

District Communication Guide

Frequently, parents and other community members request help in knowing the best way to communicate with the school. The communication guideline chart below will serve as helpful resource. By contacting the following people in the prescribed order, questions will be answered.

FOR QUESTIONS ABOUT:	1ST CONTACT	2ND CONTACT	3RD CONTACT	4TH CONTACT
Academics	Teacher	Guidance Counselor	Building Principal	Superintendent
Athletics	Coach	Athletic Director	MS/HS Principal	Superintendent
Behavior	Teacher	Building Principal	Superintendent	
Behavior us	Bus Driver	Transportation Supervisor	Building Principal	Superintendent
BOE Policies	District Clerk	Superintendent	Board of Education	
Budget	Superintendent			
Building Use	Building Secretary	Building Principal	Superintendent	
Cafeteria	Building Cook Manager	Food Service Manger	Superintendent	
Classroom Procedures	Teacher	Building Principal	Superintendent	
Co-Curricular	Advisor	Building Principal	Superintendent	
Facilities	Superintendent of Buildings & Grounds	Superintendent		
Health Office	Building Nurse Office	Building Principal	Superintendent	
Scheduling	Guidance Office	Building Principal	Superintendent	
Special Education	Teacher	Building Principal	CPSE/CSE Chairperson	Superintendent
Transportation	Transportation Supervisor	Superintendent		

CONTACT INFORMATION

Main Switchboard.....(607) 988-5001

District Office.....(607) 988-5038
Board of Education
Dr. David S. Richards, Superintendent
Colleen Cioccarelli, Secretary

Business Office..... (607) 988-5038
Patti Loker, Business Manager
Joan French, District Clerk

Unatego Elementary....(607) 369-6200
Katherine Mazourek, Principal
Christal Wright, Secretary
Peter Tolson, Guidance Counselor
Jeff Wheeler, School Social Worker

Middle School.....(607) 988-5036
Patricia Hoyt, Principal
Sara Couse, Secretary
Amanda Kane, Guidance Counselor

Senior High School..... (607) 988-5098
Julie Lambiaso, Principal
Sara Couse, Secretary

Student Services..... (607) 988-5097
Lexi McHenry, Guidance Counselor
Laura Wade, Guidance Counselor
Jeffrey Wheeler, School Social Worker
Sherry Maruszewski, Secretary

Special Education..... (607) 988-5034
Marki Clair-O'Rourke,
Director of Special Programs
Jessica Marino, Secretary

Food Service..... (607) 988-5035

Athletic: Director..... (607) 988-5001
Matt Hafele, Athletic Director

Transportation..... (607) 988-1006
Brian Trask, Director of Transportation
Brenda Birdsall,
Secretary..... (607) 988-5020

Buildings & Grounds..... (607) 988-5047
Brian Trask, Superintendent of B&G
Brenda Birdsall,
Secretary..... (607) 988-5020

District Data Coordinator..... 988-5047
Brian Trask, DDC
Brenda Birdsall,
Secretary..... (607) 988-5020

Health Offices
Elementary Nurse.....(607) 369-6708
MS/HS Nurse.....(607)988-5032

Attendance Officer
Matt Hafele..... (607) 988-5001