LYNCOURT UNION FREE SCHOOL DISTRICT Chain of Command

By following this chain of command, parents, students, and residents can get their questions and concerns addressed quickly and efficiently. If you are unable to reach the first contact or your issue is not resolved, move on to the second contact and so on until your concern has been addressed.

Contact information for individuals below can be found by calling the main office at (315) 455-7571 or visiting www.lyncourtschool.org.

Athletic / Sports Information

Step 1: Coach
Step 2: Christopher Rehm, Athletic Director
Step 3: Kimberly Davis, Building Principal
Step 4: James J. Austin, Superintendent

Attendance

Step 1: School Main Office or Nurses Office
Step 2: Kimberly Davis, Building Principal

Breakfast / Lunch Programs (food service)

Step 1: Marshico Robinson / Supervisor
Step 2: David Shaw, School Business Administrator
Step 3: James J. Austin, Superintendent

Budget

Step 1: David Shaw, School Business Administrator
Step 2: James J. Austin, Superintendent
Step 3: Member of the Board Of Education

Building Use Request *(Scheduling Events)*

Step 1: Kimberly Davis, Building Principal
(request Use of Facilities Form, complete and return)
Step 2: David Shaw, School Business Administrator

Classroom Information *(Learning, Code of Conduct, Grading, Curriculum, instruction.)*

Step 1: Classroom Teacher/or Amy MacCaull, School Counselor
Step 2: Kimberly Davis, Building Principal
Step 3: Amy Rotundo, Data and Curriculum Coordinator
Step 4: James J. Austin, Superintendent

Discipline

Step 1: Classroom Teacher
Step 2: Kimberly Davis, Building Principal
Step 3: James J. Austin, Superintendent

Enrollment/Registration

Step 1: Main Office
Step 2: Amy MacCaull, School Counselor
Step 3: Kimberly Davis, Building Principal
Step 4: James J. Austin, Superintendent

Intervention Counseling

Step 1: Randi Sherman,School Social Worker
Step 2: Kelly Schroeter, School Psychologist & DASA
Step 3: Amy MacCaull, School Counselor
Step 4: Kimberly Davis, Building Principal
Step 5: James J. Austin, Superintendent

Medical Information

Step 1: Carol Hayes/ Stephanie Kuraszewicz, Nurse
Step 2: Kimberly Davis, Building Principal
Step 3: James J. Austin, Superintendent

School Policy

Step 1: Kimberly Davis, Building Principal
Step 2: James J. Austin, Superintendent

Special Education Information

Step 1: Special Education Teacher
Step 2: Kelly Schroeter, School Psychologist & DASA
Step 3: Kimberly Davis, Building Principal
Step 4: Catherine Mahoney, Director of Special Education
Step 5: James J. Austin, Superintendent

Technology

Step 1: Brian DeBoyace, Dir. of Technology
Step 2: Kimberly Davis, Building Principal
Step 3: James J. Austin, Superintendent

Transportation Information *(Pickup, Route Problems, etc.)*

Step 1: David Shaw, School Business Administrator
Step 2: Kimberly Davis, Building Principal
Step 3: James J. Austin, Superintendent

Transportation Student Discipline

Step 1: Kimberly Davis, Building Principal
Step 2: James J. Austin, Superintendent