## Academics and Support Services

<table>
<thead>
<tr>
<th>Area</th>
<th>1ST STEP</th>
<th>2ND STEP</th>
<th>3RD STEP</th>
<th>4TH / 5TH STEP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classroom Issues</strong></td>
<td>Teacher</td>
<td>(K-5) Principal</td>
<td>(K-5) Assistant Principal and/or Counselor</td>
<td>Assistant Superintendent for Curriculum &amp; Instruction; then Superintendent</td>
</tr>
<tr>
<td>Involving an Individual Child (classroom procedures, behavior, grades)</td>
<td>(6-12) Department Chairperson and/or Counselor</td>
<td>(6-12) Assistant Principal and/or Counselor</td>
<td>(6-12) Assistant Principal, then Principal</td>
<td></td>
</tr>
<tr>
<td><strong>Curriculum &amp; Instruction</strong></td>
<td>Teacher</td>
<td>(K-5) Principal</td>
<td>(K-5) Assistant Principal and/or Counselor</td>
<td>Assistant Superintendent for Curriculum &amp; Instruction; then Superintendent</td>
</tr>
<tr>
<td>(subject matter, teaching, supplies and materials)</td>
<td>(6-12) Department Chairperson and/or Counselor</td>
<td>(6-12) Assistant Principal and/or Counselor</td>
<td>(6-12) Assistant Principal, then Principal</td>
<td></td>
</tr>
<tr>
<td><strong>504</strong></td>
<td>Teacher</td>
<td>(K-5) Principal</td>
<td>(K-5) Assistant Principal and/or Counselor</td>
<td>Assistant Superintendent for Curriculum &amp; Instruction; then Superintendent</td>
</tr>
<tr>
<td>(subject matter, teaching, supplies and materials)</td>
<td>(6-12) Department Chairperson and/or Counselor</td>
<td>(6-12) Assistant Principal and/or Counselor</td>
<td>(6-12) Assistant Principal, then Principal</td>
<td></td>
</tr>
<tr>
<td><strong>Special Education / Pupil Personnel Services (Not 504)</strong></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><strong>School Counseling</strong></td>
<td>School Counselor</td>
<td>(K-8) Assistant Principal; then Principal</td>
<td>Assistant Superintendent for Curriculum &amp; Instruction</td>
<td>Superintendent</td>
</tr>
<tr>
<td>(overall student well-being, scheduling, college application process)</td>
<td>(9-12) Director of School Counseling</td>
<td></td>
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</tbody>
</table>

## Athletics and Extra Curricular

<table>
<thead>
<tr>
<th>Area</th>
<th>1ST STEP</th>
<th>2ND STEP</th>
<th>3RD STEP</th>
<th>4TH / 5TH STEP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Athletics</strong></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><strong>Extra-Curricular Clubs &amp; Activities</strong></td>
<td>Faculty Advisor</td>
<td>Assistant Principal or Principal</td>
<td>Assistant Superintendent, Curriculum &amp; Instruction</td>
<td></td>
</tr>
</tbody>
</table>

## District Offices

<table>
<thead>
<tr>
<th>Area</th>
<th>1ST STEP</th>
<th>2ND STEP</th>
<th>3RD STEP</th>
<th>4TH / 5TH STEP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget &amp; Business Operations</strong></td>
<td>Business Official</td>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Buildings &amp; Grounds / Use of Facilities Requests</strong></td>
<td>Director of Facilities</td>
<td>Business Official</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td><strong>District Policies</strong></td>
<td>District Clerk</td>
<td>Superintendent</td>
<td>Board of Education</td>
<td></td>
</tr>
<tr>
<td><strong>Food Services</strong></td>
<td>Business Official</td>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>New Student Registration</strong></td>
<td>Registrar</td>
<td>Assistant Superintendent, Curriculum &amp; Instruction</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Medical Concerns, K-12</strong></td>
<td>School Nurse</td>
<td>Assistant Principal; then Principal</td>
<td>Business Official</td>
<td>Superintendent</td>
</tr>
<tr>
<td><strong>Residency</strong></td>
<td>Registrar</td>
<td>Business Official</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td><strong>School Personnel Concerns</strong></td>
<td>Assistant Principal</td>
<td>Principal</td>
<td>Assistant Superintendent, Curriculum &amp; Instruction</td>
<td>Superintendent</td>
</tr>
<tr>
<td><strong>Security</strong></td>
<td>Business Official</td>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student or Family eSD Portal Support</strong></td>
<td>Data Coordinator</td>
<td>Assistant Superintendent, Curriculum &amp; Instruction</td>
<td></td>
<td>Superintendent</td>
</tr>
<tr>
<td><strong>Technology (student + staff)</strong></td>
<td>Student or Staff Help Desk</td>
<td>Network Administrator</td>
<td>Business Official</td>
<td>Superintendent</td>
</tr>
<tr>
<td><strong>Transportation (pick-up, routes)</strong></td>
<td>Business Official</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Transportation Concerns</strong></td>
<td>Bus Driver/Monitor</td>
<td>Assistant Principal</td>
<td>Principal</td>
<td></td>
</tr>
<tr>
<td><strong>Transportation Concerns Out of District</strong></td>
<td>Business Official</td>
<td></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 ..................914-478-6405
- 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 ......................................................communications@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 .................................. SpirelliJ1@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, ....................... 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 Habermann ......................... HabermannB@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
Phil 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
  – 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 ........................................ElliottE@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 Stephens .......................................StephensG@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 ............................................................BeaudreaultA@hohschools.org 914-295-3090
- Network Administrator .....................................................914-922-3376

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