



# Young Women's College Prep Communication Road Map

Who do I call with a question, concern, or compliment? Young Women's College Prep has developed this guide to address your questions and concerns quickly and effectively. The communication guide starts with the staff member closest to the situation, as that person usually has the most information. We recognize that at times additional personnel are required to resolve specific situations. We always encourage any and all questions from parents and guardians regarding school matters!

	Step 1	Step 2	Step 3	Step 4
Student Progress	Content Area Teacher	HS/MS Counselor	Assistant Principal	Principal/ Superintendent
Schedules/Placement	HS/MS Counselor	Assistant Principal	Principal/Superintendent	
Classroom Procedures	Content Area Teacher	Assistant Principal	Principal/Superintendent	
Curriculum	Content Area Teacher	Dir. of Curriculum & Instruction	Principal/Superintendent	
Athletics	Coach	Athletic Director	Principal/Superintendent	
Student Behavior	Content Area Teacher	Assistant Principal	Principal/Superintendent	
School Safety (DASA)	Content Area Teacher	DASA Coordinator	Assistant Principal	Principal/Superintendent
Extra-Curricular Activities	Club Advisor	Assistant Principal	Athletic Director	Principal/Superintendent
Health Issue	School Nurse	Assistant Principal	Principal/Superintendent	
District Policies	Assistant Principal	Principal/Superintendent		
Special Education	Special Ed Teacher	Coordinator of Special Services	Principal/Superintendent	
Operations/Building/Grounds	Director of Operations	Athletic Director	Principal/Superintendent	
Safety and Security	Athletic Director	Principal/Superintendent		
Transportation	School Secretary	Director of Operations	Principal/Superintendent	

## Quick Reference Guide:

Superintendent/Principal: Barbara Zelazny – 585-254-0320 ext. 1280

Athletic Director: Allen Kubitz – 585-254-0320 ext. 1060

Director of Operations: Roberta McInnis – 585-254-0320 ext. 2191

Director of Curriculum and Instruction: Sanya Pelrah – 585-254-0320 ext. 1121

Coordinator of Special Services: Deb Hoeft – 585-254-0320 ext. 1282

Assistant Principal of Student Management: Camille Zitz – 585-254-0320 ext. 1340

Assistant Principal of Data Coordination: Crystal Rupp – 585-254-0320 ext. 2241

Middle School Counselor/DASA Coordinator: Katy Geers – 585-254-0320 ext. 1190

High School Counselor (Students Last Name A-L): Annie Hasler – 585-254-0320 ext. 2131

High School Counselor (Students Last Name M-Z): Angelica Davis-Bernard – 585-254-0320 ext. 1260

School Secretary: Kamesha Sanders – 585-254-0320



The district website,  
[www.youngwomenscollegeprep.org](http://www.youngwomenscollegeprep.org), contains contact  
 information for staff members at our school.