

# Chain of Communication

General Information: (516) 377-9200

## WHO DO I CALL WITH A QUESTION OR SUGGESTION?

The Baldwin School District has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. At times, additional personnel are required to resolve specific situations. Appropriate communication channels for a variety of topics are listed below. The district encourages any and all questions from parents and residents regarding school matters.

## ATHLETICS

Step 1: Coach; if not resolved...  
Step 2: Eduardo Ramirez, Director of Athletics; if not resolved...  
Step 3: Dr. Cynthia Seniuk, Assistant Superintendent for Instruction; if not resolved...  
Step 4: Dr. Shari Camhi, Superintendent of Schools

## BUDGET

Step 1: Dr. Stephen Draper, Assistant Superintendent for Business; if not resolved...  
Step 2: Dr. Shari Camhi, Superintendent of Schools

## BUILDING USAGE (outside organizations)

Step 1: Building Administrator; if not resolved...  
Step 2: Russ Randazzo, Director of Facilities; if not resolved...  
Step 3: Dr. Stephen Draper, Assistant Superintendent for Business; if not resolved...  
Step 4: Dr. Shari Camhi, Superintendent of Schools

## CLASSROOM ISSUES INVOLVING AN INDIVIDUAL CHILD

(classroom procedures, classroom behavior, grades, etc.)

**OR**

## CURRICULUM AND INSTRUCTION

(subject matter being taught, textbooks and materials used, etc.)

For Grades K-12:

Step 1: Classroom Teacher; if not resolved...  
Step 2: Department Supervisor if pertains to grades 6-12, if not resolved...  
Step 2: Building Administrator; if not resolved...  
Step 3: Dr. Cynthia Seniuk, Assistant Superintendent for Instruction; if not resolved...  
Step 4: Dr. Shari Camhi, Superintendent of Schools

## EMPLOYMENT AND CERTIFICATION

Step 1: Michelle Gallo, Assistant Superintendent for Human Resources; if not resolved...  
Step 2: Dr. Shari Camhi, Superintendent of Schools

## MEDICAL CONCERNS, K-12

Step 1: School Nurse; if not resolved...  
Step 2: Building Administrator; if not resolved...  
Step 3: Dr. Ed Murphy, Director of Pupil Services; if not resolved...  
Step 4: Dr. Shari Camhi, Superintendent of Schools

## OTHER SCHOOL ACTIVITIES/CLUBS

Step 1: Activity Advisor; if not resolved...  
Step 2: Building Administrator; if not resolved...  
Step 3: Dr. Cynthia Seniuk, Assistant Superintendent for Instruction; if not resolved...  
Step 4: Dr. Shari Camhi, Superintendent of Schools

## REGISTRATION AND RESIDENCY

Step 1: Building Administrator; if not resolved...  
Step 2: Registrar; if not resolved...  
Step 3: Dr. Ed Murphy, Director of Pupil Services; if not resolved...  
Step 4: Dr. Cynthia Seniuk, Assistant Superintendent for Instruction; if not resolved...  
Step 5: Dr. Shari Camhi, Superintendent of Schools

## SPECIAL EDUCATION

Step 1: Teacher; if not resolved...  
Step 2: School Psychologist; if not resolved...  
Step 3: Building Administrator; if not resolved...  
Step 4: Dr. Ed Murphy, Director of Pupil Services; if not resolved...  
Step 5: Dr. Cynthia Seniuk, Assistant Superintendent for Instruction; if not resolved...  
Step 6: Dr. Shari Camhi, Superintendent of Schools

## TRANSPORTATION

(management issues: pickup, route problems, etc.)  
Step 1: Phil Schlener, Transportation; if not resolved...  
Step 2: Dr. Stephen Draper, Assistant Superintendent for Business; if not resolved...  
Step 3: Dr. Shari Camhi, Superintendent of Schools

## TRANSPORTATION CONCERNS – OTHER

(student issues: behavior on school buses, etc.)  
Step 1: Bus Driver; if not resolved...  
Step 2: Building Administrator; if not resolved...  
Step 3: Phil Schlener, Transportation; if not resolved...  
Step 4: Dr. Stephen Draper, Assistant Superintendent for Business; if not resolved...  
Step 5: Dr. Shari Camhi, Superintendent of Schools