

COOPERSTOWN CENTRAL SCHOOL DISTRICT CHAIN OF COMMAND CALLING GUIDE

This chain of command is to assist parents, students and resident quickly and efficiently in resolving a problem or answering a question regarding our school district. The main District telephone number is 607-547-8181. Listed following this chart are direct phone numbers for individuals.

TOPIC/AREA	1 st CONTACT	2 nd CONTACT	3 rd CONTACT	4 th CONTACT	5 th CONTACT	6 th CONTACT
Academic or Behavioral Intervention Services	Teacher	Building Principal	Superintendent	-	-	-
Academic/Behavioral Intervention Services	Teacher	Building Principal	Superintendent	-	-	-
Academics/Curriculum	Teacher	Building Principal or Department Chairperson	Superintendent	Board of Education Curriculum Committee	Board of Education	-
Athletics/Extracurricular Activities	Coach or Adviser	Director of Extra-Curricular Advisement & Athletics	Building Principal	Superintendent	Board of Education	-
Board Policies, Voting on School Matters	District Clerk	Superintendent	Board of Education Policy Committee	Board of Education	-	-
Budget/School Taxes	Business Administrator	Superintendent	Board of Education Budget & Finance Committee	Board of Education	-	-
Classroom Procedures	Teacher	Building Principal	Superintendent	-	-	-
Facilities Use	Main Office Respective Building	Director of Facilities	Business Administrator	Superintendent	Board of Education Buildings, Grounds & Safety Committee	Board of Education
Food Service	Food Services Director	Business Administrator	Superintendent	Board of Education	-	-
Grading/Scheduling	Teacher or School Counselor	Building Principal	Superintendent	Board of Education Curriculum Committee	Board of Education	-
Health Services	School Nurse	Building Principal	Superintendent	Board of Education	-	-

TOPIC/AREA	1 st CONTACT	2 nd CONTACT	3 rd CONTACT	4 th CONTACT	5 th CONTACT	6 th CONTACT
Maintenance	Director of Facilities	Business Administrator	Superintendent	Board of Education Buildings, Grounds & Safety Committee	Board of Education	-
Pupils' Schedule/Scholarships/Financial Aid Information	School Counselor	Building Principal				
Registering a New Student or Withdrawing a Student	District Registrar					
Special Education	Teacher	Building Principal	CSE/CPSE Chairperson	Superintendent	Board of Education	-
Special Education Referral Program	CSE/CPSE Chairperson	Building Principal				
Technology Concern	Teacher	Building Principal	-	-	-	-
Transportation (Student Behavior)	Bus Driver	Director of Transportation	Building Principal	Business Administrator	Superintendent of Schools	-
Transportation (Stops, Runs, etc.)	Director of Transportation	Business Administrator	Superintendent	Board of Education Policy Committee	Board of Education	-
Working Paper for Students	Jr./Sr. HS Main Office					

Building Principal – Elementary School: Tracy Durkee 607-547-9976 or 547-9977
Building Principal – Junior/Senior High School: Ann Meccariello 607-547-8181
Business Administrator: Amy Kukenberger 607-547-2595
Director of Facilities: Matthew Murphy 607-547-2650
Athletic Coordinator: Vince Spruill 607-547-2401
Director of Transportation: Joe Kukenberger 607-547-8331
District Clerk: Wendy Lansing 607-547-5364
Food Services Manager: Melissa Rathbun 607-547-2820
School Psychologist: Donna Stanistreet 607-547-5599
School Social Worker: Mary Clare Roberts 607-282-1038
Superintendent of Schools: Sarah Spross 607-547-5364
Tax Collector: Kelly Liner 607-547-2595

Bassett Healthcare School-Based Health Centers 607-547-5069 Elementary
 607-547-1105 Junior/Senior HS

To contact members of the Board of Education, contact Wendy Lansing, District Clerk at 607-547-5364 or email wlanasing@cooperstownncs.org; or attend a Board of Education Committee Meeting or Full Board of Education Meeting. Board of Education meetings are the first and third Wednesday of each month starting at 7:00 p.m. in the Library of the Junior/Senior High School. Please visit the District website for a full calendar of Board of Education Meetings and District events. Please find Board Policy for any number of topics on our website www.cooperstownncs.org