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| **A Guide for Staff, Students, Parents, and Community Members with Questions and Suggestions About the Utica City School District**  **WHOM TO CONTACT**  **- EMERGENCY EMAIL (after hours) –** [**transportation@uticaschools.org**](mailto:transportation@uticaschools.org) | | | | | | | | |
| Questions/Comments |  | Step 1 |  | Step 2 |  | Step 3 |  | Step 4 |
| **Accountability for Student Learning** *(NYS Grades 3-8 Assessments, Regents Examinations, and Local Assessments)* |  | Classroom Teacher |  | Building Principal |  | **Steve Falchi**,  *Assistant Superintendent of Curriculum, Instruction and Assessment* - 315-792-2227 |  |  |
| **Athletic/Sports Information** |  | Coach |  | **Vincent Perrotta,** *Director of Physical Education & Athletics*  315-368-6950 |  | **Dr. Kathleen Davis,** *Superintendent of Schools* 315-792-2222 |  |  |
| **Breakfast/Lunch Programs** |  | Building Principal |  | **Hayley Mielnicki, MSRDNCDN** *Food Service Director Utica City Schools, OHM BOCES*  315-368-6858 |  | **Michael Ferraro,** *Chief Operations Officer* 315-792-2231 |  | **Dr. Kathleen Davis,** *Superintendent of Schools* 315-792-2222 |
| **Building Use Request** *(Scheduling Events in School Facilities, District Fields, and the Stadium)* |  | Que Center *(go to the Staff Resources on the district website and follow the instructions)* |  | [https://www.uticaschools.org/staff-resources](http://www.uticaschools.org/staff-resources) | | |  |  |
| **Curriculum Information (Class/Course)** |  | Teacher and/or Guidance Counselor |  | Building Principal |  | **Steve Falchi,**  *Assistant Superintendent of Curriculum, Instruction and Assessment -* 315-792-2227 |  | **Dr. Kathleen Davis,**  *Superintendent of Schools*  315-792-2222 |
| **Dignity for All Students Act (DASA)** |  | Building Principals |  | **Sara Klimek,** *Chief Human Resources Officer*  315-792-2249 |  |  |  |  |

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| Questions/Comments |  | Step 1 |  | Step 2 |  | Step 3 |  | Step 4 |
| **District Communications/ Publishing** |  | **Jennifer Dougherty,** *Communications/Media Coordinator* 315-368-6095 |  | **Dr. Kathleen Davis**,  *Superintendent of Schools*  315-792-2222 |  |  |  |  |
| **Graduation Requirements** |  | Guidance Counselor |  | Building Principal |  | **Steve Falchi,**  *Assistant Superintendent of Curriculum, Instruction and Assessment*  315-792-2227 |  | **Dr. Kathleen Davis,** *Superintendent of Schools* 315-792-2222 |
| **Medical Information** |  | The nurse in your child’s building |  | Building Principal |  | **Sara Klimek,** *Chief Human Resources Officer* 315-792-2249 |  | **Dr. Kathleen Davis,** *Superintendent of Schools* 315-792-2222 |
| **School Information (Learning, Code of Conduct, Expectations, Grading, Report Cards, Classroom Behavior)** |  | Classroom teacher/guidance counselor |  | Building principal |  | **Steve Falchi,**  *Assistant Superintendent of Curriculum, Instruction and Assessment* - 315-792-2227 |  | **Dr. Kathleen Davis,** *Superintendent of Schools* 315-792-2222 |
| **Guidance and Career Services** |  | Guidance Counselor |  | Building Principal |  | **Trina Falchi,**  *Director of Student Services*  315-368-6028 |  | **Steve Falchi,**  *Assistant Superintendent of Curriculum, Instruction and Assessment*  315-792-2227 |
| **Intervention Counseling** |  | Counselor |  | Building Principal |  | **Trina Falchi,**  *Director of Student Services*  315-368-6028 |  | **Steve Falchi,**  *Assistant Superintendent of Curriculum, Instruction and Assessment*  *315-792-2227* |
| **Special Education Information/Special Needs** |  | Special Education Teacher |  | Building Principal |  | **Pamela A. Smoulcey**  *Administrator for Special Education Services* 315-368-6018 |  | **Dr. Kathleen Davis,** *Superintendent of Schools* 315-792-2222 |
| **Technology** |  | Building Principal |  | **Michael Ferraro,** *Chief Operations Officer* 315-792-2231 |  | **Dr. Kathleen Davis,** *Superintendent of Schools* 315-792-2222 |  |  |
| **Transportation Information** *(Pickup, Route Problems, Bus Behavior, etc.)* |  | Transportation Department |  | Building Principal |  | **Ed Gray,**  *Transportation Supervisor*  315-792-2212 |  | **Michael Ferraro,**  *Chief Operations Officer* 315-792-2231  **- EMERGENCY EMAIL (after hours) –**  [**transportation@uticaschools.org**](mailto:transportation@uticaschools.org) |
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Questions/Comments

Step 1

Step 2

Step 3

Step 4

District Website

Central Registration

**Edward Simpson,** *Administrator* 315-368-6047

Donovan Middle School

Building Principal

Albany School

Building Principal

Brent Dodge,

Conkling School

Building Principal

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| Questions/Comments |  | Step 1 |  | Step 2 |  | Step 3 |  | Step 4 |
| **Suspected Fraud or Fiscal Malfeasance** |  | Supervisor or Building Principal |  | **Heather Mowat,**  *School Business Executive*  315-792-2225 |  | **Dr. Kathleen Davis,** *Superintendent of Schools* 315-792-2222 |  |  |
| **District Website** |  | [websitesupport@uticaschools.org](mailto:websitesupport@uticaschools.org) |  | **Jennifer Dougherty,**  *Communications/Media Coordinator*  315-368-6095 |  |  |  |  |
| **High, Middle & Elementary Jennifer Dougherty, Michael Ferraro,**  **School Website** Building Principal [websitesupport@uticaschools.org](mailto:websitesupport@uticaschools.org) *Communications/Media Coordinator Chief Operations Officer*  315-368-6095 315-792-2231 | | | | | | | | |
| **Registration** |  | **Building Principal**  ENL – 315-368-6819  SPECIAL ED – 315-368-6018 |  | **Steve Falchi,**  **Assistant Superintendent of Curriculum, Instruction and Assessment - 315-792-2227** |  | **Dr. Kathleen Davis,**  *Superintendent of Schools*  315-792-2222 |  |  |
| **Proctor High School** Acting Building Principal **Kenneth Szczesniak,**  315-368-6404 | | | | | | | | |
| **Donovan Middle School** |  | Building Principal |  | **Ann Marie Palladino,** 315-368-6541 |  |  |  |  |
| **JFK Middle School** |  | Building Principal |  | **Colin Clark,** 315-368-6641 |  |  |  |  |
| **Albany School** |  | Building Principal |  | **Brent Dodge,**  315-368-6500 |  |  |  |  |
| **Columbus School** |  | Building Principal |  | **Elizabeth Gerling,**  315-368-6520 |  |  |  |  |
| **Conkling School** |  | Building Principal |  | **Heather Galinski,**  315-368-6815 |  |  |  |  |
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Questions/Comments

Step 1

Step 2

Step 3

Step 4

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| Questions/Comments |  | Step 1 |  | Step 2 |  | Step 3 |  | Step 4 |
| **General Herkimer School** Building Principal **William Smith,**  315-368-6600 | | | | | | | | |
| **Hughes School** |  | Building Principal |  | **Mary Belden,** 315-368-6620 |  |  |  |  |
| **Jefferson School** Building Principal **Tricia Norton,**  315-368-6700 | | | | | | | | |
| **Jones School** |  | Building Principal |  | **Tricia Hughes,**  315-368-6740 |  |  |  |  |
| **Kernan School** Building Principal **Dominick Timpano,**  315-368-6760 | | | | | | | | |
| **MLK School** |  | Building Principal |  | **Jennie Sikora,**  315-368-6720 |  |  |  |  |
| **Watson Williams School** Building Principal **Dr. Cheryl Beckett-Minor,**  315-368-6780 | | | | | | | | |
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