



## Skaneateles Central Schools

### Protocol for Information, Questions and Suggestions

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Please follow the steps below to find Information, to ask Questions, and/or to make Suggestions regarding our schools:

#### **Accountability for Student Learning (NYS Assessment, Regents Exams, Local Assessments)**

- Step 1: Classroom Teacher *If not resolved...*
- Step 2: Curriculum Coordinator *If not resolved...*
- Step 3: Building Principal *If not resolved...*
- Step 4: Eric Knuth, Superintendent *If not resolved...*
- Step 6: Board of Education

#### **Attendance**

- Step 1: Building Secretary *If not resolved...*
- Step 2: Building Principal *If not resolved...*
- Step 3: Eric Knuth, Superintendent *If not resolved...*
- Step 4: Board of Education

#### **Athletic/Sports Information**

- Step 1: Coach *If not resolved...*
- Step 2: Steve Musso, Director of Student Wellness, Activities, and Athletics *If not resolved...*
- Step 3: Grades 9-12, Joanna Schmeling, Assistant Principal *or* Michael Caraccio, Principal  
Grades 6-8, Mike Olley, Principal *If not resolved...*
- Step 4: Eric Knuth, Superintendent *If not resolved...*
- Step 5: Board of Education

#### **Breakfast/Lunch Programs**

- Step 1: Jennifer Kuryla, Food Service Director *If not resolved...*
- Step 2: Connor Brown, Business Manager *If not resolved...*
- Step 3: Eric Knuth, Superintendent *If not resolved...*
- Step 4: Board of Education

#### **Building and Grounds**

- Step 1: David Haag, Building & Grounds Supervisor *If not resolved...*
- Step 2: Gregory Santoro, Director of Personnel & Operations *If not resolved...*
- Step 3: Eric Knuth, Superintendent *If not resolved...*
- Step 4: Board of Education

#### **Building Use Request (Scheduling Events in School Facilities)**

- Step 1: Amy Kimm, Secretary to the Superintendent *If not resolved...*
- Step 2: Elaine MacLachlan, Assistant Director of Facilities *If not resolved...*
- Step 3: Connor Brown, School Business Manager *If not resolved...*
- Step 4: Eric Knuth, Superintendent *If not resolved...*
- Step 5: Board of Education

### **Curriculum Information (Class/Course)**

- Step 1: Teacher and/or School Counselor *If not resolved...*
- Step 2: Curriculum Coordinator *If not resolved*
- Step 3: Building Principal *If not resolved...*
- Step 4: Eric Knuth Superintendent *If not resolved...*
- Step 5: Board of Education

### **District Communications/Publishing**

- Step 1: Connor Brown, School Business Manager *If not resolved...*
- Step 2: Eric Knuth, Superintendent *If not resolved...*
- Step 3: Board of Education

### **Graduation Requirements**

- Step 1: Guidance Counselor *If not resolved...*
- Step 2: Curriculum Coordinators, *If not resolved...*
- Step 3: Joanna Schmeling, Assistant Principal *If not resolved...*
- Step 4: Michael Caraccio, Principal *If not resolved...*
- Step 5: Eric Knuth, Superintendent *If not resolved...*
- Step 6: Board of Education

### **Medical Information**

- Step 1: School Nurse *If not resolved...*
- Step 2: Steve Musso, Director of Student Wellness, Activities, and Athletics *If not resolved...*
- Step 3: Building Principal *If not resolved...*
- Step 4: Connor Brown, Business Manager *If not resolved...*
- Step 5: Eric Knuth, Superintendent *If not resolved...*
- Step 6: Board of Education

### **School Safety / Code of Conduct / Classroom Behavior**

- Step 1: Classroom Teacher/School Counselor *If not resolved...*
- Step 2: Building Principal *If not resolved...*
- Step 3: Eric Knuth, Superintendent *If not resolved...*
- Step 4: Board of Education

### **High School Guidance and Career Services**

- Step 1: School Counselor *If not resolved...*
- Step 2: Joanna Schmeling, Assistant Principal *If not resolved...*
- Step 3: Michael Caraccio, Principal *If not resolved...*
- Step 4: Eric Knuth, Superintendent *If not resolved...*
- Step 5: Board of Education

### **Intervention Counseling**

- Step 1: School Counselor/Social Worker *If not resolved...*
- Step 2: Building Principal *If not resolved...*
- Step 3: Jennifer Whipple, Director of Learning *If not resolved...*
- Step 4: Eric Knuth, Superintendent *If not resolved...*
- Step 5: Board of Education

**Special Education Information/Special Needs**

- Step 1: Special Education Teacher *If not resolved...*
- Step 2: Jennifer Whipple, Director of Learning *If not resolved...*
- Step 3: Eric Knuth, Superintendent *If not resolved...*
- Step 4: Board of Education

**Technology**

- Step 1: Heather Buff, Coordinator of Instructional Technology *If not resolved...*
- Step 2: Building Principal *If not resolved...*
- Step 3: Connor Brown, School Business Manager *If not resolved...*
- Step 4: Eric Knuth, Superintendent *If not resolved...*
- Step 5: Board of Education

**Transportation Information (Pickup, Route Problems, Bus Behavior, etc.)**

- Step 1: Dana Nelson, Transportation Supervisor *If not resolved...*
- Step 2: Building Principal *If not resolved...*
- Step 3: Connor Brown, School Business Manager *If not resolved...*
- Step 4: Eric Knuth, Superintendent *If not resolved...*
- Step 5: Board of Education

**Contact Information**

**District Office**  
(315) 291-2221

**Skaneateles Middle School**  
(315) 291-2241

**Skaneateles High School**  
(315) 291-2231

**Transportation**  
(315) 291-2270/(315) 685-7953

**MS Counseling**  
(315) 291-2244

**HS Counseling & Career Services**  
(315) 291-2237

**Food Service**  
(315) 291-2248

**Middle School Nurse**  
(315) 291-2245

**High School Nurse**  
(315) 291-2235

**Waterman Primary School**  
(315) 291-2351

**State Street Intermediate School**  
(315) 291-2261

**Waterman Nurse**  
(315) 291-2355

**State Street Nurse**  
(315) 291-2265

Produced in accordance with District Policy 2211 - *Public Complaints* and 3203 – *Administrative Chain of Command*

