September 2024

The District has established this resource to help parents, families, and residents when they have questions or concerns related to a variety of circumstances. This process is designed to help individuals with questions to start with the person closest to the situation, as it is that person that will have the most information. Because situations sometimes require that additional staff become involved in the conversations, we have tried to categorize here the major areas of interest, with a list for each area of those responsible. If you have questions pertaining to the school district or your child's progress, please do not hesitate to contact us. We encourage any and all questions from parents and residents concerning school matters.

Classroom Issues Involving an Individual Child
(Classroom procedures, classroom behavior, grades, etc.)
For Grades K-5:
Step 1- Classroom Teacher; if further questions exist…
Step 2- Building Principal; if further questions exist...
Step 3 - Ms. Kim Skillen, Deputy Superintendent for Curriculum & Instruction; if further questions exist…
Step 4- Dr. Kenneth E. Graham, Superintendent of Schools

For Grades 6-12:
Step 1- Classroom Teacher; if further questions exist…
Step 2- Guidance Counselor; if further questions exist…
Step 3- Department Coordinator; if further questions exist…
Step 4- Building Principal; if further questions exist…
Step 5- Ms. Kim Skillen, Deputy Superintendent for Curriculum & Instruction; if further questions exist…
Step 6- Dr. Kenneth E. Graham, Superintendent of Schools

Curriculum Questions
(Subject matter being taught, textbooks and materials used, etc.)
For Grades K-5:
Step 1- Classroom Teacher; if further questions exist…
Step 2- Building Principal; if further questions exist…
Step 3- Department Coordinator, if further questions exist…
Step 4- Ms. Kim Skillen, Deputy Superintendent for Curriculum & Instruction; if further questions exist…
Step 5- Dr. Kenneth E. Graham, Superintendent of Schools

For Grades 6-12:
Step 1- Classroom Teacher; if further questions exist…
Step 2- Department Coordinator ; if further questions exist…
Step 3- Assistant Principal assigned to the student; if further questions exist…
Step 4- Building Principal; if further questions exist…
Step 5- Ms. Kim Skillen, Deputy Superintendent for Curriculum & Instruction; if further questions exist…
Step 6- Dr. Kenneth E. Graham, Superintendent of Schools

Health and Safety Concerns
Step 1- Building Principal; if further questions exist…
Step 2 - Matt Backes, Director of Facilities, if further questions exist…
Step 3- Mr. Frank Bacchi, Assistant Superintendent; if further questions exist...
Step 4- Dr. Kenneth E. Graham, Superintendent of Schools

Medical Concerns
For Grades K-5:
Step 1- School Nurse; if further questions exist…
Step 2- Building Principal; if further questions exist…
Step 3- Mr. Jason Friesen, Athletic Director;
Step 4 - Ms. Laurie Melesh, Assistant Superintendent PPS, if further questions exist…
Step 5- Dr. Kenneth E. Graham, Superintendent of Schools

For Grades 6-12:
Step 1- School Nurse; if further questions exist…
Step 2- Assistant Principal assigned to the student; if further questions exist…
Step 3- Building Principal; if further questions exist…
Step 4 - Ms. Laurie, Melesh, Assistant Superintendent PPS, if further questions exist…
Step 5- Dr. Kenneth E. Graham, Superintendent of Schools

Special Education Concerns/Special Needs
For Grades PK-5
Step 1- Special Education Teacher/School Psychologist/Guidance Counselor; if further questions exist…
Step 2- Ms. Courtney Lazarus, Assistant Director of Special Education; Building Principal; if further questions exist…
Step 3 - Building Principal; if further questions exist…
Step 4- Ms. Laurie Melesh, Assistant Superintendent PPS, if further questions exist…
Step 5- Dr. Kenneth E. Graham, Superintendent of Schools

For Grades 6-12
Step 1- Special Education Teacher/School Psychologist; if further questions exist…
Step 2- Ms. Alyssa Imhof, Assistant Director for Special Education; if further questions exist…
Step 3 - Building Principal; if further questions exist…
Step 4 - Ms. Laurie Melesh, Assistant Superintendent PPS, if further questions exist…
Step 5- Dr. Kenneth E. Graham, Superintendent of Schools

ENL & Bilingual Concerns
Step 1- Classroom Teacher; if further questions exist…
Step 2- Mr. Nicholas Pei, Coordinator of ENL/World Languages & Dual Language, if further questions exist…
Step 3- Building Administrator; if further questions exist…
Step 4 - Ms. Kim Skillen, Deputy Superintendent of Curriculum and Instruction, if further questions exist...
Step 5- Dr. Kenneth E. Graham, Superintendent of Schools

Transportation Concerns
(Pick up, route problems, etc.)
Step 1- Mr. Al Miller, Transportation Director; if further questions exist…
Step 2- Building Administrator, if further questions exist...
Step 3- Mr. Frank Bacchi, Assistant Superintendent; if further questions exist...
Step 4- Dr. Kenneth E. Graham, Superintendent of Schools

Other Transportation Concerns
(Behavior on school bus, etc.)
Step 1- Mr. Al Miller, Transportation Director; if further questions exist…
Step 2- Building Administrator; if further questions exist…
Step 3- Mr. Frank Bacchi, Assistant Superintendent for Business; if further questions exist...
Step 4- Dr. Kenneth E. Graham, Superintendent of Schools

Building Use and/or Facilities Concerns
Step 1 – Refer to district calendar dates for building use and facilities use informational sessions, if further questions exist...
Step 2 – Ms. Nancy Walsh-Smolenski, Facilities Use, if further questions exist…
Step 3 - Mr. Matt Backes, Director of Facilities, if further questions exist...
Step 4 - Mr. Frank Bacchi, Assistant Superintendent for Business; if further questions exist...
Step 5 - Dr. Kenneth E. Graham, Superintendent of Schools

Budget Concerns/Questions
Step 1- Ms. Tiana Belcastro, District Treasurer; if further questions exist…
Step 2 - Mr. Frank Bacchi, Assistant Superintendent for Business; if further questions exist...
Step 3- Dr. Kenneth E. Graham, Superintendent of Schools

Athletic Concerns
Step 1- Coach; if further questions exist…
Step 2- Mr. Jason Friesen, Athletic Director; if further questions exist…
Step 3- Dr. Kenneth E. Graham, Superintendent of Schools

Other After School Activities (Clubs, etc…)
For Grades K-5
Step 1- Activity Advisor- if further questions exist…
Step 2- Building Principal; if further questions exist…
Step 3- Ms. Kim Skillen, Deputy Superintendent for Curriculum & Instruction; if further questions exist…
Step 4- Dr. Kenneth E. Graham, Superintendent of Schools

For Grades 6-12
Step 1- Activity Advisor- if further questions exist…
Step 2- Assistant Principal; if further questions exist…
Step 3- Building Principal; if further questions exist…
Step 4- Ms. Kim Skillen, Deputy Superintendent for Curriculum & Instruction; if further questions exist…
Step 5- Dr. Kenneth E. Graham, Superintendent of Schools

Almost Home Program
Step 1- Thomas Shingler, Director of the Almost Home Program (631)422-0333, if further questions exist…
Step 2- Donna Cannon, Director North Babylon Community Youth Services(dcannonnbtc@outlook.com), if further questions exist…
Step 3- Ms. Kim Skillen, Deputy Superintendent for Curriculum & Instruction; if further questions exist…
Step 4- Dr. Kenneth E. Graham, Superintendent of Schools

E School (Parent Portal)
For Grades K-5
Step 1 - portalhelp@northbabylonschools.net; if further questions exist...
Step 2- Dan Rose, Director of Technology, if further questions exist…
Step 3 - Ms. Kim Skillen, Deputy Superintendent for Curriculum & Instruction; if further questions exist…
Step 4 - Dr. Kenneth E. Graham, Superintendent of Schools

E School (Parent Portal)
For Grades 6-12
Step 1 - portalhelp@northbabylonschools.net; if further questions exist...
Step 2- Dan Rose, Director of Technology, if further questions exist…
Step 3 - Ms. Kim Skillen, Deputy Superintendent for Curriculum & Instruction; if further questions exist…
Step 4 - Dr. Kenneth E. Graham, Superintendent of Schools

Guidance
Step 1- Guidance Counselor; if further questions exist…
Step 2- Mr. Stephen Dombo, Director of Guidance and School Counseling, if further questions exist…
Step 3 - Ms. Laurie Melesh, Assistant Superintendent for PPS; if further questions exist…
Step 4- Dr. Kenneth E. Graham, Superintendent of Schools

Discipline
(Classroom procedures, classroom behavior, grades, etc.)
For Grades K-5:
Step 1- Classroom Teacher; if further questions exist…
Step 2- Building Principal; if further questions exist...
Step 3- Dr. Kenneth E. Graham, Superintendent of Schools

For Grades 6-12:
Step 1- Classroom teacher; if further questions exist…

Step 2- Dean assigned to the student; if further questions exist…
Step 3- Building Principal; if further questions exist…
Step 4- Dr. Kenneth E. Graham, Superintendent of Schools

Registration / Residency
Step 1 - Central Registration Office
Step 2 - Mr. Dan Rose Director of Student Data Services; if further questions exist…
Step 3 - Ms. Laurie Melesh, Assistant Superintendent for PPS; if further questions exist…
Step 4 - Dr. Kenneth E. Graham, Superintendent

School Personnel
Step 1 - Building Administrator; if further questions exist…
Step 2 - Ms. Barbara Butler, Assistant Superintendent for Personnel & Educational Operations, if further questions exist…
Step 3 - Dr. Kenneth E. Graham, Superintendent

District Security
Step 1 - Director of School Security; if further questions exist…
Step 2 - Mr. Frank Bacchi, Assistant Superintendent for Business; if further questions exist…
Step 3 - Dr. Kenneth E. Graham, Superintendent

Records Request (FOIL (Freedom of Information Law)
Step 1 - District Clerk (District Form 3310)

Student Records / Transcript Request
For Grades P-5:
Step 1 - Contact the main office of the elementary school

For Grades 6-12:
Step 1 - Guidance office at the building

For Alumni:
Step 1 - Guidance office at the building

DASA
Step 1 - Complaint Form (District Form 7552) to your Building DASA Coordinator; if appealing the decision at the building level…
Step 2 - Ms. Barbara Butler, Assistant Superintendent for Personnel & Educational Operations, District DASA Coordinator; if appealing the decision of the District DASA Coordinator…
Step 3 - Dr. Kenneth E. Graham, Superintendent

Compliance to Regulations - Contacts
504 Compliance Officer- Ms. Laurie Melesh, Assistant Superintendent for PPS
Title IX Compliance Officer - Ms. Barbara Butler, Assistant Superintendent for Personnel & Educational Operations & Mr. Frank Bacchi, Assistant Superintendent for Business
Medicare Compliance Officer - Ms. Laurie Melesh, Assistant Superintendent for PPS
ADA Discrimination Act of 1975 Compliance Officer - Ms. Barbara Butler, Assistant Superintendent for Personnel & Educational Operations
Civil Rights Compliance Officer - Ms. Barbara Butler, Assistant Superintendent for Personnel & Educational Operations
Civil Rights Data Compliance Officer - Mr. Dan Rose Director of Student Data Services
Data Privacy Officer - Ms. Jennifer Ahrens, School District Auditor

Still not resolved? If a matter remains unresolved after the above steps have been followed, an inquiry can be sought to the Board of Education. The primary responsibility of the Board is to set board policy for the school district. The Superintendent and staff are legally empowered to administer the school district and to put into operation the policies and decisions of the Board of Education.