Charlotte Valley Central School

CVCS Chain of Contact for Families

At Charlotte Valley Central School District, we are committed to fostering open, respectful, and productive communication. When questions or concerns arise, we encourage families to communicate directly with the staff member who is most closely connected to the situation. This allows concerns to be addressed promptly by the individual who has the most direct knowledge and is often able to provide the quickest and most effective resolution.

If a concern is not resolved after communicating with the first point of contact, we encourage families to follow the chain of communication outlined below. Each step in the process provides an opportunity for additional review while ensuring that those most familiar with the situation remain involved. By following this process, we can work together to resolve concerns efficiently, respectfully, and in the best interest of our students.

Charlotte Valley Central School Chain of Contact				
Question/Concern →	**Step 1** →	**Step 2** →	**Step 3** →	**Step 4**
Academics				
Curriculum	Class/Course Teacher	Building Principal	Superintendent	
Homework	Class/Course Teacher	Building Principal	Superintendent	
Grades	Class/Course Teacher	Building Principal	Superintendent	
Scheduling	School Counselor	Building Principal	Superintendent	
Transcripts	School Counselor	Building Principal	Superintendent	
Student Academic Difficulties	Class/Course Teacher	School Counselor	Building Principal	Superintendent
Attendance				
Absences	School Nurse			
Early Dismissal/Late Arrival	School Nurse	Receptionist		
Illness Concern	See Health/Medical			
Athletics	Coach	Athletic Coordinator	Building Principal	Superintendent

Behavior on Campus	Class/Course Teacher	Counselor	Building Principal	Superintendent
Behavior on Bus	Building Principal	Superintendent		
Board of Education Policy	District Clerk	Superintendent	Board of Education	
Budget/Finance	Treasurer	Superintendent	Board of Education	
Classroom Procedures	Class/Course Teacher	Counselor, as applicable	Building Principal	
Counseling	Teacher or School Counselor	School Counselor, Psychologist, Social Worker	Building Principal	
Employment Opportunities	Website or OLAS	District Office		
Extra-Curricular and Clubs	Advisor of the Club	Building Principal		
Facilities Use	District Clerk	Building Principal	Superintendent	
Food Service	Food Service Director	Superintendent		
Health/Medical	School Nurse	Building Principal	Superintendent	
Home School	Student Services Office	Building Principal	Superintendent	
McKinney Vento/Homelessness	McKinny Vento Liaison	School Counselor	Building Principal	
O'Connor Scholarships/Loans	Treasurer	Superintendent		
ParentSquare	District Clerk	Building Principal	Superintendent	
Registration	Student Services Office	School Counselor	Building Principal	
Residency	Student Services Office	District Clerk	Superintendent	
Safety	Building Principal	Superintendent		
SchoolTool	Counseling Office	Building Principal		
Special Education	Teacher/Case Manager	Counselor	CSE Chairperson	Building Principal
Technology	Teacher, as applicable	Receptionist	Network Coordinator	
Transportation	Head Bus Driver	Director of Facilities and Transportation	Building Principal	Superintendent
District Website	District Clerk	Superintendent		

Directory

Position	Name
Elementary Counselor	Ms. Stacey Sinstack
MS/HS Counselor	Mr. Robert Hildebrandt
School Nurse	Ms. Christina Losie
Receptionist	Ms. Maryann Spina
Athletic Coordinator	Ms. Renee Moyse
District Clerk	Ms. Jennifer Plante
Treasurer	Ms. Troy Rider
Psychologist	Ms. Amanda Brownell
Social Worker	Ms. Hailee Pasa
Food Service Director	Ms. Kathleen Pedrick
Student Services Office	Ms. Jennifer Jester
McKinney Vento Liaison	Ms. Christina Losie
CSE Chairperson	Ms. Kelly Coons
Network Coordinator	Mr. Jason Slocum
Head Bus Driver	Ms. Heidi Mills
Director of Facilities and Transportation	Mr. Paul Moller
Building Principal	Ms. Christine Davis
Superintendent	Mr. Eric Whipple