



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: TBD
Step 4: Dr. Kurtis Kotes, Superintendent (kotesku@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: Dr. Kurtis Kotes, Superintendent (kotesku@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: Dr. Kurtis Kotes, Superintendent (kotesku@egcsd.org)

► EXTRACURRICULAR ACTIVITIES

Step 1: Activity Advisor
Step 2: Building Principal
Step 3: TBD
Step 4: Dr. Kurtis Kotes, Superintendent (kotesku@egcsd.org)

► FACILITIES

Step 1: School Custodian
Step 2: Building Principal
Step 3: Paul Bickel, Director of Facilities (bickelpa@egcsd.org)
Step 4: Dr. Kurtis Kotes, Superintendent (kotesku@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: Dr. Kurtis Kotes, Superintendent (kotesku@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: Dr. Kurtis Kotes, Superintendent (kotesku@egcsd.org)

► GRADES/SCHEDULING (CHS/Goff Only)

Step 1: Teacher or School Counselor
Step 2: Principal
Step 3: TBD
Step 4: Dr. Kurtis Kotes, Superintendent (kotesku@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: TBD
Step 5: Dr. Kurtis Kotes, Superintendent (kotesku@egcsd.org)

► HEALTH SERVICES

Step 1: School Nurse
Step 2: Building Principal
Step 3: Jessica Harris, Director of PPS (harrisje@egcsd.org)
Step 4: Dr. Kurtis Kotes, Superintendent (kotesku@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: TBD
Step 4: Dr. Kurtis Kotes, Superintendent (kotesku@egcsd.org)

► PRE-K

Step 1: Michelle Durfee, Secretary to Assistant Superintendent (durfeemi@egcsd.org)
Step 2: TBD
Step 3: Dr. Kurtis Kotes, Superintendent (kotesku@egcsd.org)

► REGISTRATION

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

► REGISTRATION (*continued*)

Step 3: Building Principal
Step 4: TBD
Step 5: Dr. Kurtis Kotes, Superintendent (kotesku@egcsd.org)

► SCHOOL PERSONNEL

Step 1: Building Principal
Step 2: Marty Mahar, Interim Director of HR (maharma@egcsd.org)
Step 3: Dr. Kurtis Kotes, Superintendent (kotesku@egcsd.org)

► SPECIAL EDUCATION

Step 1: Special Education Teacher/Related Service Provider
Step 2: Building Principal
Step 3: Jessica Harris, Director of PPS (harrisje@egcsd.org)
Step 4: TBD
Step 5: Dr. Kurtis Kotes, Superintendent (kotesku@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: Dr. Kurtis Kotes, Superintendent (kotesku@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: TBD
Step 5: Dr. Kurtis Kotes, Superintendent (kotesku@egcsd.org)

► TRANSPORTATION

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

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.