



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 ■ District Calendar: pvcsd.org/calendar ■ Lunch Menu: pvcsd.org/lunch ■ Athletics: pvcsd.org/athletics ■ Staff Directory: 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) 528-8125
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	spellegirino@pvcasd.org.....	ext. 1111
Community Relations	Jeannie Denike	jdenike@pvcasd.org	ext. 1320
Registrar/New Student Enrollment	Danielle Pelliccio	dpelliccio@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	Carly Robey	crobey@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.....	Danielle Dearman.....	ddearman@pvcasd.org	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.....	Kim MacNeil	kmacneil@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	
Science Research	Kathleen Westervelt.....	kwestervelt@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.....	Danielle Pelliccio	dpelliccio@pvcasd.org	ext. 1317
Office Assistant.....	Alicia Hunter.....	ahunter@pvcasd.org	ext. 1318
• Foster Care Point of Contact			
Office Assistant.....	Jean Cesario.....	jcesario@pvcasd.org	ext. 1387
• Free and Reduced Price Lunch Program			

Attendance

Elementary School		(845) 528-8092 ext. 1100
Middle School.....	PVMSAttendance@pvcasd.org	(845) 528-8101 ext. 1298
High School	PVHSAttendance@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 Melody Ortiz mortiz@pvcasd.org ext. 1209

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

School Counselor Dave Campion 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 Alyssa Cohen acohen@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 - putnamtleyboosterclub@gmail.com