



WHO DO I CONTACT?

Do you have a question or concern? By following this chain of communication, parents, students and community members can get their questions and concerns addressed quickly and efficiently.

▶ ACADEMICS

Step 1: Classroom Teacher
Step 2: Building Principal
Step 3: Roy Stiles, Assistant Superintendent (stilesro@egcsd.org)
Step 4: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ ATHLETICS

Step 1: Coach
Step 2: Ryan Jones, Director of Athletics (jonesry@egcsd.org)
Step 3: Mike Harkin, Principal of Columbia High School (harkinmi@egcsd.org)
Step 4: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ EMPLOYMENT

Step 1: Polly Coyne (coynepo@egcsd.org) or Vicky Cunningham (cunninghamvi@egcsd.org)
Step 2: Ina Racquet, Human Resources (racquetii@egcsd.org)
Step 3: Marty Mahar, Interim Director of HR (maharma@egcsd.org)
Step 4: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ EXTRACURRICULAR ACTIVITIES

Step 1: Activity Advisor
Step 2: Building Principal
Step 3: Roy Stiles, Assistant Superintendent (stilesro@egcsd.org)
Step 4: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ FACILITIES

Step 1: School Custodian
Step 2: Building Principal
Step 3: Paul Bickel, Director of Facilities (bickelpa@egcsd.org)
Step 4: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ FINANCE AND BUDGET

Step 1: Jeanne Pangburn, Secretary to Director of Business and Finance (pangburnje@egcsd.org)
Step 2: Jennifer Mulligan, Director of Business and Finance (mulliganje@egcsd.org)
Step 3: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ FOOD SERVICE

Step 1: Colleen Wise, Food Service Manager (wiseco@egcsd.org)
Step 2: Jennifer Mulligan, Director of Business and Finance (mulliganje@egcsd.org)
Step 3: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ GRADES/SCHEDULING (CHS/Goff Only)

Step 1: Teacher or School Counselor
Step 2: Principal
Step 3: Roy Stiles, Assistant Superintendent (stilesro@egcsd.org)
Step 4: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ GUIDANCE

Step 1: Student's School Counselor
Step 2: Sharon Dunn, Guidance Department Chair (dunnsh@egcsd.org)
Step 3: Building Principal
Step 4: Roy Stiles, Assistant Superintendent (stilesro@egcsd.org)
Step 5: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ HEALTH SERVICES

Step 1: School Nurse
Step 2: Building Principal
Step 3: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ PARENTSQUARE

Step 1: Classroom Teacher
Step 2: Mark Adam, Public Information Specialist (adamma@egcsd.org)

▶ POWERSCHOOL

Step 1: Data Processing (portalhelp@egcsd.org)
Step 2: Peter Goodwin, Director of Technology (goodwinpe@egcsd.org)
Step 3: Roy Stiles, Assistant Superintendent (stilesro@egcsd.org)
Step 4: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ PRE-K

Step 1: Michelle Durfee, Secretary to Assistant Superintendent (durfeemi@egcsd.org)
Step 2: Roy Stiles, Assistant Superintendent (stilesro@egcsd.org)
Step 3: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ REGISTRATION

Step 1: Vicky Cunningham, Registrar (cunninghamvi@egcsd.org)
Step 2: Building Secretary

▶ REGISTRATION (continued)

Step 3: Building Principal
Step 4: Roy Stiles, Assistant Superintendent (stilesro@egcsd.org)
Step 5: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ SCHOOL PERSONNEL

Step 1: Building Principal
Step 2: Marty Mahar, Interim Director of HR (maharma@egcsd.org)
Step 3: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ SPECIAL EDUCATION

Step 1: Special Education Teacher/Related Service Provider
Step 2: Building Principal
Step 3: Director of Pupil Personnel Services (518-207-2065)
Step 4: Roy Stiles, Assistant Superintendent (stilesro@egcsd.org)
Step 5: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ TAXES

Step 1: Cecelia Caska, Tax Collector (caskace@egcsd.org)
Step 2: Jennifer Mulligan, Director of Business and Finance (mulliganje@egcsd.org)
Step 3: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ TECHNOLOGY

Step 1: Department of Technology (518-207-2552)
Step 2: Matthew Malkiewicz, Educational Technology Specialist (malkiewiczma@egcsd.org)
Step 3: Peter Goodwin, Director of Technology (goodwinpe@egcsd.org)
Step 4: Roy Stiles, Assistant Superintendent (stilesro@egcsd.org)
Step 5: Jeff Simons, Superintendent (simonsje@egcsd.org)

▶ TRANSPORTATION

Step 1: Transportation Center Office (518-477-9288)
Step 2: Dr. Wanda McQueen, Transportation Administrator (mcqueenwa@egcsd.org)
Step 3: Jeff Simons, Superintendent (simonsje@egcsd.org)

If you're not sure who to contact, you can always send us a note through the website's Contact Us form. Our communications office monitors that inbox and will forward your question to the appropriate person.



[egcsd.org/contact-us](https://www.egcsd.org/contact-us)

If your issue has not been resolved after following the appropriate steps, please contact the Board of Education by sending an email to boe@egcsd.org. All of the board members, the superintendent, and central administration team will receive the email. If you want to contact the board only, please email the board officers at boeofficers@egcsd.org. The email will be forwarded to the full board and superintendent.