



Herkimer Central School District Contact Guide



Who do I contact?

A guide for parents and the community...

This guide outlines who to contact about particular questions and concerns. It was developed to assist parents/guardians and community members with getting their questions answered efficiently and effectively. Please first contact the staff member most directly involved with the issue. If that does not resolve the question or concern, then please proceed to the next level, as outlined in this guide.

Question/Concern	Initial Contact	Level 2	Level 3	Level 4
Classroom, Instructional & Curriculum Concerns	Teacher	Principal	Director of Student Programs & Curriculum	Superintendent
Discipline	Teacher	Principal	Superintendent	---
Scheduling	Teacher	School Counselor	Principal	Superintendent
Athletics	Coach	Athletic Director	Principal	Superintendent
Attendance	School Secretary	School Counselor/Teacher	Principal	Superintendent
Policy	Principal	Superintendent	Board of Education	---
Facilities Use - Building/Room	School Secretary	Principal	Building Maintenance Mechanic	District Office/ Superintendent
Facilities Use - Athletic Areas	Athletic Director	Building Maintenance Mechanic	District Office/ Superintendent	---
Food Services	Cafeteria Manager	Food Services Director	Principal	Superintendent
Health/Medical Issues	School Nurse	Principal or Athletic Director	Director of Student Programs & Curriculum	Superintendent
Special Education	Special Education Teacher	Principal/CSE Chair	Director of Student Programs & Curriculum	Superintendent
Transportation	Bus Driver (if possible)	Transportation Supervisor	Principal	Superintendent

To update your contact information on file with the district, please contact the main office of your child's school.



Herkimer Central School District Contact Guide



Elementary School Main Office: 315-866-8562, ext. 1010 – Jr./Sr. High School Main Office: 315-866-2230, ext. 1312

Title	Name	Phone Number	Email Address
Superintendent	Kathy Carney	315-866-2230, ext. 1304	kcarney@herkimercsd.org
Superintendent's Secretary	Gina McKernan	315-866-2230, ext. 1304	gmckernan@herkimercsd.org
High School Principal	Mary Tomaso	315-866-2230, ext. 1312	mtomaso2@herkimercsd.org
Middle School Principal	Zach Abbe	315-866-2230, ext. 1312	zabbe@herkimercsd.org
Elementary Principal	Renee Vogt	315-866-8562, ext. 1010	rvogt@herkimercsd.org
Assistant Elementary Principal	Cristi Paragi	315-866-8562, ext. 1010	cparagi@herkimercsd.org
Director of Student Programs & Curriculum	Michelle Ploss	315-866-2230, ext. 1003	mploss@herkimercsd.org
CPSE/CSE Chairperson	Jessica Tehan	315-866-2230, ext. 1002	jtehan@herkimercsd.org
Athletic Director	Cristi Paragi	315-866-2230, ext. 1012	cparagi@herkimercsd.org
Transportation Supervisor	Andrew Jory	315-895-4150	ajory@birniebus.com
Technology Coordinator	Ryan Orilio	315-866-2230, ext. 1333	rorilio@herkimercsd.org
Food Services Director (Oneida-Herkimer-Madison BOCES)	Kate Dorr	315-738-0848	kdorr@oneida-boces.org
Elementary School Cafeteria Manager	Becky Lockwood	315-866-8562, ext. 1037	blockwood@herkimercsd.org
Jr./Sr. High School Cafeteria Manager	Alice Coleman	315-866-2230, ext. 1352	acoleman@herkimercsd.org
Civil Rights Compliance and Discrimination/Sexual Harassment Officer	Michelle Ploss	315-866-2230, ext. 1003	mploss@herkimercsd.org
McKenny-Vento Homeless Liaison/Foster Child Point of Contact	Michelle Ploss	315-866-2230, ext. 1003	mploss@herkimercsd.org
Home Instruction Coordinators (Herkimer-Fulton-Hamilton-Otsego BOCES)	John Stewart & Dick Young	315-867-2607	homeinstruction1@herkimer-boces.org
Building Maintenance Mechanic	James McKernan	315-866-2230, ext. 1350	jmckernan@herkimercsd.org
Jr./Sr. High School Nurse	Karen Vincent	315-866-2230, ext. 1322	kvincent@herkimercsd.org
Elementary School Nurse	Sandhya Farrington	315-866-8562, ext. 1022	sfarrington@herkimercsd.org
High School Counselor	Carolyn Saugh	315-866-2230, ext. 1317	csaugh@herkimercsd.org
Middle School Counselor	Heather Paul	315-866-2230, ext. 1316	hpaul@herkimercsd.org
Elementary School Counselor	Sara Lamanna	315-866-8562, ext. 1021	slamanna@herkimercsd.org
Jr./Sr. High School Social Worker	Jessica Carpineti	315-866-2230, ext. 3206	jcarpineti@herkimercsd.org
Jr./Sr. High School Social Worker	Kayla Klink	315-866-2230, ext. 1353	kklink@herkimercsd.org
Elementary School Social Worker	Katherine Orts	315-866-8562, ext. 1016	korts@herkimercsd.org
Prevention Coordinator	Crystal Gerhardt	315-866-2230, ext. 1355	cgerhardt@herkimercsd.org
District Treasurer	Karen Mettler	315-866-2230, ext. 1303	kmettler@herkimercsd.org
District Clerk	Susie Steele	315-866-2230, ext. 1318	ssteele@herkimercsd.org