

Roslyn School District

Section 504

Chain of Communication



Chain of Communication

Developed for Staff and Parents/Guardians

Question/Issue	Contact Person Information		
Who do I contact to inquire about eligibility for my child under Section 504?	Heights	Dr. Jillian Brass, School Psychologist	jbrass@roslynschools.org
	Harbor Hill	Ms. Maria Kotsis, School Psychologist	mkotsis@roslynschools.org
	East Hills	Ms. Christine Flanagan, School Psychologist	cflanagan@roslynschools.org
	RMS	Dr. Brian Butler, School Psychologist, grade 6	bbutler@roslynschools.org
		Dr. Regina LaRocca, School Psychologist, grades 7 & 8	rlarocca@roslynschools.org
	RHS	Ms. Kelly Klages, School Psychologist	kklages@roslynschools.org
	Hilltop	Mr. John Paul Leonardi, School Psychologist	jleonardi@roslynschools.org
Who do I contact if I have questions or concerns regarding the Section 504 meeting or development of the Section 504 Plan? (specific accommodations and/or modifications)?	Heights	Dr. Jillian Brass, School Psychologist	jbrass@roslynschools.org
	Harbor Hill	Ms. Maria Kotsis, School Psychologist	mkotsis@roslynschools.org
	East Hills	Ms. Christine Flanagan, School Psychologist	cflanagan@roslynschools.org
	RMS & RHS	Ms. Lindsay Hershkowitz, District Psychologist, 504 Chairperson	lhershkowitz@roslynschools.org
Who do I contact if there is concern with the implementation of my child's Section 504 plan in the classroom? For example, a testing accommodation or classroom modification was not implemented.	Heights		
	First	The specific classroom teacher; if the situation is not resolved;	
	Second	Ms. Mary Wood, Principal mwood@roslynschools.org ; if the situation is not resolved;	
	Third	Ms. Karina Baez, Assistant Superintendent of Elementary Education kbaez@roslynschools.org ; if the situation is not resolved;	
	Fourth	Ms. Allison Brown, Superintendent of Schools abrown@roslynschools.org	

Who do I contact if there is a concern with the implementation of my child's Section 504 plan in the classroom? For example, a testing accommodation or classroom modification was not implemented.

Harbor Hill	
First	The specific classroom teacher; <i>if the situation is not resolved;</i>
Second	Mr. Daniel Mulhall, Assistant Principal dmulhall@roslynschools.org ; <i>if the situation is not resolved;</i>
Third	Ms. Michelle Hazen, Principal mhazen@roslynschools.org ; <i>if the situation is not resolved;</i>
Fourth	Ms. Karina Baez, Assistant Superintendent of Elementary Education kbaez@roslynschool.org ; <i>if the situation is not resolved;</i>
Fifth	Ms. Allison Brown, Superintendent of Schools abrown@roslynschools.org
East Hills	
First	The specific classroom teacher; <i>if the situation is not resolved;</i>
Second	Ms. Jennifer Sheehan, Assistant Principal jsheehan@roslynschools.org ; <i>if the situation is not resolved;</i>
Third	Ms. Sherry Ma, Principal sma@roslynschools.org ; <i>if the situation is not resolved;</i>
Fourth	Ms. Karina Baez, Assistant Superintendent of Elementary Education kbaez@roslynschool.org ; <i>if the situation is not resolved;</i>
Fifth	Ms. Allison Brown, Superintendent of Schools abrown@roslynschools.org
Roslyn Middle School	
First	The specific classroom teacher; <i>if the situation was not resolved;</i>
Second	*Subject Chairperson (see contact information below); <i>if the situation is not resolved;</i>
Third	Mr. Chris Roth, Assistant Principal croth@roslynschools.org (grade 6 & 7); Ms. Melissa Hornick,, Assistant Principal mhornick@roslynschools.org (grade 8); <i>if the situation is not resolved;</i>
Fourth	Mr. Justin Gabrus, Principal jgabrus@roslynschools.org ; <i>if the situation is not resolved;</i>
Fifth	Mr. Michael Goldspiel, Assistant Superintendent of Secondary Education mgoldspiel@roslynschools.org ; <i>if the situation is not resolved;</i>
Sixth	Ms. Allison Brown, Superintendent of Schools abrown@roslynschools.org

Who do I contact if there is concern with the implementation of my child's Section 504 plan in the classroom? For example, a testing accommodation or classroom modification was not implemented.	Roslyn High School	
	First	The specific classroom teacher; <i>if the situation is not resolved;</i>
	Second	*Subject Chairperson (see contact information below); <i>if the situation is not resolved;</i>
	Third	Ms. Jessica Graf, Assistant Principal jgraf@roslynschools.org (grades 10 & 12) Ms. Sandy Steuber, Assistant Principal sstueber@roslynschools.org (grades 9 & 11); <i>if the situation is not resolved;</i>
	Fourth	Dr. Dave Lazarus, Principal; dlazarus@roslynschools.org <i>if the situation is not resolved;</i>
	Fifth	Mr. Michael Goldspiel, Assistant Superintendent of Secondary Education mgoldspiel@roslynschools.org ; <i>if the situation is not resolved;</i>
	Sixth	Ms. Allison Brown, Superintendent of Schools abrown@roslynschools.org
For Section 504 Compliance Issues For Due Process and Grievance Procedures		
	Section 504 Compliance Officer	Cindy Samide, Director of Pupil Personnel & Special Education csamide@roslynschools.org

Content Area Administration (Chairperson)

*Subject	Chairperson	Email Address
English	Ms. Jennifer Sapir	jsapir@roslynschools.org
Social Studies	Mr. Joseph Van Wie	jvanwie@roslynschools.org
Math	Mr. Charles Windwer	cwindwer@roslynschools.org
Science	Mr. Gary Ramonetti	gramonetti@roslynschools.org
World Languages	Ms. Danielle Pappas	dpappas@roslynschools.org
Health and Physical Education	Dr. Michael Brostowski	mbrostowski@roslynschools.org

Roslyn Public Schools 504 Chairperson(s)

School	Chairperson	Email
Heights	Dr. Jillian Brass	jbrass@roslynschools.org
Harbor Hill	Maria Kotsis	mkotsis@roslynschools.org
East Hills	Christine Flanagan	cflanagan@roslynschools.org
Roslyn Middle School	Lindsay Hershkowitz	lhershkowitz@roslynschools.org
Roslyn High School	Lindsay Hershkowitz	lhershkowitz@roslynschools.org