

COMMUNICATION IS THE KEY

Welcome to the start of a new school year! This is always an exciting time for students and parents, filled with enthusiasm and some uncertainty. The administrators, faculty, and support staff at Mellon Middle School are committed to ensuring the success of our students. As the year unfolds, many questions may arise. We believe that swift communication is the key to a smooth transition year.

Listed below are some **General Guidelines for Communication.**

- Direct classroom concerns to your child's teacher. In this newsletter, you will find the **Staff Directory for Voice Mails and Emails.**
- Allow ample time for return phone calls. Most will be returned within 24 hours.
- Any **Health** concerns / issues should be directed to our school nurse, Mrs. Dolores Sabol.
- Guidance Counselors have an **"Open Door"** policy and are highly accessible. Encourage your child to meet and know his / her Counselor.
- **Attendance / Enrollment** issues may be directed to Mrs. Dahmen.
- If you choose to schedule a meeting with your child's team, do so through the **Team Leader.** This will ensure the team's prompt attention to your concern.
- Questions regarding **Special Education** should be directed to your child's Case Manager/Special Education teacher.
- **Gifted Services** questions may be directed to Mrs. Dana Mackey.
- Check the website often for new information. (www.mtlisd.org)
- **Mr. Chris Wolfson** and **Ms. Kelly Szeszterniak** are here to assist you in answering any other questions.

ANDREW W. MELLON MIDDLE SCHOOL

GRADES 6, 7, 8

11 Castle Shannon Boulevard

Pittsburgh, PA 15228

Telephone: 412.344.2122

FREQUENTLY CALLED NUMBERS

PRINCIPAL	Mr. Chris Wolfson	344.2122
MAIN OFFICE/PRINCIPAL'S SECRETARY	Mrs. Pam Robinson	344.2122
ASSISTANT PRINCIPAL	Ms. Kelly Szeszterniak	344.0561
ATTENDANCE OFFICE/ASST PRINCIPAL'S SECRETARY	Mrs. Dahmen	344.0561
COUNSELOR	Miss Kara Berman	344.2132
COUNSELOR	Mrs. Joy Rullo	344.2126
GUIDANCE OFFICE SECRETARY	Mrs. Joelle Klaber	344.2133
GIFTED SERVICES COORDINATOR	Mrs. Mackey	344.2000 x18254
MEDICAL OFFICE (NURSE)	Mrs. Dolores Sabol	344.2128
VOICEMAIL		344.2000
SCHOOL SUPERINTENDENT	Dr. Timothy Steinhauer	344.2077
ASSISANT SUPERINTENDENT OF SECONDARY EDUCATION	Dr. Ron Davis	344.2039
SPECIAL EDUCATION SUPERVISOR	Mrs. Connie Lewis	344.2012
SCHOOL PSYCHOLOGIST	Mrs. Pat Romano	344.2018
INCLUSION SPECIALIST	Mrs. Jessica Webster	344.2048
OFFICE OF FISCAL SERVICES	Ms. Jan Klein	344.2099
PHYSICAL PLANT OFFICE	Mr. Gerald Ingram	344.2091



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To Leave a Voice Message:
Dial 412-344-2000 enter the **5 digit** number

To e-mail a teacher Ex: Jsmith@mtlsd.net
Type 1st intial + last name @mtlsd.net

Teacher name	5 digit #	Subject	Teacher name	5 digit #	Subject
Adams, N	95019	Spanish	Knox,L	95311	Math 8
Amenta, D	95006	BIT	Koblentz,S	95318	German
Ban,J	95001	Chorus	Kollar,E	95211	Literature 7
Barone,A	95321	History 8	Kreinbihl,J	16801	Orchestra
Battista, L	95320	Spanish	Kunzman,E	95353	French
Berman,K	94132	Guidance Counselor	Lux,M	95205	Math 7
Biseda, R	95104	Math(Academic& Honors)	Mackey,D	18254	Gifted Co-Ordinator
Blanchette,A	95200	Speech	Mandel, B	95108	English 6
Breier,D	95213	Special Ed 6	Marino,L	95100	Band
Brenneman,A	95325	Special Ed 8	McCann,K	95304	Science 8
Bronen, C	95306	Science 8	McDonlad,S	95201	History 7
Campion, R	95010	Tech Ed	Mikesell, M	95110	Social Studies 6
Caruso, A	95208	Math 7	Miles,T	95317	Lanuage Arts 8
Cook, P	16808	Music	Monahan,K	18255	Special Ed
Cort,K	95219	Special Ed 7	Navarro,S	95017	Life Skills
Coughey, J	95122	Literature 6	Nordmann,A	95111	Science 6
Dahmen, C	94561	Attendance Secretary	Pawlik,E	65020	German
Davis,J	17952	ESL	Peconi,J	95013	Physical Education
Dietz,R	96005	Physical Education	Perri,T	95012	Health
Dinger,C/ Hannan,V	95116	English 6	Peterson,K	95209	Science 7
Donovan,K	95206	English 7	Raitano, F	95313	Language Arts 8
Englehardt,j/Gavlik A	95207	Science 7	Ridge, D	95210	History 7
Euculano,T	95203	Literature 7	Robinson,P	94122	Principal Secretary
Hain,G	43010	Art	Rodriguez,J	95302	Art
Hernandez, M	95212	Special Ed 7	Rullo,J	94126	Guidance Counselor
Hessler, C	95217	STRIVE	Sabol,D	95128	Nurse
Hessler, P	95300	Art	Sabram,K	95107	Science 6
Hines, R	95202	English 7	Sharman,T	95005	Physical Education
Hogel,M	95121	Math 6(Academic & Honors)	Smith,T	95319	Math 8
Holliday,J	95315	History 8	Sofran,K	96006	BIT Computer Science
Houck, M	12195	Inclusion Specialist	Szesterniak,K	94561	Assistant Principal
Jordaan, C	95015	Cosumer Science	Tanner,K	95109	Literature 6
Junker, N	95305	Writing Lab Clinician	Tomer,J	95220	Librarian
Kirkham, E	95309	Reading Specialist	Wilcher,S	95106	Social Studies 6
Klaber,J	94133	Guidance Secretary	Wolfson,C	94122	Principal