



CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP
CENTRAL OFFICES: 780 Ocean Avenue, Bohemia, New York 11716-3629
(631) 244-2215 • Fax (631) 589-0683
District Website: www.ccsdli.org

Board of Education

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Dear Connetquot Parents/Guardians,

E-mail may be a useful form of communication with school staff members, but it is not necessarily the best way to receive an immediate reply or convey an urgent message. Teachers are frequently unable to read their e-mail during their teaching day, during vacations and on weekends; therefore this should not be the primary method of communication with staff. It is the district's expectation that all e-mails will be responded to within two (2) work days. For these reasons, please remember if you choose to send an e-mail message to a member of our professional staff, you may not receive an immediate reply. In fact, you may not receive an e-mail response since each staff member will determine how best to respond to you: by e-mail, phone or to schedule a personal conference. Many teachers prefer person to person telephone communication. We, therefore, request that you include a telephone number in your e-mail so that teachers have the option of getting back to you by phone. If a message requires a prompt response or is of a critical nature, please call the main office of your child's school and leave a message with someone in that office.

Please keep in mind:

- ❖ **Please send only non-vital messages by this medium.** For example, do not use e-mail to inform a teacher that your child is leaving early, or any change in your child's transportation plans. Instead, use the telephone to be sure your message is received and clearly understood. E-mail correspondence with schools is not an effective mode of communication for emergency purposes.
- ❖ **Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher.** Extensive comments from teachers should not be expected in an e-mail communication as these are more properly obtained through the regular channels of telephone calls, parent conferences and report cards.
- ❖ **Please remember that e-mail is not confidential.** Confidential information should be conveyed by phone or personal contact. Please do not communicate to a teacher about children other than your own.
- ❖ **Please identify yourself in the subject line of your e-mail message** and, if appropriate, the name of your child.
- ❖ **For all medical or health concerns,** please contact your child's school nurse by phone.
- ❖ **Please keep all contacts professional.** Jokes, special stories, chain letters or commercial solicitations are inappropriate, may be viewed as offensive, and reduce valuable teaching time.

On the reverse side are important phone numbers and email addresses for your child's school. As always, please feel free to contact me if I can help you in any way.

Sincerely,

Lynda G. Adams

Lynda G. Adams
Superintendent of Schools

Cherokee Street Elementary School – 467-6027

Principal – Jill Lahey jlahey@ccsdl.org

School Nurses – Ms. Kathleen Happer 467-6027 ext. 5507

Cherokee Teacher E-Mail Addresses

Kristine Abbinanti	kabbinanti@ccsdl.org	Ilene Albrecht	ialbrecht@ccsdl.org
Donna Barclay	dbarclay@ccsdl.org	Laura Bonica	lbonica@ccsdl.org
Nicole Bren	nbren@ccsdl.org	Christine Brennen	cbrennen@ccsdl.org
Kristin Brown	kbrown@ccsdl.org	Garrett Buckner	gbuckner@ccsdl.org
Cindy Campanella	ccampanella@ccsdl.org	Ryan Cavanagh	rcavanagh@ccsdl.org
Jason Champlin	jchamplin@ccsdl.org	Amy Cohen	acohen@ccsdl.org
Sandra Conrad	sconrad@ccsdl.org	Nicole Coogan	ncoogan@ccsdl.org
Jennifer Corcoran	jcorcoran@ccsdl.org	Kim Crocco	kcrocco@ccsdl.org
Melissa Dell'Isola	mdellisola@ccsdl.org	Joyce Dugan	jdugan@ccsdl.org
Tara Dunkin	tdunkin@ccsdl.org	Sandra Fantauzzi	sfantauzzi@ccsdl.org
Tina Feil	tfeil@ccsdl.org	Darren Gagnon	dgagnon@ccsdl.org
Tara Gagnon	tgagnon@ccsdl.org	Danielle Giove	dgiove@ccsdl.org
Caitlyn Gallo	cmurray@ccsdl.org	Karen Giugliano	kgiugliano@ccsdl.org
Karyn Goncalves	kgoncalves@ccsdl.org	Vanessa Graves	vgraves@ccsdl.org
Jean Guerrin	jguerrin@ccsdl.org	Charles Hafner	chafner@ccsdl.org
Lisa Hailey	lhailey@ccsdl.org	Kathy Happer	khapper@ccsdl.org
Lisa Hull	lhull@ccsdl.org	Melissa Iannacchino	miannacchino@ccsdl.org
Lauren Isleman	lisleman@ccsdl.org	Judi Kaplan	jkaplan@ccsdl.org
Nadine Kenna	nkenna@ccsdl.org	Helen Kerensky	hkerensky@ccsdl.org
Tracy Knudtsen	tkovarik@ccsdl.org	Mia Lagravinese	mlagravinese@ccsdl.org
Lindsay Lamoutte	llamoutte@ccsdl.org	Donna Leopardi	dleopardi@ccsdl.org
Stefanie Litchhult	slitchhult@ccsdl.org	Kathleen Lopergalo	klopergalo@ccsdl.org
Megan McDonald	mmcdonald@ccsdl.org	Mary McKay	mmckay@ccsdl.org
Susan Meade	smeade@ccsdl.org	Stephanie Miller	smiller@ccsdl.org
Cathy Mongiello	cmongiello@ccsdl.org	Kerri Moreland	kmoreland@ccsdl.org
Joseph Nelson	jnelson@ccsdl.org	Valerie O'Connell	voconnell@ccsdl.org
Kaylin Quigley	kquigley@ccsdl.org	Patricia Quigley	pquigley@ccsdl.org
Jennifer Ripp	jripp@ccsdl.org	Elizabeth Sauter	esauter@ccsdl.org
James Sewell	jsewell@ccsdl.org	Courtney Skahill	cskahill@ccsdl.org
Nicole Stassi	nstassi@ccsdl.org	Genia Suarez	gsuarez@ccsdl.org
Antonia Sventora	asventora@ccsdl.org	Shannon Valenti	svalenti@ccsdl.org
Peggy Ann Wade	pwade@ccsdl.org		