

WHOM TO CONTACT

- EMERGENCY EMAIL (after hours) – transportation@uticaschools.org



A Guide for Staff, Students, Parents, and Community Members with Questions and Suggestions About the Utica City School District

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		
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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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

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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	Jennifer Dougherty, Communications/Media Coordinator 315-368-6095		
High, Middle & Elementary School Website	→ Building Principal	→ websitesupport@uticaschools.org	→ Jennifer Dougherty, Communications/Media Coordinator 315-368-6095	→ Michael Ferraro, Chief Operations Officer 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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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		