**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 Conklin, Secretary
Shelby Nickerson, Guidance Counselor

**Senior High School ---** (607) 988-5098
Abigail Costello, 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