

# St. Helena Unified School District

## Who do I call with a question, concern or compliment?

	Step 1	Step 2	Step 3	Step 4
<b>Academics</b>				
Student Progress	Teacher	HS/MS Counselor	Principal	Director of Educational Services
Schedules / Placement	HS/MS Counselor	Principal	Director of Educational Services	Assistant Superintendent
Classroom Procedures	Teacher	Principal	Director of Educational Services	Assistant Superintendent
Curriculum	Teacher	Principal	Director of Educational Services	Assistant Superintendent
<b>Athletics</b>	Coach	Athletic Director	Principal	Assistant Superintendent
<b>Student Behavior</b>	Teacher	Principal	Director of Educational Services	Assistant Superintendent
<b>Educational Climate</b>	Principal	Director of Educational Services	Assistant Superintendent	Superintendent
<b>Budget / Financial</b>	Principal	Chief Business Official	Superintendent	
<b>Extra-Curricular Activities</b>	Advisor	Principal	Director of Educational Services	Assistant Superintendent
<b>Health Issues</b>	School Nurse	Principal	Director of Educational Services	Assistant Superintendent
<b>Policies</b>	Principal	Executive Assistant to the Superintendent	Superintendent	
<b>Special Education</b>	Teacher	Principal	Director of Educational Services	Assistant Superintendent
<b>Transportation</b>	Driver	Principal	Chief Business Official	Superintendent
<b>Building Use</b>	Online booking at: <a href="https://www.facilitron.com/shusd94574">https://www.facilitron.com/shusd94574</a>	Director of Operations and Facilities	Chief Business Official	Superintendent
<b>Buildings / Grounds</b>	Principal	Director of Operations and Facilities	Chief Business Official	Superintendent
<b>Technology Safety &amp; Security</b>	Principal	Director of Technology and Information Systems	Chief Business Official	Superintendent
<b>Food Service</b>	Principal	Director of Food Services	Chief Business Official	Superintendent

### About this guide

**We want to address your questions and concerns quickly and effectively.**

The St. Helena Unified School District has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently while also providing an opportunity to share compliments. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. At times, additional personnel are required to resolve specific situations. Appropriate communication channels for a variety of topics are listed here. The District encourages any and all questions regarding school matters

If your issue has not been resolved after following all of the appropriate steps in the communication protocol, the Executive Assistant can assist you in contacting the Superintendent, and then, if still unresolved, the Governing Board

Please refer to second page for contact information.

# Who do I call with a question, concern or compliment?

## District Office Administration

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### Interim Superintendent

Keller McDonald ..... 707-967-2701 ..... kmcdonald@sthelenaunified.org

### Executive Assistant to the Superintendent and Board

Erica Madrigal ..... 707-967-2701 ..... emadrigal@sthelenaunified.org

### Assistant Superintendent

Chris Heller ..... 707-967-5010 ..... cheller@sthelenaunified.org

### Executive Assistant to the Assistant Superintendent

Melissa Hansen ..... 707-967-2785 ..... mhansen@sthelenaunified.org

### Chief Buisness Official

Kay Vang ..... 707-967-2704 ..... kvang@sthelenaunified.org

## District Office Directors

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### Director of Educational Services

Aracely Romo-Flores ..... 707-967-2832 ..... aromo-flores@sthelenaunified.org

### Director of Facilities and Operations

Mike Florez ..... 707-967-2775 ..... mflorez@sthelenaunified.org

### Director of Food Services

Angela Baxter ..... 707-967-2722 ..... abaxter@sthelenaunified.org

### Director of Technology and Information Systems

Derrick Machado ..... 707-967-2708 ..... dmachado@sthelenaunified.org

## School Site Information

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### St. Helena Primary School

707-967-2772

Rebekah Rocha, Principal ..... rrocha@sthelenaunified.org

Niki Meyers, Office Team Lead ..... nmeyers@sthelenaunified.org

### St. Helena Elementary School

707-967-2712

Carmen Emery, Principal ..... cemery@sthelenaunified.org

Rita Ortega-Vidal, Office Team Lead .... rortega-vidal@sthelenaunified.org

### Robert Louis Stevenson Middle School

707-967-2725

Andrew Ryan, Principal ..... ajryan@sthelenaunified.org

Sandra Hernandez, Counselor ..... shernandez@sthelenaunified.org

Vicki Sims, Athletic Director ..... vsims@sthelenaunified.org

Keri Fridolfs, Office Team Lead ..... kfridolfs@sthelenaunified.org

### St. Helena High School

707-967-2740

Ben Scinto, Principal ..... bscinto@sthelenaunified.org

Greg Fetters, Vice Principal ..... gfetters@sthelenaunified.org

Shawn Garrity, Counselor ..... sgarrity@sthelenaunified.org

Terri Linder, Counselor ..... tlinder@sthelenaunified.org

Brandon Farrell, Athletic Director ..... bfarrell@sthelenaunified.org

Diana Carr, Office Team Lead ..... dcarr@sthelenaunified.org

For a complete staff directory, please visit our website at  
[www.sthelenaunified.org](http://www.sthelenaunified.org)