

### 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 <sup>st</sup> Contact	2 <sup>nd</sup> Contact	3 <sup>rd</sup> Contact	4 <sup>th</sup> Contact
<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  
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  
Sherry Maruszewski, 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  
Tim Simonds, DDC

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

**Attendance Officer**

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