

Communication Protocol for Parents and Caregivers



The Ithaca City School District is committed to building healthy partnerships between schools, families, and communities to better support the well-being of students academically, socially, and emotionally. Creating environments that foster mutually respectful and engaging communication is a priority for Ithaca City Schools.

We believe that sharing information and working through issues are best handled when both sides work together to dialogue and find solutions as close to the origin as possible. It is an important goal of the ICSD to work together with school personnel and families to ensure the best results for your child's education. Below are the appropriate steps in communication with school district personnel. *If you have an issue directly related to your child's safety or an emergency situation, please call the school directly and the office staff will connect you with an administrator or lead teacher to help.*

To ensure quick and effective problem solving, please direct concerns or questions involving instruction, discipline, intervention services, or learning materials to:

1. The **classroom teacher or instructional support teacher** by phone or email. For Dignity for All Students (DASA) cases, please contact **ICSD DASA Coordinator Amanda Verba** at (607) 274-2121 or amanda.verba@icsd.k12.ny.us.
2. If you have not received a response from the teacher, Master Educator, or DASA Coordinator within three (3) business days or if you are unsatisfied with the resolution or communication exchange, please contact the **building principal** by phone or email.
3. If you have not received a response from the building principal within three (3) business days or if you are unsatisfied with the resolution or communication exchange, please contact **Deputy Superintendent Lily Talcott** at (607) 274-2134 or lily.talcott@icsd.k12.ny.us.
4. If you have not received a response from the Deputy Superintendent within three (3) business days or if you are unsatisfied with the resolution or communication exchange, please contact **Superintendent Dr. Luvelle Brown** at luvelle.brown@icsd.k12.ny.us or (607) 274-6845.
5. If you have not received a response from the Superintendent within three (3) business days or if you are unsatisfied with the resolution or communication exchange, please contact members of the **Board of Education**. Contact information for Board members can be found on the district website: ithacacityschools.org/districtpage.cfm?pageid=213.

Below is the contact information for building principals and relevant district managers. In each school, there are also many support staff members, such as social workers, school counselors, family liaisons, and special education chairs who are available to assist parents/caregivers.

For families that would prefer an outside advocate to assist in communication with school and district leaders, there are several local organizations in Ithaca that provide support to caregivers. Please contact Lily Talcott if you would like help in finding a local organization for support.

Contact Information for Elementary Schools

Belle Sherman Elementary School

(607) 274-2206

Principal: Jeffrey Tomasik

JTomasik@icsd.k12.ny.us

Master Educator: Erin Hammes

erin.Hammes@icsd.k12.ny.us

Beverly J. Martin Elementary School

(607) 274-2209

Principal: Dr. Susan Eschbach

susan.eschbach@icsd.k12.ny.us

Master Educator: Bart Auble

bauble@icsd.k12.ny.us

Caroline Elementary School

(607) 539-7155

Principal: Kristin Herman

kristin.herman@icsd.k12.ny.us

Master Educator: Beth Snyder

beth.snyder@icsd.k12.ny.us

Cayuga Heights Elementary School

(607) 257-8557

Principal: Lisa Sahasrabudhe

lsahasra@icsd.k12.ny.us

Master Educator: Beth Snyder

beth.snyder@icsd.k12.ny.us

Enfield Elementary School

(607) 274-2221

Principal: Keith Harrington

kharring@icsd.k12.ny.us

Master Educator: Jennifer Gondek

Jennifer.Gondek@icsd.k12.ny.us

Fall Creek Elementary School

(607) 274-2214

Principal: Caitlin Bram

caitlin.bram@icsd.k12.ny.us

Master Educator: Bart Auble

bauble@icsd.k12.ny.us

Northeast Elementary School

(607) 257-2121

Principal: Liddy Coyle

eallee@icsd.k12.ny.us

Master Educator: Lisa Rieger

lisa.rieger@icsd.k12.ny.us

South Hill Elementary School

(607) 274-2129

Principal: Perry Gorgen

perry.gorgen@icsd.k12.ny.us

Master Educator: Erin Hammes

erin.Hammes@icsd.k12.ny.us

Contact Information for Secondary Schools

Boynton Middle School

(607) 274-2241

Principal: Lauren Wright

lauren.wright@icsd.k12.ny.us

Master Educator: Tara Caiza

tara.caiza@icsd.k12.ny.us

Lehman Alt Community School

(607) 274-2183

Principal: Deborah Ptak

deborah.ptak@icsd.k12.ny.us

Master Educator: Lisa Rieger

lisa.rieger@icsd.k12.ny.us

Dewitt Middle School

(607) 257-3222

Principal: Carlan Gray

cgray@icsd.k12.ny.us

Master Educator: Tara Caiza

tara.caiza@icsd.k12.ny.us

Ithaca High School

(607) 274-2143

Principal: Jason Trumble

jtrumble@icsd.k12.ny.us

Master Educator: Margie Shaw

margaret.shaw@icsd.k12.ny.us

Contact Information for District Managers

Child Nutrition Program

(607) 274-2302

Cafeteria Manager: Beth Krause

beth.krause@icsd.k12.ny.us

Transportation Department

(607) 274-2128

Bus Manager: Elizabeth Berner

elizabeth.berner@icsd.k12.ny.us