

BOARD OF EDUCATION

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ADMINISTRATION

Marianne Litzman - 733-2105
Superintendent of Schools
Rosemarie Coletti - 733-2125
*Assistant Superintendent
for Personnel*
Anthony Lubrano - 733-2145
*Assistant Superintendent for
Curriculum and Instruction*
Marcy Tannenbaum - 733-2110
*Assistant Superintendent
for Business*

BUILDING PRINCIPALS

Burns Avenue, John Comer, EdD - 733-2311
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Dutch Lane, Janine Rossi - 733-2361
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East Street, Jean-Marie Serra - 733-2321
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Fork Lane, Susan Guiliano- 733-2341
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Woodland, Beth Swanson - 733-2331
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Hicksville Middle School, Mara Jorisch -
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Hicksville High School, Ray Williams -
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Phil Grusenmeyer, Elementary Assistant
Principal - 733-2142
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DIRECTORS & SUPERVISORS

Dan Friedman, Director of Educational
Technology & Grants - 733-2170
dfriedman@hicksvillepublicschools.org
Effie Rafaelides, Supervisor for
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Rose Borda, EdD, Supervisor of Social
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rborda@hicksvillepublicschools.org
Lisa Estrada, Supervisor of ENL, World
Languages & Activities - 733-2144
lestrada@hicksvillepublicschools.org
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Business & Computer Ed - 733-2146
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Jack Lenson, Interim Supervisor of
English, Reading, Library - 733-2147
jlenson@hicksvillepublicschools.org
Michael O'Connell, Supervisor of
Science & Technology - 733-2143
moconnell@hicksvillepublicschools.org
Dave Bell, Director of Facilities -
733-2180
dbell@hicksvillepublicschools.org
Matthew Calarco, Director of Phys Ed,
Health, Athletics, Driver Ed - 733-2245
mcalarco@hicksvillepublicschools.org
Claire Hochheiser, Director of Special
Ed & Pupil Personnel Services - 733-2160
chochheiser@hicksvillepublicschools.org
Inna Mishiev, Asst. Director of Special Ed
& Pupil Personnel Services Grades 6-12 -
733-2160
imishiev@hicksvillepublicschools.org
Chris Snow, Asst. Director of Special
Ed & Pupil Personnel Services
Grades K-5 - 733-2160
csnow@hicksvillepublicschools.org
Vita Virgilio, Supervisor of
Transportation - 733-2185
vvirgilio@hicksvillepublicschools.org



COMMUNICATION

procedures

Good communication is the foundation for a strong home-school partnership. Hicksville Public Schools has developed this brochure in order to promote open and respectful conversations to continue to strengthen those partnerships. Good communication begins with the staff member closest to the situation you wish to discuss as that person will most 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.

2020-2021

COMMUNICATION PROCEDURES

Classroom issues involving an individual child
(class procedures, behavior, schedule, grades, etc.)

For Grades K-5:

- STEP 1 Classroom Teacher
- STEP 2 Building Principal
- STEP 3 Anthony Lubrano, Asst. Supt. for Curriculum & Instruction
- STEP 4 Marianne Litzman, Superintendent

For Grades 6-12:

- STEP 1 Classroom Teacher
- STEP 2 Guidance Counselor
- STEP 3 Assistant Principal
- STEP 4 Building Principal
- STEP 5 Curriculum Supervisor
- STEP 6 Anthony Lubrano, Asst. Supt. for Curriculum & Instruction
- STEP 7 Marianne Litzman, Superintendent

Curriculum Instruction Questions:

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

- STEP 1 Classroom Teacher
- STEP 2 Guidance (Secondary Only)
- STEP 3 Assistant Principal (Secondary Only)
- STEP 4 Curriculum Supervisor
- STEP 5 Building Principal
- STEP 6 Anthony Lubrano, Asst. Supt. for Curriculum & Instruction
- STEP 7 Marianne Litzman, Superintendent

Special Education Concerns/Questions:

- STEP 1 Classroom Teacher
- STEP 2 Guidance (Secondary Only)
- STEP 3 Psychologist
- STEP 4 Assistant Principal (Secondary Only)
- STEP 5 Assistant Director of Special Ed & PPS
Chris Snow (K-5) Inna Mischiev (6-12)
- STEP 6 Building Principal
- STEP 7 Claire Hochheiser, Director of Special Ed & PPS
- STEP 8 Rosemarie Coletti, Asst. Supt. for Personnel
- STEP 9 Marianne Litzman, Superintendent

Athletic Concerns/Questions:

- STEP 1 Coach
- STEP 2 Matt Calarco, Director of Athletics
- STEP 3 Assistant Principal
- STEP 4 Building Principal
- STEP 5 Marianne Litzman, Superintendent

School Personnel Concern/Questions:

- STEP 1 Building Principal
- STEP 2 Rosemarie Coletti, Asst. Supt. for Personnel
- STEP 3 Marianne Litzman, Superintendent

Building Use Permit Requests:

For Field & Gymnasium:

- STEP 1 Dave Bell, Director of Facilities
- STEP 2 Matt Calarco, Director of Athletics
- STEP 3 Marcy Tannenbaum, Asst. Supt. for Business
- STEP 4 Marianne Litzman, Superintendent

For General Building Use:

- STEP 1 Building Main Office
- STEP 2 Dave Bell, Director of Facilities
- STEP 3 Marcy Tannenbaum, Asst. Supt. for Business
- STEP 4 Marianne Litzman, Superintendent

Medical Concerns/Questions:

- STEP 1 School Nurse
- STEP 2 Guidance (Secondary Only)
- STEP 3 Assistant Principal (Secondary Only)
- STEP 4 Building Principal
- STEP 5 Claire Hochheiser, Director of Special Ed & PPS
- STEP 6 Rosemarie Coletti, Asst. Supt. for Personnel
- STEP 7 Marianne Litzman, Superintendent

Food Service Concerns:

- STEP 1 Building Principal
- STEP 2 Marcy Tannenbaum, Asst. Supt. for Business

For Powerschool and Parent Portal Issues:

- STEP 1 Building Principal
- STEP 2 Dan Friedman, Director of Educational Technology & Grants

For iPad and Chromebook Issues:

- STEP 1 Computer TA in Building (secondary only)
- STEP 2 Assistant Principal (secondary only)
- STEP 3 Dan Friedman, Director of Educational Technology & Grants

Transportation Concerns/Questions:

- STEP 1 Parents know your child's route number
- STEP 2 Vita Virgilio, Supervisor of Transportation
- STEP 3 After Hours EBT (Educational Bus Transportation)Vans & Buses: 516-935-2277
- STEP 4 Building Principal
- STEP 5 Marcy Tannenbaum, Asst. Supt. for Business
- STEP 6 Marianne Litzman, Superintendent

Other Transportation Concerns/Questions: (behavior on school buses, etc.)

- STEP 1 Bus Driver
- STEP 2 Assistant Principal (Secondary Only)
- STEP 3 Building Principal
- STEP 4 Vita Virgilio, Supervisor of Transportation
- STEP 5 Marcy Tannenbaum, Asst. Supt. for Business

Other School Activities:

- STEP 1 Activity Advisor
- STEP 2 Assistant Principal (Secondary Only)
- STEP 3 Building Principal
- STEP 4 Curriculum Supervisor
- STEP 5 Anthony Lubrano, Asst. Supt. for Curriculum & Instruction
- STEP 6 Marianne Litzman, Superintendent

Budget Concerns/Questions:

- STEP 1 Marcy Tannenbaum, Asst. Supt. for Business
- STEP 2 Marianne Litzman, Superintendent

SCOPE

631-360-0800
516-364-5631