

# Communication Chain

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

QUESTIONS, CONCERNS OR COMPLIMENTS REGARDING:	STEP 1	STEP 2	STEP 3	STEP 4
ACADEMICS	Teacher	Guidance Counselor	Principal	Asst. Supt. for Instruction
ACADEMIC INTERVENTION SERVICES (AIS)	Teacher	Principal	Asst. Supt. for Instruction	
ATHLETICS	Coach	Director of Health, PE, and Athletics	Principal	Asst. Supt. for Personnel/Student Services
BEHAVIOR & DISCIPLINE	Teacher	5-12: Asst. Principal K-4: Elem. Principal	Principal	Asst. Supt. for Personnel/Student Services
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	Superintendent	
BUDGET	Business Manager	Assistant Superintendents	Superintendent	
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>
BUILDINGS AND GROUNDS FACILITIES	Head Custodian	Principal	Supervisor of Maintenance Buildings & Grounds	Asst. Supt. for Personnel/Student Services
CLASSROOM PROCEDURES	Teacher	Guidance Counselor	Principal	Assistant Superintendents
CURRICULUM	Teacher	Instructional Coaches K-6 Lead Teachers 7-12	Principal Assistant Principal	Asst. Supt. for Instruction
DIGNITY FOR ALL STUDENTS	Teacher	Principal	Assistant Superintendents	Superintendent
EXTRACURRICULARS	Club Advisor	Principal	Assistant Superintendents	
FOOD SERVICE	Cafeteria Manager	Principal	Food Service Director	Asst. Supt. for Personnel/Student Services
HEALTH/MEDICAL	School Nurse	Principal	Asst. Supt. for Personnel/Student Services	Superintendent
PRE-K	Teacher	Pre-K Principal	Administrative Assistant for Instruction	Asst. Supt. for Instruction
SCHEDULES	Teacher	Guidance Counselor	Principal	Asst. Supt. for Instruction
SPECIAL EDUCATION	Teacher Consultant Teacher	Principal	CSE Chairperson CSE Assistant Chair	Asst. Supt. for Personnel/Student Services
TECHNOLOGY	Information Technology Specialist	Instructional Technology Specialist	IT Coordinator/Network Administrator	Asst. Supt. for Instruction
TRANSPORTATION	Bus Driver	First Student Manager WCSD Administrative Assistant for Transportation	Principal	Superintendent
YMCA SACC PROGRAM	Program Director	YMCA	Principal	Assistant Superintendents

The Watertown City School District has developed this communication chain to promote direct, open, and respectful interactions so that questions and concerns can be worked out efficiently while also providing you with an opportunity to share compliments. The communication protocol starts with the staff member closest to the situation, as that person will usually have the information. At times, additional personnel are required to solve specific situations. Appropriate communication channels are listed here. The District encourages any and all questions from parents and residents regarding school matters.

If your issue has not been resolved after following all of the appropriate steps in the communication protocol, the District Clerk can assist you in contacting the Superintendent's Office. Then, if still unresolved, the clerk can assist you in communicating with the Board of Education.

**District Clerk:**  
Michelle Gravelle  
(315)785-3705  
[mgravelle@watertowncsd.org](mailto:mgravelle@watertowncsd.org)



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

Watertown High School (9-12)	Principal – Chad Fairchild Administrative Assistant – Suzanne Stenard Assistant Principal – Erin King Admin on Assignment – Tom Nabinger Administrative Assistant – Janett Lara	315-785-3800
Director of Health, PE, and Athletics	George Emrich Administrative Assistant – Jo-Ann Nevin	315-785-3833
Case Middle School (7-8)	Principal – Mark Taylor Administrative Assistant – Linda Griffin Assistant Principal – Jessica Blair Administrative Assistant – Marni Smith	315-785-3870
Wiley Intermediate (5-6)	Principal – Beth Maurer Assistant Principal – Dan Mincer Administrative Assistant – Kimberly Plante	315-785-3780
Knickerbocker Elementary	Principal – Janelle Dupee Administrative Assistant – Anna Marie Savage	315-785-3740
North Elementary	Principal – Sandra Cain Assistant Principal – Bridget Finster Administrative Assistant – Ashleigh Smith	315-785-3750
Ohio Elementary	Principal – Tom Dunckel Administrative Assistant – Patty Davis	315-785-3755
Sherman Elementary	Principal – Terry Gonseth Administrative Assistant - Rosemary Jacobs	315-785-3760
Starbuck Elementary	Principal – Mike Lennox Administrative Assistant – Tara Slate	315-785-3765
Assistant Superintendent for Instruction	Stacey Eger-Converse Administrative Assistant – Kira Elliott	315-785-3708
Assistant Superintendent for Personnel/Transportation	Tina Lane Administrative Assistant – Lisa Worden	315-785-3720
Board of Education	Please visit <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	Josh Hartshorne Business Manager	315-785-3710
District Clerk	Michelle Gravelle	315-785-3705
Food Service	Director – Craig Orvis Assistants - Mary Hughes, Brenda Blount	315-785-3717 315-785-3844
Massey Tutoring Center	Assistant Principal – Bridget Finster	315-786-5078
Pre K	Peg Drappo Administrative Assistant – Lynn Morgia	315-786-5071
Registration	Janet Augustus	315-681-8338
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	Patti LaBarr Administrative Assistant – Michelle Gravelle	315-785-3705
Technology	David Campbell IT Coordinator/Network Administrator	315-785-3865
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	Beth Harris	315-755-1208

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

7/27/2020

*Watertown City School District is committed to building a caring culture that fosters lifelong learners and responsible citizens.*