

Potsdam Central School District Communication Chain

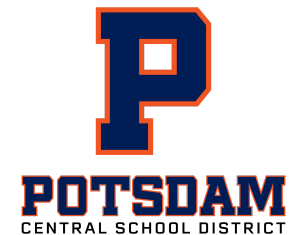
Questions /Concerns Regarding:	Step 1	Step 2	Step 3	Step 4
Academics	Teacher	School Counselor	Principal	Asst. Superintendent for Curriculum/Instruction
Academic Intervention Services (AIS)	Teacher	Principal	Asst. Superintendent for Curriculum/Instruction	
Athletics	Coach	Director of Athletics	Superintendent	
Behavior & Classroom Procedures	Teacher	Principal	Superintendent	
Board of Education Policies	PCS BOE Policies	District Clerk	Superintendent	
Budget	Business Manager	Superintendent		
Buildings & Grounds	Custodian	Principal	Director of Facilities	Superintendent
Counseling	School Counselor/ Social Worker	Principal	Superintendent	
Curriculum	Teacher	Principal	Asst. Superintendent for Curriculum/Instruction	
Dignity for All Students (DASA)	Teacher	Principal	Superintendent	
Enrollment	Enrollment Clerk	Principal	Asst. Superintendent for Curriculum/Instruction	Superintendent
Extracurricular Activities	Activity Advisor	Principal	Superintendent	
Facilities Use	Facilities Scheduler	Principal or Director of Athletics	Superintendent	
Food Service	Cafeteria Manager	Principal	Food Service Director	Superintendent
Medical/Health	School Nurse	Principal	Superintendent	
Special Education	Teacher/Consultant Teacher	Principal / CSE Chair	Asst. Superintendent for Curriculum/Instruction	Superintendent
Technology	PCS Technology Help Desk	Instructional Technology Specialist or IT Technician	Network Administrator	Asst. Superintendent for Curriculum/Instruction
Taxes	School Tax Collector	District Clerk	School Business Manager	Superintendent
Transportation	Bus Driver	Transportation Secretary	Director of Transportation	Superintendent

Partnerships with our families and community are essential to our success. Therefore, PCS encourages all parents and district residents to reach out with any questions or concerns regarding school matters.

The Potsdam Central School District has developed this chart to promote direct, open, and respectful communication and ensure that questions and concerns can be addressed effectively.

The communication protocol begins with the staff member closest to the situation, as that person generally has the most in-depth information. At times, additional personnel need to be involved to resolve specific situations. The appropriate communication channels are listed to the left. Personnel and department contact information can be found on the following page.

If your concerns or questions have not been addressed/resolved after following the appropriate steps in the communication protocol, the District Clerk can assist you in communicating with the Board of Education.



District Clerk:
 Davida M. Martin
 (315) 265-2000 x36733
dmartin@potsdam.k12.ny.us

PCS Contact Information

Main Phone: (315) 265-2000

*The full staff directory can be found at potsdamcsd.org

District Office	Superintendent of Schools - Jerry Griffin - Secretary/District Clerk - Davida Martin Assistant Superintendent for Curriculum & Instruction - Mark Bennett	jgriffin@potsdam.k12.ny.us dmartin@potsdam.k12.ny.us mbennett@potsdam.k12.ny.us	Ext. 36733 Ext. 36733 Ext. 36729
Lawrence Avenue Elementary School	Principal - Sharee Thomas Assistant Principal - Joanna Cross - Secretary - Gerilynn Wilson - Secretary - Melissa Basford School Counselor - Carrie White School Psychologist - Melissa Joy Nurse - Savannah Martinez	stthomas@potsdam.k12.ny.us jcross@potsdam.k12.ny.us gwilson@potsdam.k12.ny.us mbasford@potsdam.k12.ny.us cwhite@potsdam.k12.ny.us mjoy@potsdam.k12.ny.us smartinez@potsdam.k12.ny.us	Ext. 36249 Ext. 36247 Ext. 36248 Ext. 36246 Ext. 36245 Ext. 36233 Ext. 36244
A. A. Kingston Middle School	Principal - Daniel Cook - Secretary - Sarah Austin School Counselor - Christopher Johnson School Counselor - Chandler Flaro - Guidance Secretary/Enrollment Clerk - Debora McGregor School Psychologist - Sarah Baker Nurse - Joey Shelly	dcook@potsdam.k12.ny.us saustin@potsdam.k12.ny.us cjohnson@potsdam.k12.ny.us cflaro@potsdam.k12.ny.us dmcgregor@potsdam.k12.ny.us sbaker@potsdam.k12.ny.us jshelly@potsdam.k12.ny.us	Ext. 36514 Ext. 36513 Ext. 36518 Ext. 36516 Ext. 36517 Ext. 36501 Ext. 36522
Potsdam Senior High School	Principal - Kristin Towne - Secretary - Lory Richard - Secretary - Sara Orologio Dean of Students/Athletic Director - Zachery Marcellus School Counselor (Grades 9 & 10) - Marc Pocaro School Counselor (Grades 11 & 12) - Tisha White School Counselor (IEP) - Susan Hewlett - Guidance Secretary - Rachel Johnson School Psychologist - Whitney McRobbie Nurse - Jennifer Urias	ktowne@potsdam.k12.ny.us lrichard@potsdam.k12.ny.us sorologio@potsdam.k12.ny.us zmarcellus@potsdam.k12.ny.us pocaro@potsdam.k12.ny.us tlwhite@potsdam.k12.ny.us shewlett@potsdam.k12.ny.us rjohnson@potsdam.k12.ny.us wmcrobbie@potsdam.k12.ny.us jurias@potsdam.k12.ny.us	Ext. 36811 Ext. 36809 Ext. 36809 Ext. 36850 Ext. 36801 Ext. 36805 Ext. 36752 Ext. 36803 Ext. 36878 Ext. 36800
Athletics	Athletic Director - Zachery Marcellus	zmarcellus@potsdam.k12.ny.us	Ext. 36850
Business Office	Business Manager - Laura Hart District Treasurer - Cara Adams Payroll & Benefits/Acct. Office Accounts Payable Clerk - Sharon Gonyeau	lhart@potsdam.k12.ny.us cadams@potsdam.k12.ny.us payroll@potsdam.k12.ny.us sgonyeau@potsdam.k12.ny.us	Ext. 36721 Ext. 36 719 Ext. 36723 Ext. 36725
Buildings & Grounds	Facilities Director - Jerald Yette - Secretary - Tanya Sala	pmclaughlin@potsdam.k12.ny.us tsala@potsdam.k12.ny.us	Ext. 36613
Enrollment Office	Enrollment Clerk - Deborah McGregor	dmcgregor@potsdam.k12.ny.us	Ext. 36515
Food Service	Director of Food Service - Randy Collins	rcollins@potsdam.k12.ny.us	Ext. 36472
IT Office	Network Administrator - Robert Best (NERIC) Network Administrator - Darin McHenry (SLL BOCES) Technician - Leon Cantwell (SLL BOCES) Technician - Zach Nelson (SLL BOCES)	itdept@potsdam.k12.ny.us	Ext. 36266 & 36707
Special Education Office	CSE/CPSE Chair - Jennifer Neaton - Secretary - KC Young - Secretary - Tiffany Roome	jneaton@potsdam.k12.ny.us kyoung@potsdam.k12.ny.us troome@potsdam.k12.ny.us	Ext. 36816 Ext. 36815 Ext. 36814
Transportation Office	Transportation Director - Kevin Talcot - Secretary - Tanya Sala	kkingsley@potsdam.k12.ny.us tsala@potsdam.k12.ny.us	Ext. 36351