

## Communication Chain

We are here to support you at the **Watertown City School District**.

In the interest of promoting effective communication with our stakeholders, we have developed a chart outlining the personnel to contact with a question and/or concern. In order to facilitate the use of this chart, when you contact office personnel you will be asked if you have contacted the staff member most immediately involved in or responsible for addressing the question or concern. If you have done so and did not receive a response or resolution, then you should proceed to the next contact (listed below).

QUESTIONS OR CONCERNS REGARDING:	CONTACT 1	CONTACT 2	CONTACT 3	CONTACT 4	CONTACT 5	CONTACT 6
ACADEMICS	Teacher	Guidance Counselor	Principal	Assistant Superintendent for Instruction	Superintendent	BOE
ACADEMIC INTERVENTION SERVICES (AIS)	Teacher	Principal	Assistant Superintendent for Instruction	Superintendent	BOE	
ATHLETICS	Coach	Director of Health, PE, and Athletics	Principal	Assistant Superintendent for Personnel	Superintendent	BOE
BEHAVIOR & DISCIPLINE	Teacher	5-12: Asst. Principal K-4: Elem. Principal	Principal	Assistant Superintendents	Superintendent	BOE
BOARD OF EDUCATION POLICIES	Policies are posted: <a href="http://web2.moboces.org/districtpolicies/?public=watertown">http://web2.moboces.org/districtpolicies/?public=watertown</a>	District Clerk	Assistant Superintendents	Superintendent	BOE	
BUDGET	Business Manager	Assistant Superintendents	Superintendent	BOE		
BUILDING USE	Fill out and submit this form: <a href="https://www.watertowncsd.org/Page/212">https://www.watertowncsd.org/Page/212</a>	Administrative Assistant for Supervisor of Maintenance Buildings & Grounds	Supervisor of Maintenance Buildings & Grounds	Principal <i>If sports event, include Director of Health, PE, and Athletics</i>	Superintendent	BOE
BUILDINGS AND GROUNDS FACILITIES	Head Custodian	Principal	Supervisor of Maintenance Buildings & Grounds	Assistant Superintendent for Personnel	Superintendent	BOE
CAFETERIA	Cafeteria Manager	Food Service Assistant Director	Food Service Director	Principal	Assistant Superintendent Personnel	Superintendent
CLASSROOM PROCEDURES	Teacher	Guidance Counselor	Principal	Assistant Superintendents	Superintendent	BOE
CURRICULUM	Teacher	Instructional Coaches K-6 Lead Teachers 7-12	Principal Assistant Principal	Assistant Superintendent for Instruction	Superintendent	BOE
EXTRACURRICULARS	Club Advisor	Principal	Assistant Superintendents	Superintendent	BOE	
HEALTH/MEDICAL	School Nurse	Nurse Supervisor	Principal	Assistant Superintendent for Personnel	Superintendent	BOE
PRE-K	Teacher	Pre-K Principal	Administrative Assistant for Instruction	Assistant Superintendent for Instruction	Superintendent	BOE
SCHEDULES	Teacher	Guidance Counselor	Principal	Assistant Superintendent for Instruction	Superintendent	BOE
SPECIAL EDUCATION	Teacher Consultant Teacher	School Psychologist	CSE Chairperson CSE Assistant Chair	Assistant Superintendent for Instruction	Superintendent	BOE
TECHNOLOGY	Information Technology Specialist	Instructional Technology Specialist	IT Coordinator/Network Administrator	Assistant Superintendent for Instruction	Superintendent	BOE
TECHNOLOGY INSTRUCTION	Instructional Technology Specialist	Principal	Technology Coordinator	Assistant Superintendent for Instruction	Superintendent	
TRANSPORTATION	Bus Driver	<i>First Student Manager</i> WCSD Administrative Assistant for Transportation	Principal	Assistant Superintendent for Transportation	Superintendent	BOE
YMCA SACC PROGRAM	Program Director	YMCA	Principal	Assistant Superintendents	Superintendent	BOE

***Please contact the appropriate building/department for assistance.***

Watertown High School (9-12)	Principal – Chad Fairchild Administrative Assistant – Suzanne Stenard Assistant Principals– Erin King, Tom Dunckel Administrative Assistant – Amber Edick	315-785-3800
Director of Health, PE, and Athletics	Mike Lennox Administrative Assistant – Jo-Ann Nevin	315-785-3833
Case Middle School (7-8)	Principal – Tom Nabinger Administrative Assistant – Linda Griffin Assistant Principal –Bridget Finster Administrative Assistant – Leanna Lloyd	315-785-3870
Wiley Intermediate (5-6)	Principal – Beth Maurer Assistant Principal – Dan Mincer Administrative Assistant – Lisa Worden	315-785-3780
Knickerbocker Elementary	Principal – Janelle Dupee Administrative Assistant – Anna Marie Savage	315-785-3740
North Elementary	Principal – Sandra Cain Assistant Principal – Mia Barnes Administrative Assistant – Rachael Irvine	315-785-3750
Ohio Elementary	Principal – Mark Taylor Administrative Assistant – Patty Davis	315-785-3755
Sherman Elementary	Principal – Terry Gonseth Administrative Assistant – Cindy Taddonio	315-785-3760
Starbuck Elementary	Principal – Mike Lennox Administrative Assistant – Tara Slate	315-785-3765
Assistant Superintendent for Instruction	Stacey Eger Administrative Assistant – Kira Elliott	315-785-3708
Assistant Superintendent for Personnel/Transportation	Jason Ring Administrative Assistant – Michelle Gravelle	315-785-3720
Board of Education	Please view the District Website: <a href="http://www.watertowncsd.org">www.watertowncsd.org</a> for contact information.	
Buildings and Grounds	Jason Compo Administrative Assistant – Marsha Hodkinson	315-785-3770
Business Office	Dale Morrow Business Manager	315-785-3710
District Clerk	Sybil Pugh	315-785-3705
Food Service	Director - Colleen Rielly Assistant - Brenda Blount	315-785-3717 315-785-3844
Pre K	Peg Drappo Administrative Assistant – Lynn Morgia	315-786-5071
Special Education	Shannon Whitney Administrative Assistant – Natalie Hall Matt Burdick Administrative Assistant – Linda Dobransky	315-785-3728
STEM (Science, Technology, Math, and Engineering)	Lisa Blank Director of STEM	315-785-3709
Superintendent	Patricia LaBarr Administrative Assistant – Sybil Pugh	315-785-3705
Technology	David Campbell IT Coordinator/Network Administrator	315-785-3865
Technology Instruction	Diane Hayes Technology Integration Specialist	315-785-3740
Transportation	Kara Mabee - WCSD Administrative Assistant	315-785-3722
	Charmaine Regelman - First Student Manager	315-779-7459
YMCA - SACC Office 585 Rand Drive, Watertown, NY 13601	Bridgette Gates	315-755-2005

*\*Email addresses for staff members can be found on our website.*