



## *El Segundo Unified School District Organizational Update*

Dear ESUSD Parents and Guardians,

Welcome to the new school year! The 2015-2016 academic year is well under way and the ESUSD anticipates another great year. I join the faculty in our commitment to deliver high quality instruction to your children on a daily basis.

It is my belief that students, parents, teachers and staff must all work together to foster student learning and enrichment. As your child moves from one school to another within the District, we realize that you may not know who to contact with your questions or concerns. We are here to provide support and help you get answers.

I recommend initially all questions or concerns should first be directed to the individual(s) involved in an attempt to resolve issues at the lowest level. For example, if you have a concern about a classroom issue or your student's academic progress, it should be directed to the teacher first. If you have a concern about the school, it should be directed to the principal and so forth.

The following list provides a suggested framework on who to contact first, and subsequently, for any issues or concerns you may have.

<b>Topic/Issue/Concern</b>	<b>1<sup>st</sup> Contact</b>	<b>2<sup>nd</sup> Contact</b>	<b>3<sup>rd</sup> Contact</b>
<b>Elementary School Kindergarten – 5<sup>th</sup> grade:</b> If the concern is related to the classroom	Contact the classroom teacher	Contact the assistant principal or principal of the school (if concern is not satisfactorily addressed by the teacher)	
<b>Middle &amp; High School:</b> If the concern is related to the classroom	Contact the classroom teacher	Contact the student's counselor (if it's an academic issue or coordination with multiple teachers is needed)	Contact the assistant principal or principal of the school (if the concern remains unresolved)
If the concern is related to the <b>School</b>	Contact the assistant principal or principal of the school		

If you have contacted the appropriate abovementioned individuals at the school site level and still believe your concerns have not been addressed to your satisfaction, please contact the following individuals at the district level:

If the question/concern is related to:

Human Resources or Facilities Maintenance



Dr. Dylan Farris  
Executive Director of Human Resources  
[dfarris@esUSD.k12.ca.us](mailto:dfarris@esUSD.k12.ca.us)  
(310) 615-2650 Ext. 1221

Educational Programs



Marisa Janicek  
Executive Director of Educational Services  
[mjanicek@esUSD.k12.ca.us](mailto:mjanicek@esUSD.k12.ca.us)  
(310) 615-2650 Ext. 1250

Special Education or Music Programs



Dale Lofgren  
Executive Director of Pupil Services  
[dlofgren@esUSD.k12.ca.us](mailto:dlofgren@esUSD.k12.ca.us)  
(310) 615-2650 Ext. 1271

District or the Board of Education



Dr. Melissa Moore  
Superintendent of Schools  
[mmoore@esUSD.k12.ca.us](mailto:mmoore@esUSD.k12.ca.us)  
310-615-2650 Ext. 1225

ESUSD is committed to providing timely responses to questions and taking prompt, decisive action as needed when concerns are brought forth by any of our stakeholders. Recent social media posts generated the need for this letter. Individuals posted concerns and did not appear to know who to direct their questions or concerns to. However, we can't help you if we don't know the areas of concern. If your child has a classroom-related concern, initiating a conversation with his/her teacher is an important part of completing your due diligence as a parent.

We want to hear from you! I encourage all parents and stakeholders to engage with the District and become involved in your child's educational journey. There are many opportunities to support and participate in a variety of activities happening throughout the year.

Warmest Regards,

*Melissa Moore, Ed.D.*  
*Superintendent*  
*El Segundo Unified School District*

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