



District Leadership

Effective Communication



Effective communication begins with the staff member closest to the situation you wish to discuss, as that is the person that will likely have the most information.

In advancing our desire for the most helpful communication and resolution of any issue, **please begin with Step 1** and move to the next step if necessary.

Addressing concerns is our first priority. We have established these protocols to assist you and thereby your child's educational experience in a positive and supportive manner.

If your issue has not been resolved after following **ALL** the appropriate steps in the communication procedures, then please contact the Board of Education at (631) 870-2554.

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MOUNT SINAI SCHOOL DISTRICT
The Best in Learning and Living

COMMUNICATION PROCEDURES 2023-2024

Good communication is the foundation for a strong home/school partnership. Mount Sinai Schools has developed this brochure in order to promote open and respectful conversations to continue to strengthen those partnerships.

Questions & Concerns?



Please read below for certain situations and scenarios, and which steps to follow in order to effectively communicate.

Classroom issues involving an individual child

(class procedures, behavior, schedule, grades, etc.)

For Grades K-4:

- STEP 1
Classroom Teacher
- STEP 2
Assistant Principal
- STEP 3
Building Principal
- STEP 4
Dr. Christine Criscione, Superintendent

For Grades 5-12:

- STEP 1
Classroom Teacher
- STEP 2
Guidance Counselor
- STEP 3
Assistant Principal
- STEP 4
Curriculum Director
- STEP 5
Building Principal
- STEP 6
Dr. Christine Criscione, Superintendent

Curriculum Instruction Concerns

(subject being taught, teaching strategies, textbooks, etc.)

- STEP 1
Classroom Teacher
- STEP 2
Guidance (Secondary Only)

- STEP 3
Assistant Principal
- STEP 4
Curriculum Director
- STEP 5
Building Principal
- STEP 6
Dr. Deena Williams-Timo, Executive Director
- STEP 7
Dr. Christine Criscione, Superintendent

Special Education Concerns:

- STEP 1
Classroom Teacher
- STEP 2
Guidance (Secondary Only)
- STEP 3
Psychologist
- STEP 4
Building Principal
- STEP 5
Doris Savelli, Director of Special Education
- STEP 6
Dr. Deena William-Timo, Executive Director
- STEP 7
Dr. Christine Criscione, Superintendent

Athletic Concerns:

- STEP 1
Coach
- STEP 2
Scott Reh, Director of Athletics
- STEP 3
Assistant Principal
- STEP 4
Building Principal
- STEP 5
Dr. Christine Criscione, Superintendent

Building Use Permit Requests:

For Field & Gymnasium:

- STEP 1
Scott Reh, Director of Facilities
- STEP 2
Linda Jensen, Asst. Supt. for Business
- STEP 3
Dr. Christine Criscione, Superintendent
- For General Building Use:*
- STEP 1
Building Main Office
- STEP 2
Scott Reh, Director of Facilities
- STEP 3
Linda Jensen, Asst. Supt. for Business
- STEP 4
Dr. Christine Criscione, Superintendent

DASA Concerns:

- Assistant Principal

Food Service Concerns:

- STEP 1
Marie Lane, Whitsons Food Service
- STEP 2
Linda Jensen, Asst. Supt. for Business

Medical Concerns:

- STEP 1
School Nurse
- STEP 2
Guidance (Secondary Only)
- STEP 3
Assistant Principal
- STEP 4
Building Principal
- STEP 5
Dr. Christine Criscione, Superintendent

For Powerschool and Parent Portal Issues:

- STEP 1
Guidance Department (Secondary)
Building Office Staff (Elementary)
- STEP 2
Christine Sfakis (631) 870-2550
- STEP 3
Mark Cannet, Director of Information Technology

For Laptop and Chromebook Issues:

- STEP 1
Technology Department (631) 870-2812
- STEP 2
Assistant Principal
- STEP 3
Mark Cannet, Director of Information Technology

Budget Concerns:

- STEP 1
Linda Jensen, Asst. Supt. for Business
- STEP 2
Dr. Christine Criscione, Superintendent

SCOPE
(631) 360-0800

North Shore Youth Council

(631) 744-0207

Transportation Concerns:

- STEP 1
Parents, know your child's route number
- STEP 2
Lisa Krulder, Transportation Office (631) 870-2550
- STEP 3
After Hours First Student Vans & Buses: (631) 924-8400
- STEP 4
Building Principal
- STEP 5
Linda Jensen, Asst. Supt. for Business
- STEP 6
Dr. Christine Criscione, Superintendent

Other Transportation Concerns

(behavior on school buses, etc.)

- STEP 1
Bus Driver
- STEP 2
Assistant Principal
- STEP 3
Building Principal
- STEP 4
Linda Jensen, Asst. Supt. for Business
- STEP 5
Dr. Christine Criscione, Superintendent

Other School Activities:

- STEP 1
Activity Advisor
- STEP 2
Assistant Principal
- STEP 3
Curriculum Director
- STEP 4
Building Principal
- STEP 5
Maureen Poerio, Executive Admin Assistant
- STEP 6
Dr. Christine Criscione, Superintendent

School Personnel Concern:

- STEP 1
Assistant Principal
- STEP 2
Building Principal
- STEP 3
Maureen Poerio, Executive Admin Assistant
- STEP 4
Dr. Christine Criscione, Superintendent



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