



# PUTNAM VALLEY SCHOOL DISTRICT

## Whom Do I Contact with a Question or Concern?

1ST STEP	2ND STEP	3RD STEP	4TH / 5TH STEP
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### Academics and Support Services

Main Office (attendance, dismissal changes, nurse, etc.)	Office Staff			
Classroom Issues (classroom procedures, behavior, grades)	Teacher	▶ Assistant Principal and/or Counselor	▶ Assistant Principal, then Principal	▶ Dir. of Curr. & Inst. or Asst. Super. for PPS and HR; then Superintendent
Curriculum, Instruction, & Assessments (subject matter, teaching, supplies and materials)	Teacher	▶ Assistant Principal and/or Counselor	▶ Assistant Principal, then Principal	▶ Dir. of Curr. & Inst. or Asst. Super. for PPS and HR; then Superintendent
ENL Services	Teacher	▶ Coordinator of ENL Services and Community Liaison	▶ Assistant Principal, then Principal	▶ Dir. of Curr. & Inst. or Asst. Super. for PPS and HR; then Superintendent
International Baccalaureate (IB) Program	Teacher	▶ Program Coordinator(s)	▶ Assistant Principal, then Principal	▶ Dir. of Curr. & Inst.; then Superintendent
504 (subject matter, teaching, supplies and materials)	Teacher or School Psychologist	▶ Assistant Principal and/or Counselor	▶ Assistant Principal, then Principal	▶ Dir. of Curr. & Inst. or Asst. Super. for PPS and HR; then Superintendent
Special Education / Pupil Personnel Services (Not 504)	Teacher; then Case Manager	▶ Assistant Principal, then Principal	▶ Asst. Super. for PPS and HR	▶ Superintendent
School Counseling (overall student well-being, scheduling, BOCES programs, college application process)	School Counselor	▶ Assistant Principal, then Principal	▶ Asst. Super. for PPS and HR or Dir. of Curr. & Inst.	▶ Superintendent
Clinical Services (OT, PT, Speech)	Clinician	▶ Assistant Principal, then Principal	▶ Asst. Super. for PPS and HR	▶ Superintendent
Medical Concerns, K-12	School Nurse	▶ Assistant Principal, then Principal	▶ Director of Health, Physical Education, & Athletics	▶ Asst. Super. for PPS and HR; then Superintendent

### Athletics and Extra Curricular

Athletics	Student-Athlete Contacts Coach	▶ Parent Contacts Coach	▶ Director of Health, Physical Education & Athletics	▶ Superintendent
Extra-Curricular Clubs	Faculty Advisor	▶ Assistant Principal or Principal	▶ Director of Curriculum & Instruction	▶ Director of Business Administration; then Superintendent

### District Wide Services

Budget & Business Operations	Director of Business Administration	▶ Superintendent		
Buildings & Grounds / Use of Facilities Requests	Community Relations	▶ Director of Operations & Transportation	▶ Director of Business Administration	▶ Superintendent
District Policies	District Clerk	▶ Superintendent	▶ Board of Education	
Food Services (Free & Reduced Applications)	Registrar	▶ Director of Business Administration	▶ Superintendent	
Food Services (Menu/Balances)	Food Services Director	▶ Community Relations	▶ Director of Business Administration	
New Student Registration / Residency	Registrar	▶ Asst. Super. for PPS and HR	▶ Superintendent	
School Personnel Concerns	Assistant Principal	▶ Principal	▶ Asst. Super. for PPS and HR	▶ Superintendent
Security	Assistant Principal; then Principal	▶ Director of Operations & Transportation	▶ Director of Health, Physical Education, & Athletics	▶ Superintendent
Student or Family PowerSchool Portal Support	Building Tech Support	▶ Director of Technology	▶ Superintendent	
General Technology (students & staff)	Help Desk / Building Tech Support	▶ Director of Technology	▶ Director of Business Administration	▶ Superintendent
Transportation (pick-up, routes, out of district and other concerns)	Transportation Supervisor	▶ Director of Operations & Transportation	▶ Assistant Principal; then Principal	▶ Asst. Super. for PPS and HR / Superintendent

### Quick Links

District Website: [pvcsd.org](http://pvcsd.org) ■ District Calendar: [pvcsd.org/calendar](http://pvcsd.org/calendar) ■ Lunch Menu: [pvcsd.org/lunch](http://pvcsd.org/lunch) ■ Athletics: [pvcsd.org/athletics](http://pvcsd.org/athletics) ■ Staff Directory: [pvcsd.org/directory](http://pvcsd.org/directory)

## District Offices - (845) 528-8143

Superintendent .....	Jeremy Luft .....	jluft@pvcasd.org .....	ext. 1367
– Secretary to the Superintendent/District Clerk .....	Maureen Bellino .....	mbellino@pvcasd.org .....	ext. 1367
Assistant Superintendent for Pupil Personnel & HR.....	Natalie Doherty .....	ndoherty@pvcasd.org .....	ext. 1307
Director of Curriculum & Instruction.....	Jackie Levine.....	jlevine@pvcasd.org .....	ext. 1510
Director of Business Administration .....	Jill Figarella .....	jfigarella@pvcasd.org.....	ext. 1364
– Business Office Main Line .....			(845) 528-7976
Director of Operations & Transportation .....	David Spittal .....	dspittal@pvcasd.org.....	ext. 1323
– Operations Office, Secretary .....	Valerie Mansfield.....	vmansfield@pvcasd.org .....	ext. 1322
– Transportation Supervisor.....	Michael Koenig.....	mkoenig@pvcasd.org.....	ext. 1110
– Bus Dispatcher .....	Sarah Pellegrino .....	spellegriano@pvcasd.org.....	ext. 1111
Community Relations .....	Jeannie Denike .....	jdenike@pvcasd.org .....	ext. 1320
Registrar/New Student Enrollment .....	Christina Giacomini .....	cgiacomini@pvcasd.org.....	ext. 1317
Food Services Director .....	Sandra Renken .....	srenken@pvcasd.org .....	ext. 1321

## Putnam Valley Elementary School — (845) 528-8092

Principal.....	Margaret Podesta .....	mpodesta@pvcasd.org.....	ext. 1103
Assistant Principal, DASA Coordinator .....	Jennifer Picco.....	jpizzo@pvcasd.org .....	ext. 1128
Office Assistant.....	Donna Sillery .....	dsillery@pvcasd.org .....	ext. 1101
Office Assistant.....	Liz Tavares .....	ltavares@pvcasd.org .....	ext. 1102
Office Assistant.....	Carolyn DeRubeis.....	cderubeis@pvcasd.org.....	ext. 1100

## Putnam Valley Middle School — (845) 528-8101

Principal .....	Travis McCarty.....	tmccarty@pvcasd.org .....	ext. 1207
Assistant Principal, DASA Coordinator .....	Jaime Zecca.....	jzecca@pvcasd.org.....	ext. 1210
Office Assistant.....	TBD .....	TBD .....	ext. 1200
Office Assistant.....	Karen McCarney .....	kmccarney@pvcasd.org .....	ext. 1201
Office Assistant (Kiosk).....	Maria Margiotta.....	mmargiotta@pvcasd.org.....	ext. 1298

## Putnam Valley High School — (845) 526-7847

Principal .....	Matt Mello.....	mmello@pvcasd.org .....	ext. 1303
Assistant Principal, DASA Coordinator .....	Letitia Payne.....	lpayne@pvcasd.org .....	ext. 1310
Office Assistant.....	Marie Gennett.....	mgennett@pvcasd.org .....	ext. 1302
Office Assistant.....	Gail Orefice .....	gorefice@pvcasd.org.....	ext. 1300
Office Assistant (Kiosk).....	Yvonne Mazza .....	ymazza@pvcasd.org.....	ext. 1311
IB Program Coordinator .....	Vin DeGregorio .....	vdegregorio@pvcasd.org .....	
IB Program Coordinator .....	Rob Lathrop.....	rlathrop@pvcasd.org .....	
Science Research .....	Jerry Zupan .....	jzupan@pvcasd.org .....	

## Special Education and Student Services — (845) 528-8130

Assistant Superintendent for Pupil Personnel Services & Human Resources .....	Natalie Doherty .....	ndoherty@pvcasd.org .....	ext. 1307
CSE Chairperson .....	Melissa Estrella.....	mestrella@pvcasd.org .....	ext. 1315
CPSE Chairperson .....	Susan O'Connell .....	soconnell@pvcasd.org .....	ext. 1104
Office Assistant.....	Christina Giacomini .....	cgiacomini@pvcasd.org.....	ext. 1317
Office Assistant.....	Alicia Hunter .....	ahunter@pvcasd.org .....	ext. 1318

- Free and Reduced Price Lunch Program & Foster Care Point of Contact

## Attendance

Elementary School .....		(845) 528-8092 ext. 1100
Middle School.....	PVMSAttendance@pvcasd.org .....	(845) 528-8101 ext. 1298
High School .....	PVHSAAttendance@pvcasd.org .....	(845) 526-7847 ext. 1311

## School Counseling

### • Putnam Valley Elementary School Counseling — (845) 528-8092

School Counselor ..... Laura Kilduff ..... lkilduff@pvcasd.org ..... ext. 1142

### • Putnam Valley Middle School Counseling — (845) 528-8101

School Counselor ..... Kendall Coleman ..... kcoleman@pvcasd.org ..... ext. 1209

### • Putnam Valley High School Counseling — (845) 526-7847

School Counselor ..... Dave Champion ..... dcampion@pvcasd.org ..... ext. 1309

School Counselor ..... Dina Castrillon ..... dcastrillon@pvcasd.org ..... ext. 1393

School Counselor ..... Paige Davino ..... pdavino@pvcasd.org ..... ext. 1305

Guidance Office Assistant ..... Lynn Keller ..... lkeller@pvcasd.org ..... ext. 1304

## Athletics — (845) 526-7412

Director of Health, P.E & Athletics ..... Dave Kantrowitz ..... dkantrowitz@pvcasd.org ..... ext. 1379

Office Assistant ..... Cathy Fileccia ..... cfileccia@pvcasd.org ..... ext. 1378

Athletic Trainer ..... Megan Smithuysen ..... msmithuysen@pvcasd.org ..... ext. 31330

## Health & Mental Health Services

### • Putnam Valley Elementary School — (845) 528-8092

Nurse ..... Kathy Hill ..... khill@pvcasd.org ..... ext. 1106

Nurse ..... Frank Murphy ..... fmurphy@pvcasd.org ..... ext. 1106

School Psychologist ..... Susan O'Connell ..... soconnell@pvcasd.org ..... ext. 1104

School Psychologist ..... Mary Sullivan ..... msullivan@pvcasd.org ..... ext. 1116

### • Putnam Valley Middle School Health Office — (845) 528-8101

Nurse ..... Jackie LeClech ..... jleclech@pvcasd.org ..... ext. 1213

School Psychologist ..... Jason Kane ..... jkane@pvcasd.org ..... ext. 1219

Social Worker ..... Leighann Bale ..... lbale@pvcasd.org ..... ext. 1206

### • Putnam Valley High School Health Office — (845) 526-7847 ext. 1306

Nurse ..... Jess Wymore ..... jwymore@pvcasd.org ..... ext. 1306

School Psychologist ..... Gina Frye ..... gfrye@pvcasd.org ..... ext. 1398

School Psychologist ..... Eva Wayne ..... ewayne@pvcasd.org ..... ext. 1329

Social Worker ..... Judilcia Perez ..... jperez@pvcasd.org ..... ext. 1503

## Information Technology

Directory of Technology, Chief Information Officer,

Data Privacy Officer, & Network Administrator ..... Michael N. Lee ..... mlee@pvcasd.org ..... ext. 1397

Elementary School Tech Support ..... Alex Gofman ..... agofman@pvcasd.org

Middle School Tech Support ..... Laura Sherwood ..... lsherwood@pvcasd.org

High School Tech Support ..... Ed Nowicki ..... enowicki@pvcasd.org

High School Tech Support (Media Specialist) ..... Dan Mahoney ..... dmahoney@pvcasd.org

Network Support ..... Matt Brady ..... mbrady@pvcasd.org

## Community Partners

Parent Teacher Association (PTA) - putnamvalleypta@gmail.com

Parent Teacher Student Association (PTSA) - putnamvalleyptsa@outlook.com

Putnam Valley Education Foundation - pvefny@gmail.com

Putnam Valley Booster Club - putnamvalleyboosterclub@gmail.com