

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	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
 Sheila Nolan, Secretary

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

Unadilla Elementary – (607) 369-6200
 Mike Snider, Principal
 Brenda Birdsall, Secretary
 Rebecca Theophel, Guidance Counselor
 TBD, School Social Worker

Middle School ----- (607) 988-5036
 Tim Simonds, Principal
 Amber Mazzone, Secretary
 Amanda Kane, Guidance Counselor

Senior High School --- (607) 988-5098
 Julie Lambiaso, Principal
 Amber Mazzone, Secretary

Student Services ----- (607) 988-5097
 Lexi McHenry, Laura Wade, Counselors
 Sherry Maruszewski, Secretary

Special Education ----- (607) 988-5034
 Katherine Mazourek, 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
 Tim Simonds, DDC

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

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