# Academics and Support Services

<table>
<thead>
<tr>
<th>Issue</th>
<th>1ST STEP</th>
<th>2ND STEP</th>
<th>3RD STEP</th>
<th>4TH / 5TH STEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Issues (involving an individual child; classroom procedures, behavior, grades)</td>
<td>Teacher</td>
<td>(K-5) Assistant Principal</td>
<td>(K-5) Principal</td>
<td>Assistant Superintendent for Curriculum &amp; Instruction; then Superintendent</td>
</tr>
<tr>
<td>Curriculum &amp; Instruction (subject matter, teaching, supplies, and materials)</td>
<td>Teacher</td>
<td>(K-5) Assistant Principal</td>
<td>(K-5) Principal</td>
<td>Assistant Superintendent for Curriculum &amp; Instruction; then Superintendent</td>
</tr>
<tr>
<td>504 (subject matter, teaching, supplies, and materials)</td>
<td>Teacher</td>
<td>(K-5) Assistant Principal</td>
<td>(K-5) Principal</td>
<td>Assistant Superintendent for Curriculum &amp; Instruction; then Superintendent</td>
</tr>
<tr>
<td>Special Education / Pupil Personnel Services (not 504)</td>
<td>Teacher, then Case Manager</td>
<td>(K-12) Assistant Principal; then Principal</td>
<td>Assistant Director of Special Education; then Director of Special Education</td>
<td>Assistant Superintendent for Curriculum &amp; Instruction; then Superintendent</td>
</tr>
<tr>
<td>School Counseling (overall student well-being, scheduling, college application process)</td>
<td>School Counselor</td>
<td>(K-8) Assistant Principal; then Principal (9-12) Director of School Counseling</td>
<td>Assistant Superintendent for Curriculum &amp; Instruction</td>
<td>Superintendent</td>
</tr>
</tbody>
</table>

# Athletics and Extra Curricular

<table>
<thead>
<tr>
<th>Activity</th>
<th>1ST STEP</th>
<th>2ND STEP</th>
<th>3RD STEP</th>
<th>4TH / 5TH STEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>Student-Athlete Contacts Coach</td>
<td>Parent Contacts Coach</td>
<td>Director of Health, Physical Education &amp; Athletics</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Extra-Curricular Clubs &amp; Activities</td>
<td>Faculty Advisor</td>
<td>Assistant Principal or Principal</td>
<td>Assistant Superintendent, Curriculum &amp; Instruction</td>
<td>Superintendent</td>
</tr>
</tbody>
</table>

# District Offices

<table>
<thead>
<tr>
<th>Office</th>
<th>1ST STEP</th>
<th>2ND STEP</th>
<th>3RD STEP</th>
<th>4TH / 5TH STEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget &amp; Business Operations</td>
<td>Business Official</td>
<td>Superintendent</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Buildings &amp; Grounds / Use of Facilities Requests</td>
<td>Director of Facilities</td>
<td>Business Official</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>District Policies</td>
<td>District Clerk</td>
<td>Superintendent</td>
<td>Board of Education</td>
<td></td>
</tr>
<tr>
<td>Food Services</td>
<td>Business Official</td>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Student Registration</td>
<td>Registrar</td>
<td>Assistant Superintendent, Curriculum &amp; Instruction</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Medical Concerns, K-12</td>
<td>School Nurse</td>
<td>Assistant Principal; then Principal</td>
<td>Business Official</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Residency</td>
<td>Registrar</td>
<td>Business Official</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>School Personnel Concerns</td>
<td>Assistant Principal</td>
<td>Principal</td>
<td>Assistant Superintendent, Curriculum &amp; Instruction</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Security</td>
<td>Business Official</td>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student or Family eSD Portal Support</td>
<td>Data Coordinator</td>
<td>Assistant Superintendent, Curriculum &amp; Instruction</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Technology (student + staff)</td>
<td>Student or Staff Help Desk</td>
<td>Network Administrator</td>
<td>Business Official</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Transportation (pick-up, routes)</td>
<td>Business Official</td>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation Concerns</td>
<td>Bus Driver/Monitor</td>
<td>Assistant Principal</td>
<td>Principal</td>
<td></td>
</tr>
<tr>
<td>Transportation Concerns Out of District</td>
<td>Business Official</td>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
District Offices
Superintendent ................................................................. William McKersie ........................................ MckersieW@hohschools.org ...................... 914-478-6205
• Confidential Secretary to the Superintendent ................. Franziska Goodman .................................. GoodmanF@hohschools.org
Assistant Superintendent, Curriculum & Instruction ........... Melissa Szymanski ........................................ SzymanskiM@hohschools.org .................. 914-478-6201
• Secretary to School Administrator, District Clerk ............ Melissa DeLaBarrera .................................. DelabarreraM@hohschools.org
Business Official/District Treasurer .................................. Maureen Caraballo ..................................... CaraballoM@hohschools.org .................. 914-478-6205
• Secretary to the District Treasurer ................................ T.B.D. .................................................. T.B.D.
Director of Facilities ...................................................... Joseph Martorana ......................................... MartoranaJ@hohschools.org .................. 914-478-6220
• Facilities Office, Secretary .......................................... Connie Liberatore ......................................... LiberatoreC@hohschools.org
Public Relations ............................................................ TBD .................................................. TBD ........................................ commmunications@hohschools.org .......... 914-478-6206

District Registrar — 914-478-6251
Registrar ........................................................................ Michele Porter ........................................ Porter@hohschools.org

Hillside Elementary School — 914-478-6270
Principal ................................................................. Amy Cazes .................................................. CazesA@hohschools.org
• Secretary to Principal .............................................. Susan Day ............................................. DayS@hohschools.org
Assistant Principal, DASA Coordinator ............................. Michael LaRocco ...................................... LaRoccoM@hohschools.org
• Office Assistant ....................................................... Michele Keefe ........................................... KeefeM@hohschools.org

Farragut Middle School — 914-478-6230
Principal ................................................................. Jennifer Spirelli ........................................ SpirelliJ@hohschools.org
• Secretary to Principal .............................................. Michele Avila ........................................... AvilaM@hohschools.org
Assistant Principal, DASA Coordinator ............................. Ken Cotrone ............................................ CotroneK@hohschools.org
• Office Assistant ....................................................... Alison O’Leary ......................................... OLearyA@hohschools.org

Hastings High School — 914-478-6250
Principal ................................................................. Louis A. Adipietro ......................................... AdipietroL@hohschools.org
• Secretary to Principal .............................................. Nancy Gagliardi ......................................... GagliardiN@hohschools.org
Assistant Principal, DASA Coordinator ............................. Melissa Hardesty ...................................... HardestyM@hohschools.org
• Office Assistant ....................................................... Michele Porter ........................................... Porter@hohschools.org

Special Education Services — 914-478-6261
Director of Special Education Services ............................. Laura Sullivan ......................................... SullivanL@hohschools.org
Assistant Director of Special Education,
504 Compliance Officer, & the McKinney Vento Liaison ....... Tesfa Stewart .......................................... StewartT@hohschools.org
CPSE/CSE grades K-4 ................................................. Alexine Hollocou ......................................... HollocouA@hohschools.org .......... 914-478-6284
CSE grades 5-8 ............................................................ Theresa Terry ............................................. TerryT@hohschools.org .......... 914-478-6244
CSE grades 9-12, Out of District Students .......................... Beth Haberman ......................................... HabermanB@hohschools.org .......... 914-478-6261

School Counseling Department
Director of School Counseling & College Placement ......... Jeanette Kocur ........................................ KocurJ@hohschools.org .......... 914-478-6260

• Hillside Elementary School Counseling — 914-478-6276
School Counselor ....................................................... Juliann Snyder ........................................... SnyderJ@hohschools.org

• Farragut Middle School Counseling — 914-478-6228
School Counselor ....................................................... Jocelyn Perez ........................................... PerezJ@hohschools.org
School Counselor ....................................................... Jenna Ryan ............................................. RyanJ@hohschools.org

• Hastings High School Counseling — 914-478-6260
School Counselor ....................................................... Sharon Quigley ......................................... QuigleyS@hohschools.org
School Counselor ....................................................... Randie Shaw ............................................. ShawR@hohschools.org
School Counselor ....................................................... Wendy White ............................................. WhiteW@hohschools.org
• Counseling Secretary ............................................. Maria Cocucci ........................................... CocucciM@hohschools.org
Athletics — 914-478-6241
Director of Health, P.E. and Athletics ........................................ Andrew Wendol ........................................ WendolA@hohschools.org
- Athletics Secretary ................................................................. Maureen Bassmann ........................................ BassmannM@hohschools.org

Health Services

- Hillside Elementary Health Office — 914-478-6280; (F) 914-478-3795
  Gina Kowalski, RN .......................................................... KowalskiG@hohschools.org
  Patricia Feeney, RN .......................................................... FeeneyP@hohschools.org
  Leslie Cachoian ............................................................... CachoianL@hohschools.org

- Middle/High School Health Office — 914-478-6226 • 914-478-6224 • 914-478-6225; (F) 914-478-6340
  Joanne Cipollina, RN ....................................................... CipollinaJ@hohschools.org
  Donna Morin Doyle, RN ................................................... DoyleD@hohschools.org
  Tricia Chibbaro ............................................................... ChibbaroT@hohschools.org

- Mental Health Support Services
  - Hillside Elementary School
    Sperber-Bloom, Elyssa, PsyD, School Psychologist .......... BloomE@hohschools.org
    Forcinito, James, School Psychologist ............................. ForcinitoJ@hohschools.org
  - Farragut Middle School
    Terry Frank, LCSW, Social Worker .................................. FrankT@hohschools.org
    Tessler, Scott, PsyD, Psychologist ................................. TesslerA@hohschools.org
  - Hastings High School
    Christina Repp, School Social Worker ............................ ReppC@hohschools.org
    Gloria Szeszko, PsyD, School Psychologist ....................... SzeszkoG@hohschools.org
  - District
    Nicole Seicol, PhD, District Psychologist ....................... SeicolN@hohschools.org

Department Chairpersons

- Art .................................................................................... Ezra Elliott ........................................ ElliotE@hohschools.org
- Diversity and Inclusion, ENL ........................................ Jenice Mateo-Toledo ................................ MateotoJ@hohschools.org
- English ........................................................................... Josh Blum ........................................... BlumJ@hohschools.org
- HASP ............................................................................. Peter Scotch ....................................... ScotchP@hohschools.org
- Mathematics ................................................................. Greg Scotch .......................................... ScotchP@hohschools.org
- Music ............................................................................. Michael Rubino ................................... RubinoM@hohschools.org
- Physical Education ......................................................... Dennis Kiely ......................................... KielyD@hohschools.org
- Science ........................................................................... Melissa Shandroff ................................. ShandroffM@hohschools.org
- Social Studies ................................................................. Gregory Smith ...................................... SmithG@hohschools.org
- Special Education ............................................................ Lori Mackay ......................................... MackayL@hohschools.org
- World Language ............................................................... Katie Paz .............................................. PazK@hohschools.org

Information Technology

Student/Staff Help Desk ............................................................ Adriana Beaudreault ................................ BeaudreaultA@hohschools.org .... 914-295-3090
Data Coordinator ................................................................ Adina Beaudreault ................................ BeaudreaultA@hohschools.org .... 914-295-3090
Network Administrator ........................................................... Adriana Beaudreault ................................ BeaudreaultA@hohschools.org .... 914-295-3090

Attendance

Hillside Elementary .............................................................. HillsideAttendance@hohschools.org ........................................... 914-478-6272
Farragut Middle School ........................................................ FMSAttendance@hohschools.org ................................................ 914-478-6223
Hastings High School ............................................................. HillsideAttendance@hohschools.org ........................................... 914-478-6254