

## CHAIN OF COMMAND CALLING GUIDE

Sometimes it's not clear who best to speak with about resolving a problem or answering a question regarding Cooperstown Central School District. By following this chain of command – parents, students and residents can get their questions and concerns addressed quickly and efficiently. The main district telephone number is 607-547-8181. Reference the directory that follows this chart for direct phone numbers for individuals listed below.

TOPIC/AREA	1 <sup>st</sup> CONTACT	2 <sup>nd</sup> CONTACT	3 <sup>rd</sup> CONTACT	4 <sup>th</sup> CONTACT	5 <sup>th</sup> CONTACT
Academics	Teacher	School Counselor	Building Principal	Superintendent	Board of Education Curriculum Committee
Athletics	Coach	Director of Athletics and Extra-Curricular Advisement/JSHS Dean of Students	Building Principal	Superintendent	Board of Education
Behavior	Teacher	Building Principal	Superintendent	Board of Education	-
Board Policies	District Clerk	Superintendent	Board of Education	-	-
Budget	Business Administrator	Superintendent	Board of Education	-	-
Buildings & Grounds Use	District Clerk	Director of Facilities	Superintendent	Board of Education	-
Classroom Procedures	Teacher	Building Principal	Superintendent	Board of Education -	-
Curriculum	Teacher	Building Principal	Director of Curriculum Development & Assessment	Superintendent	Board of Education Curriculum Committee
Extracurricular Activities	Adviser	Director of Athletics and Extra-Curricular Advisement/JSHS Dean of Students	Building Principal	Superintendent	Board of Education
Facilities Maintenance	Director of Facilities	Business Administrator	Superintendent	Board of Education	-
Food Service	Food Services Director	Business Administrator	Superintendent	Board of Education	-

Health Services	School Nurse	Building Principal	Superintendent	Board of Education	-
Scheduling	Teacher	School Counselor	Building Principal	Superintendent	-
Special Education	Teacher	Building Principal	CSE/CPSE Director	Superintendent	Board of Education
Transportation (Student Behavior)	Bus Driver	Building Principal	Business Administrator	Superintendent	Board of Education
Transportation (Stops, Runs, etc.)	Head Bus Driver	Business Administrator	Superintendent	Board of Education	-

# DIRECTORY

To reach teachers, school counselors, nurses, coaches, advisors and building principals, please call the school's main number **607-547-8181** and follow the prompts:

- Press 1 for **Elementary School** —
  - Main Office, option 1
  - Guidance Office, option 2
  - Committee on Special Education, option 3
  - Nurse, option 4
  - Bassett's School Based Health Center, option 5
  
- Press 2 for **Junior/Senior High School** —
  - Main Office, option 1
  - Counseling/ Registrar Office, option 2
  - Network Administrator, option 3
  - Nurse, option 4
  - Bassett's School Based Health Center, option 5

**Athletics Director:** James Brophy  
607-547-5512

**Building & Grounds:** Matt Murphy  
607-547-2650

**Business Office:** Amy Kukenberger  
607-547-2595

**Director of Curriculum Development & Assessment:** Kristin Butler  
607-547-4011

**Director of Extracurricular Advisement:** James Brophy  
607-547-2401

**District Clerk:** Wendy Lansing  
607-547-5364

**Food Services Manager:** Melissa Rathbun  
607-547-2820

**School Psychologist:** Mary Havlik  
607-547-5599

**School Social Worker:** Mary Clare Roberts  
607-282-1038

**Superintendent:** William T. Crankshaw  
607-547-5364

**Transportation:** Amy Kukenberger  
607-547-8331

To contact members of the Board of Education, call District Clerk Wendy Lansing at 607-547-5364 or email [w Lansing@cooperstowncs.org](mailto:w Lansing@cooperstowncs.org); or attend a Board of Education meeting. Board of Education meetings are generally held the first and third Wednesday of each month starting at 7:00 p.m. in the Library of the Junior/Senior High School.