

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: | 1 st Contact | 2 nd Contact | 3 rd Contact | 4 th Contact |
|-----------------------------|---------------------------------------|---------------------------|-------------------------|-------------------------|
| Academics | Teacher | Guidance Counselor | Building Principal | Superintendent |
| Athletics | Coach | Athletic Director | MS/HS Principal | Superintendent |
| Behavior | Teacher | Building Principal | Superintendent | |
| Behavior-Bus | 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 Cioccarei, Secretary

Business Office ----- (607) 988-5020

Amber Birdsall, District Treasurer
Joan French, District Clerk

Otego Elementary ----- (607) 988-6700

Patricia Scott, Interim Principal
Brenda Birdsall, Secretary
Peter Tolson, Guidance Counselor

Unadilla 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
Nicole Wood, Secretary
Kim Johannesen, Guidance Counselor

Senior High School --- (607) 988-5098

Julie Lambiaso, Principal
Sara Couse, Secretary

Student Services ----- (607) 988-5097

Amanda Kane, Laura Wade, Guidance Counselors
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

Buildings & Grounds --- (607) 988-5047

Brian Trask, Superintendent of B&G

District Data Coordinator- (607) 988-5047

Brian Trask, DDC

Health Offices

Otego Nurse ----- (607) 988-6708

Unadilla Nurse ----- (607) 369-6210

MS/HS Nurse----- (607) 988-5032

Attendance Officer

Matt Hafele----- (607) 988-5001