

HAVE A QUESTION? 2024-2025



Your Class Teacher and Class Parent are always your first point of contact. This document provides whom to contact for questions/concerns that cannot be answered by them.

QUESTIONS REGARDING:

- Concerns that are not able to be resolved with the Class Teacher
- Policy/School Handbook
- General approval for a project

Ask: Leadership Council, the governing body of SWS - LC@susquehanna.org

- **Early departures, late arrivals, and absences (notify your child's teacher as well)**
- Bussing
- Medications, Medical Records and School Forms

Ask: Linny Snyder, Administrative Coordinator - receptionist@susquehanna.org

- Festivals
- Parent/caregiver involvement and volunteering

Ask: Heather Myer & Darcy Taylor, Parent Guild Co-Chairs - parent.guild@susquehanna.org

- Learning support and resources

**Ask: Krista Bieniek, Pedagogical Chair & Resource Coordinator
krista.bieniek@susquehanna.org**

- Tuition and financial aid
- Contracts
- Reimbursement

**Ask: Deborah Duke, Business Manager & Administrative Chair
deborah.duke@susquehanna.org**

- Facilities, building, playground, and grounds maintenance

**Ask: Deborah Duke, Business Manager & Administrative Chair
deborah.duke@susquehanna.org**

- Referring new families
- Admissions and enrollment
- Volunteering for admissions events

Ask: Liz Reid Pargament, Admissions Director - liz.pargament@susquehanna.org

- Donations, major gifts, EITC

Ask: Courtney Kokus, Development & Marketing Director - courtney.kokus@susquehanna.org

2024-2025 LEADERSHIP COUNCIL

The Leadership Council carries the administrative and managerial leadership of the school and is responsible for decision-making and oversight in all matters concerning day-to-day administrative and pedagogical life. The Leadership Council membership consists of the Pedagogical Chair and Department Chairs. The Leadership Council meets weekly and with the faculty during the after-school College meetings.



KRISTA BIENIEK
Pedagogical Chair



MELISSA MCINTYRE
Pedagogical Chair Advisor



DEBORAH DUKE
Administrative Chair



HUI-LING SINGER
Subjects Chair



MANDELA DAVIS
Grades Chair



TABEA STEINBEISSER-FITZ
Early Childhood Chair

2024-2025 BOARD



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Parent Guild Rep



MARTY THOMAS- BRUMME



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