

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-Bus	Bus Driver	Transportation Supervisor	Building Principal	Superintendent
BOE Policies	District Clerk	Superintendent	Board of Education	
Budget	Business Manager	Superintendent		
Building Use	Building Secretary	Building Principal	Superintendent	
Cafeteria	Building Cook Manager	Food Service Manger	Business Manager	Superintendent
Classroom Procedures	Teacher	Building Principal	Superintendent	
Co-Curricular	Advisor	Building Principal	Superintendent	
Facilities	Superintendent of Buildings & Grounds	Business Manager	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	Business Manager	Superintendent	

Contact Information

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

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

Business Office----- (607) 988-5020
 Patti Loker, Business Manager
 Amber Birdsall, District Treasurer

Unadilla Elementary--- (607) 369-6200
 Mike Snider, Principal
 Kaleigh Barber, Secretary
 Rebecca Theophel, Guidance Counselor

Middle School ----- (607) 988-5036
 Kathryn James, Principal
 Clara Carver, Secretary
 Ashley Searing, Guidance Counselor

Senior High School --- (607) 988-5098
 Julie Lambiaso, Principal
 Jamie-Lyn Amatuccio, Secretary
 Sheanna Burgess, School Social Worker

Student Services ----- (607) 988-5097
 Lexi McHenry, Hannah Baskin, Counselors
 Jamie-Lyn Amatuccio, Secretary

Special Education--- (607) 988-5034
 Rhonda Burnside, 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
 Heather Ryder, Secretary

Buildings & Grounds--- (607) 988-5047
 Brian Trask, Superintendent of B&G

District Data Coordinator- (607) 988-5047
 Kathryn James, DDC

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

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