



**WHO DO I CONTACT?**

*A GUIDE FOR PARENTS & THE COMMUNITY*

Question/Concern	Grade Level	Initial Contact	Level 2	Level 3	Level 4	Level 5
Classroom, Instructional & Curriculum Concerns	All	Teacher	Principal	Assistant Superintendent	Superintendent	
Discipline	K-8	Teacher	Principal	Superintendent		
	9-12	Teacher	Assistant Principal	Principal	Superintendent	
Scheduling	All	Teacher	Guidance Counselor	Principal	Assistant Superintendent	Superintendent
Athletics	7-12	Coach	Athletic Director	Principal	Superintendent	
Attendance	All	Attendance Aid/ Secretary	Principal	Assistant Superintendent	Superintendent	
Policy	All	Principal	Assistant Superintendent	Superintendent	Board of Education	
Facilities Use	Building/Room	School Secretary	Principal	Director of Facilities	School Business Manager	Superintendent
	Athletic Areas	Athletic Director	Director of Facilities	School Business Manager	Superintendent	
Food Services	All	Food Services Director	Principal	School Business Manager	Superintendent	
Health/Medical Issues	All	School Nurse	Principal/Athletic Director	School Physician	Assistant Superintendent	Superintendent
Special Education	All	Special Ed. Teacher	Principal	Director of Special Ed.	Superintendent	
Transportation	All	Bus Driver (if possible)	Transportation Supervisor	Principal	School Business Manager	Superintendent

*To update your contact information on file with the district, please contact the main office of your child's school.*

**USING THIS GUIDE**

In order to assist parents and community members in getting questions or concerns addressed in the most effective and efficient manner, this guide outlines who to contact concerning a particular area.

Please first contact the staff member most directly involved with the issue. If that does not resolve the question or concern, then please proceed to the next level, as outlined in this guide. If the question remains unresolved, then proceed to the next highest level; the Board of Education will become involved only if necessary in the

last stage of the process. If a person contacts a Board member or an administrator before going through this process, that person is referred to the staff member most directly involved with the issue.

The Board of Education acts as a collective body to establish the policies under which the District operates and can only act when convened in an official meeting. The superintendent and administrative staff are responsible for administering the school program within the context of these policies.

# CONTACT INFORMATION

A full directory of contact information for staff members is available at: [www.ichabodcrane.org](http://www.ichabodcrane.org)

DEPARTMENT	NAME/TITLE	518-758-7575	EMAIL ADDRESS
<b>ADMINISTRATION</b>			
Superintendent	Suzanne Guntlow	Ext. 3002	sguntlow@ichabodcrane.org
Assistant Superintendent	Lucas Christensen	Ext. 3009	lchristensen@ichabodcrane.org
School Business Manager	Michael Brennan	Ext. 3009	mbrennan@ichabodcrane.org
Special Education Director	Peg Warner	Ext. 6008	pwarner@ichabodcrane.org
Primary School	Andrea Williams, Principal	Ext. 6002	awilliams@ichabodcrane.org
Middle School	Tim Farley, Co-Principal	Ext. 5007	tfarley@ichabodcrane.org
	Anthony Marturano, Co-Principal	Ext. 5002	amarturano@ichabodcrane.org
High School	Craig Shull, Principal	Ext. 4002	cshull@ichabodcrane.org
	Marcella Sanchez, Assistant Principal	Ext. 4003	msanchez@ichabodcrane.org
<b>DISTRICT OPERATIONS &amp; SERVICES</b>			
Adult & Continuing Education	Amy Boothby	Ext. 3002	aboothby@ichabodcrane.org
Athletics	Dave Ames	Ext. 4007	dames@ichabodcrane.org
Attendance Reporting	Primary School – Dawn Richardson	Ext. 6001	drichardson@ichabodcrane.org
	Middle School – Lisa Schmitt	Ext. 5001	lschmitt@ichabodcrane.org
	High School – Carol Vanderburgh	Ext. 4001	cvanderburgh@ichabodcrane.org
Civil Rights Compliance and Discrimination/Sexual Harrassment Officer	Lucas Christensen	Ext. 3009	lchristensen@ichabodcrane.org
Communications/Media	Mackenzie Rigg	Ext. 3017	communication@ichabodcrane.org
District Clerk	Mindy Potts	Ext. 3001	mpotts@ichabodcrane.org
Driver Education	Marcella Sanchez, Asstistant High School Principal	Ext. 4003	msanchez@ichabodcrane.org
Facilities Director	Steven Marotta	Ext. 3501	smarotta@ichabodcrane.org
Food Services Director	Todd DiGrigoli	Ext. 3016	tdigrigoli@ichabodcrane.org
Guidance Counselors	Primary School – Amy Stephenson	Ext. 6116	astephenson@ichabodcrane.org
	Middle School – Lucas Silvis	Ext. 5040	lsilvis@ichabodcrane.org
	Middle School – Lauren Leavens	Ext. 5006	lleavens@ichabodcrane.org
	Middle/High Schoos – Melissa Vooris	Ext. 4008	mvooris@ichabodcrane.org
	High School – Joni Tooher-Holsapple	Ext. 4008	jtoohher-holsapple@ichabodcrane.org
	High School – Michele Evans	Ext. 4008	mevans@ichabodcrane.org
	High School – Danielle Rosa	Ext. 4008	drosa@ichabodcrane.org
Health Offices	Primary School – Faith Kubow	Ext. 6900	fkubow@ichabodcrane.org
	Middle School – Sara Altomer	Ext. 5041	saltomer@ichabodcrane.org
	High School – Michelle Warner	Ext. 4093	mwarner@ichabodcrane.org
Home Schooling	Mindy Potts	Ext. 3001	mpotts@ichabodcrane.org
Registrar	Angela Cowan	Ext. 3009	acowan@ichabodcrane.org
School Psychologists	Primary School – Kelly Bins	Ext. 6117	kbins@ichabodcrane.org
	Middle School – Laura Sarno	Ext. 5092	lsarno@ichabodcrane.org
	Middle School – Erin Mitchell	Ext. 5599	emitchell@ichabodcrane.org
	High School – Beth Ruiz	Ext. 4210	bruiz@ichabodcrane.org
	District-wide – Paige Martin	Ext. 5409	pmartin@ichabodcrane.org
Social Worker	Nicole Cucura	Ext. 4008	ncucura@ichabodcrane.org
Summer School	Craig Shull, 9-12	Ext. 5007	cshull@ichabodcrane.org
	Anthony Marturano, 4-8	Ext. 4002	amarturano@ichabodcrane.org
	Andrea Williams, K-3 and ENL	Ext. 6002	awilliams@ichabodcrane.org
	Peg Warner, Special Education Extended School Year	Ext. 6008	pwarner@ichabodcrane.org
Director of Technology	Jaime Kikpole	Ext. 5425	jkikpole@ichabodcrane.org
Transportation Supervisor	Dan Doyle	Ext. 3551	ddoyle@ichabodcrane.org
Treasurer	Mena Mazure	Ext. 3006	mmazure@ichabodcrane.org