

Question/Concern	Grades	Initial Contact	Level 2	Level 3	Level 4	Level 5
Classroom, Instructional & Curriculum Concerns	All	Teacher	Principal	Administrator of Educational Services	Superintendent	
Discipline	All	Teacher	Asst. Principal	Principal	Superintendent	
Scheduling	PreK-5	Teacher	Principal	Administrator of Educational Services	Superintendent	
	6-12	Teacher	Guidance Counselor	Principal	Administrator of Educational Services	Superintendent
Athletics	7-12	Coach	Athletic Director	Principal	Superintendent	
Attendance	All	School Nurse	Attendance Aid/ Secretary	Principal	Administrator of Educational Services	Superintendent
Policy	All	Principal	Administrator of Educational Services	Superintendent	Board of Education	
Facilities Use	Building/Room	School Secretary	Principal	Director of Facilities	School Business Administrator	Superintendent
	Athletic Areas	Athletic Director	Director of Facilities	School Business Administrator	Superintendent	
Food Services	All	Food Services Supervisor	Principal	School Business Administrator	Superintendent	
Health/Medical Issues	All	School Nurse	Principal/Athletic Director	School Physician	Administrator of Educational Services	Superintendent
Special Education	All	Special Ed. Teacher	Principal	Director of Special Ed.	Superintendent	
Transportation	All	Bus Driver (if possible)	Transportation Supervisor	Principal	School Business Administrator	Superintendent

### 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.chathamcentralschools.com](http://www.chathamcentralschools.com)

## ADMINISTRATION

### Superintendent of Schools

Salvatore DeAngelo, Jr. .... (518) 392-1501 ..... [deangelos@chatham.k12.ny.us](mailto:deangelos@chatham.k12.ny.us)

### Administrator of Educational Services

Lisa Ruud ..... (518) 392-1501 ..... [ruudl@chatham.k12.ny.us](mailto:ruudl@chatham.k12.ny.us)

### School Business Administrator

Michael Chudy ..... (518) 392-1534 ..... [chudym@chatham.k12.ny.us](mailto:chudym@chatham.k12.ny.us)

### Director of Pupil Personnel Services

Brian Simon ..... (518) 392-1540 ..... [simonb@chatham.k12.ny.us](mailto:simonb@chatham.k12.ny.us)

### Coordinator of Grant Funded Programming and Accountability

Kate Jarrard ..... (518) 392-1501 ..... [jarrardk@chatham.k12.ny.us](mailto:jarrardk@chatham.k12.ny.us)

### Mary E. Dardess Elementary School

Kristen Reno, Principal ..... (518) 392-2255, ext. 3001 ..... [renok@chatham.k12.ny.us](mailto:renok@chatham.k12.ny.us)

Brett Fortran, Assistant Principal ..... (518) 392-2255, ext. 3036 ..... [fortranb@chatham.k12.ny.us](mailto:fortranb@chatham.k12.ny.us)

### Chatham Middle School

Michael Burns, Co-Principal ..... (518) 392-1560, ext. 2002 ..... [burnsm@chatham.k12.ny.us](mailto:burnsm@chatham.k12.ny.us)

John Thorsen, Co-Principal ..... (518) 392-4142, ext. 1003 ..... [thorsenj@chatham.k12.ny.us](mailto:thorsenj@chatham.k12.ny.us)

Michael Stead, Assistant Principal ..... (518) 392-1560, ext. 2001 ..... [steadm@chatham.k12.ny.us](mailto:steadm@chatham.k12.ny.us)

### Chatham High School

John Thorsen, Co-Principal ..... (518) 392-4142, ext. 1003 ..... [thorsenj@chatham.k12.ny.us](mailto:thorsenj@chatham.k12.ny.us)

Michael Burns, Co-Principal ..... (518) 392-1560, ext. 2002 ..... [burnsm@chatham.k12.ny.us](mailto:burnsm@chatham.k12.ny.us)

Justin Forrest, Assistant Principal ..... (518) 392-4142, ext. 1004 ..... [forrestj@chatham.k12.ny.us](mailto:forrestj@chatham.k12.ny.us)

## DISTRICT OPERATIONS & SERVICES

### Adult & Continuing Education

Teri Howard ..... (518) 392-1503 ..... [howardt@chatham.k12.ny.us](mailto:howardt@chatham.k12.ny.us)

### Athletics

John Brantley, Athletic Director ..... (518) 392-4142, ext. 1045 ..... [brantleyj@chatham.k12.ny.us](mailto:brantleyj@chatham.k12.ny.us)

### Attendance Reporting

MED – Elaine VanAlstyne ..... (518) 392-2255, ext. 2002 ..... [vanalstynee@chatham.k12.ny.us](mailto:vanalstynee@chatham.k12.ny.us)

CMS – Ann O’Neill ..... (518) 392-1560, ext. 2068 ..... [oneilla@chatham.k12.ny.us](mailto:oneilla@chatham.k12.ny.us)

CHS – Maureen DePew ..... (518) 392-4142, ext. 1005 ..... [depewm@chatham.k12.ny.us](mailto:depewm@chatham.k12.ny.us)

### Civil Rights Compliance Officer

Salvatore DeAngelo ..... (518) 392-1501 ..... [deangelos@chatham.k12.ny.us](mailto:deangelos@chatham.k12.ny.us)

### Communications/Media

Adam Charbonneau ..... (518) 392-6262, ext. 4045 ..... [charbonneaua@chatham.k12.ny.us](mailto:charbonneaua@chatham.k12.ny.us)

### Discrimination/Sexual Harassment Officer

John Thorsen ..... (518) 392-4142, ext. 1003 ..... [thorsenj@chatham.k12.ny.us](mailto:thorsenj@chatham.k12.ny.us)

### District Clerk

Deborah Pottenburgh ..... (518) 392-1501 ..... [pottenburghd@chatham.k12.ny.us](mailto:pottenburghd@chatham.k12.ny.us)

## DISTRICT OPERATIONS & SERVICES (Continued)

### Driver Education

Debi Layton ..... (518) 392-4142, ext. 1004 ..... [laytond@chatham.k12.ny.us](mailto:laytond@chatham.k12.ny.us)

### Facilities Director

Andrew Davey ..... (518) 392-1534 ..... [daveya@chatham.k12.ny.us](mailto:daveya@chatham.k12.ny.us)

### Food Services Supervisor

Barbara Murray ..... (518) 392-1536 ..... [murrayb@chatham.k12.ny.us](mailto:murrayb@chatham.k12.ny.us)

### Guidance Counselors

MED – Renee Morgan ..... (518) 392-2255, ext. 3014 ..... [morganr@chatham.k12.ny.us](mailto:morganr@chatham.k12.ny.us)

CMS – Jacqueline Hoffman ..... (518) 392-1560, ext. 2005 ..... [hoffmanj@chatham.k12.ny.us](mailto:hoffmanj@chatham.k12.ny.us)

CHS – James Lombardi ..... (518) 392-4142, ext. 1080 ..... [lombardij@chatham.k12.ny.us](mailto:lombardij@chatham.k12.ny.us)

Amanda Carroll ..... (518) 392-4142, ext. 1080 ..... [carrolla@chatham.k12.ny.us](mailto:carrolla@chatham.k12.ny.us)

### Health Services

MED – Mary-Noelle Fabiano, Nurse ..... (518) 392-2255, ext. 3004 ..... [fabianoma@chatham.k12.ny.us](mailto:fabianoma@chatham.k12.ny.us)

CMS – Darcy Simmons, Nurse ..... (518) 392-1560, ext. 2010 ..... [simmonsdc@chatham.k12.ny.us](mailto:simmonsdc@chatham.k12.ny.us)

CHS – Valerie Persons, Nurse ..... (518) 392-4142, ext. 1006 ..... [personsv@chatham.k12.ny.us](mailto:personsv@chatham.k12.ny.us)

Shared in All Buildings – Kate Juliano, Nurse ..... [julianok@chatham.k12.ny.us](mailto:julianok@chatham.k12.ny.us)

### Home Schooling

Brett Fortran ..... (518) 392-2255, ext. 3036 ..... [fortranb@chatham.k12.ny.us](mailto:fortranb@chatham.k12.ny.us)

### Musical Theater Events Coordinator

Abigail Brownell ..... (518) 392-1530, ext. 3046 ..... [brownella@chatham.k12.ny.us](mailto:brownella@chatham.k12.ny.us)

### Registrar

Michele Haley ..... (518) 392-1535 ..... [haleym@chatham.k12.ny.us](mailto:haleym@chatham.k12.ny.us)

### School Psychologists

MED – Lindsey Forkeutis ..... (518) 392-1530, ext. 3011 ..... [forkeutisl@chatham.k12.ny.us](mailto:forkeutisl@chatham.k12.ny.us)

MED – Rachel Trainque ..... (518) 392-1530, ext. 3063 ..... [trainquer@chatham.k12.ny.us](mailto:trainquer@chatham.k12.ny.us)

CMS – Kaitlyn Krein ..... (518) 392-1560, ext. 2011 ..... [kreink@chatham.k12.ny.us](mailto:kreink@chatham.k12.ny.us)

CHS – Karen Souza-Donovan ..... (518) 392-4142, ext. 1057 ..... [souzak@chatham.k12.ny.us](mailto:souzak@chatham.k12.ny.us)

### Social Workers

CMS/MED – Aimee O’Keefe ..... (518) 392-1560, ext. 2007 ..... [okeefea@chatham.k12.ny.us](mailto:okeefea@chatham.k12.ny.us)

CHS – Tracy Kelly ..... (518) 392-1595 ..... [kellyt@chatham.k12.ny.us](mailto:kellyt@chatham.k12.ny.us)

### Summer School Coordinator

Michael Stead ..... (518) 392-1560, ext. 2001 ..... [steadm@chatham.k12.ny.us](mailto:steadm@chatham.k12.ny.us)

### Technology/IT Project Manager

Brian Koon ..... (518) 392-1527 ..... [koonb@chatham.k12.ny.us](mailto:koonb@chatham.k12.ny.us)

### Transportation Supervisor

Joshua Loeffler ..... (518) 392-1520 ..... [loefflerj@chatham.k12.ny.us](mailto:loefflerj@chatham.k12.ny.us)

### Treasurer

Patricia Juliano ..... (518) 392-1506 ..... [julianop@chatham.k12.ny.us](mailto:julianop@chatham.k12.ny.us)