

How to Effectively Communicate with School Officials

Parents are often discouraged when they attempt to communicate with central office administrators and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “chain of command,” or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate is via e-mail, and a phone call is the next preferable way.

1. On Matters Involving Instruction/Curriculum
 - a. Classroom Teacher
 - b. Principal
 - c. Assistant Superintendent of Teaching and Learning Services
 - d. Superintendent
 - e. Board of Education
2. On Matters Involving Special Education
 - a. Classroom Teacher
 - b. Principal
 - c. Special Education Supervisor
 - d. Executive Director, Student Support Services
 - e. Superintendent
 - f. Board of Education
3. On Matters Involving Athletics
 - a. Coach
 - b. Assistant Athletic Director
 - c. Athletic Director
 - d. Assistant Superintendent of Teaching and Learning Services (6 – Postsecondary)
 - e. Superintendent
 - f. Board of Education
4. On Matters Involving Student Discipline
 - a. Classroom Teacher
 - b. Assistant Principal (Secondary level)
 - c. Principal
 - d. Assistant Superintendent of Teaching and Learning Services
 - e. Superintendent
 - f. Board of Education
5. On Matters Involving Facilities/Grounds/Buildings
 - a. Principal
 - b. Director of Maintenance and Operations
 - c. Assistant Superintendent of Business and Operations
 - d. Superintendent
 - e. Board of Education

6. On Matters Involving Transportation
 - a. Bus Driver
 - b. Transportation Supervisor
 - c. Assistant Superintendent of Business and Operations
 - d. Superintendent
 - e. Board of Education
7. On Matters Involving Safety and Security
 - a. Building Principal
 - b. Director of Safety, Security, and Health
 - c. Superintendent
 - d. Board of Education

Title IX Coordinators

James Beaver, Director of Operations and Security: BeaveJ01@wsdmi.org

Nadine Milostan, Executive Director of Student Support Services: MilosN01@wsdmi.org

Section 504 Coordinator

Nadine Milostan, Executive Director of Student Support Services: MilosN01@wsdmi.org

CONTACTS

James Beaver, Director, Safety, Security, and Health

Email: BeaveJ01@wsdmi.org

Sandra Elka, Assistant Superintendent, Business and Operations

Email: ElkaS01@wsdmi.org

Jennifer Garling, Special Education Supervisor

Email: GarliJ01@wsdmi.org

Darin Holley, Assistant Superintendent, Teaching and Learning Services (PreK-5)

Email: HolleD01@wsdmi.org

Tammy Layton, Transportation Supervisor

Email: LaytoT01@wsdmi.org

Scott A. Lindberg, Superintendent

Email: LindbS01@wsdmi.org

Nadine Milostan, Executive Director, Student Support Services Email:

MilosN01@wsdmi.org

Allison Sartorius, Athletics Director

Email: SartoA01@wsdmi.org

Steve Wolf, Assistant Superintendent, Teaching and Learning Services (6-Postsecondary)

Email: Wolfs01@wsdmi.org

Board of Education via Megan Roberts, Administrative Assistant

Email: Roberm01@wsdmi.org

Web: <http://www.waterford.k12.mi.us/board/members.htm>