

## BOARD OF EDUCATION

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## ADMINISTRATION

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

## BUILDING PRINCIPALS

**Burns Avenue**, Jason Chin- 733-2311  
jchin@hicksvillepublicschools.org  
**Dutch Lane**, Janine Rossi - 733-2361  
jrossi@hicksvillepublicschools.org  
**East Street**, Jean-Marie Serra - 733-2321  
jmserra@hicksvillepublicschools.org  
**Fork Lane**, Susan Guiliano - 733-2341  
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**Lee Avenue**, Stephanie Stam - 733-2351  
sstam@hicksvillepublicschools.org  
**Old Country Road**, Laura McConnell -  
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lmcconnell@hicksvillepublicschools.org  
**Woodland**, Beth Swanson - 733-2331  
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**Hicksville Middle School**, Mara Jorisch -  
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**Hicksville High School**, Ray Williams -  
733-2200  
rwilliams@hicksvillepublicschools.org  
**Elementary Assistant Principal**,  
Phil Grusenmeyer - 733-2142  
pgrusenmeyer@hicksvillepublicschools.org

## DIRECTORS & SUPERVISORS

**Director of Educational Technology &  
Grants**, Dan Friedman - 733-2170  
dfriedman@hicksvillepublicschools.org  
**Director of Facilities**,  
Dave Bell - 733-2180  
dbell@hicksvillepublicschools.org  
**Director of Curriculum, Instruction, &  
Assessments, Pre-K-8**,  
Melissa Corbett - 733-2151  
melcorbett@hicksvillepublicschools.org  
**Director of Phys Ed, Health, Athletics,  
Driver Ed**, Matthew Calarco - 733-2245  
mcalarco@hicksvillepublicschools.org  
**Director of Special Ed & Pupil Personnel  
Services**, Inna Mishiev - 733-2160  
imishiev@hicksvillepublicschools.org  
**Asst. Director of Special Ed & Pupil  
Personnel Services Grades 6-12**,  
Vicki Montalvo - 733-2160  
vmontalvo@hicksvillepublicschools.org  
**Asst. Director of Special Ed & Pupil  
Personnel Services Grades K-5**,  
Chris Snow - 733-2160  
csnow@hicksvillepublicschools.org  
**Supervisor for Guidance Services  
(K-12)**, Efthymia Rafaelides - 733-2272  
erafaelides@hicksvillepublicschools.org  
**Supervisor of Social Studies & Home &  
Careers**, TBD - 733-2148  
TBD@hicksvillepublicschools.org  
**Supervisor of ENL, World Languages &  
Activities**, Janet Suarez-Lovett - 733-2144  
jsuarezlovett@hicksvillepublicschools.org  
**Supervisor of Math, Business & Computer  
Ed**, Linda Pfafe, EdD - 733-2146  
lpfafe@hicksvillepublicschools.org  
**Supervisor of English, Reading, Library**,  
Brendan McGowan - 733-2147  
bmcgowan@hicksvillepublicschools.org  
**Supervisor of Science & Technology**,  
Michael O'Connell - 733-2143  
moconnell@hicksvillepublicschools.org  
**Supervisor of Transportation**,  
Vita Virgilio - 733-2185  
vvirgilio@hicksvillepublicschools.org



# COMMUNICATION

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## 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.

2022-2023

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) Vicki Montalvo (6-12)
- STEP 6 Building Principal
- STEP 7 Inna Mischiev, 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 Inna Mischiev, Director of Special Ed & PPS
- STEP 6 Rosemarie Coletti, Asst. Supt. for Personnel
- STEP 7 Marianne Litzman, Superintendent

**Food Service Concerns:**

- STEP 1 Virginia Polit, Whitsons Food Service
- 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
- 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

If your issue has not been resolved after following **ALL** the appropriate steps in the communication procedures, then please contact the Board of Education at 516-733-2106.