org

Middle School 315-539-1540
Executive Principal Katie Tucker katherine.tucker@waterloocsd.org
Principal Christal Kent christal.kent@waterloocsd.org
AP Vince Vitale vince.vitale@waterloocsd.org
Dean of Students Courtney Lutz courtney.lutz@waterloocsd.org
School Counselor William Beeley william.beeley@waterloocsd.org
School Counselor Sage Burkhart sage.burkhart@waterloocsd.org
School Social Worker Abby Held abigail.held@waterloocsd.org
School Psychologist Payton Clingerman payton.clingerman@waterloocsd.org

High School 315-539-1550
Executive Principal Katie Tucker katherine.tucker@waterloocsd.org
Principal Jim Karcz james.karcz@waterloocsd.org
AP Tabitha Morris tabitha.morris@waterloocsd.org
School Counselor Katie Wright katie.wright@waterloocsd.org
School Counselor Ashton Stone ashton.stone@waterloocsd.org
School Counselor Madison Bowman madison.bowman@waterloocsd.org
School Social Worker Heather Elisofon heather.elisofon@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.