

**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.

<b>For questions about:</b>	<b>1<sup>st</sup> Contact</b>	<b>2<sup>nd</sup> Contact</b>	<b>3<sup>rd</sup> Contact</b>	<b>4<sup>th</sup> Contact</b>
<b>Academics</b>	Teacher	Guidance Counselor	Building Principal	Superintendent
<b>Athletics</b>	Coach	Athletic Director	MS/HS Principal	Superintendent
<b>Behavior</b>	Teacher	Building Principal	Superintendent	
<b>Behavior-Bus</b>	Bus Driver	Transportation Supervisor	Building Principal	Superintendent
<b>BOE Policies</b>	District Clerk	Superintendent	Board of Education	
<b>Budget</b>	Business Manager	Superintendent		
<b>Building Use</b>	Building Secretary	Building Principal	Superintendent	
<b>Cafeteria</b>	Building Cook Manager	Food Service Manger	Superintendent	
<b>Classroom Procedures</b>	Teacher	Building Principal	Superintendent	
<b>Co-Curricular</b>	Advisor	Building Principal	Superintendent	
<b>Facilities</b>	Superintendent of Buildings & Grounds	Superintendent		
<b>Health Office</b>	Building Nurse Office	Building Principal	Superintendent	
<b>Scheduling</b>	Guidance Office	Building Principal	Superintendent	
<b>Special Education</b>	Teacher	Building Principal	CPSE/CSE Chairperson	Superintendent
<b>Transportation</b>	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

**Middle School** ----- (607) 988-5036  
 Tim Simonds, Principal  
 Heather Ryder, Secretary  
 Amanda Kane, Guidance Counselor

**Senior High School** --- (607) 988-5098  
 Julie Lambiaso, Principal  
 Amber Mazzone, Secretary  
 Sheanna Burgess, School Social Worker

**Student Services** ----- (607) 988-5097  
 Lexi McHenry, Hannah Baskin, 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