

Bath Central School District

District Communication Checklist

In our ongoing efforts to increase effective communication among all stakeholders in our students' education, we have developed a communications checklist that should help you contact the appropriate staff members with your questions and/or concerns. Hopefully, this checklist will assist you in getting the information that you need regarding your children and/or educational programs or policies within the district.

Questions/Concerns	1 st Level	2 nd Level	3 rd Level	4 th Level
1. Academics				
a. Curriculum/Instructional Materials	Teacher	Principal	Superintendent	
b. Difficulties – Prim/Elem/MS Levels	Teacher	Principal	Superintendent	
b. Difficulties – HS Level	Teacher	Dean of Students	Principal	Superintendent
c. Scheduling – Prim Level	Teacher	Principal	Superintendent	
c. Scheduling – Elem/MS/HS Levels	Teacher	Guidance Office	Principal	Superintendent
2. Athletics	Coach	Athletic Director	Principal	Superintendent
3. Attendance – Prim/Elem/MS Levels	Building Secretary	Principal	Superintendent	
Attendance – HS Level	Building Secretary	Dean of Students	Principal	Superintendent
4. Board of Education Policies	Principal	Superintendent	Board of Education	
5. Building Use	Facilities Coordinator	Principal	Business Administrator	Superintendent
6. Cafeteria/Food Services	Food Services Mgr.	Principal	Business Administrator	Superintendent
7. Classroom Procedures	Teacher	Principal	Superintendent	
8. Co-Curricular Activities	Club Advisor	Principal	Superintendent	
9. Medical Issues	School Nurse	Principal	Superintendent	
10. Special Education	Class/Subject/Special Education Teacher	Director of Special Education	Principal	Superintendent
11. Discipline – Prim/Elem/MS Levels	Teacher	Principal	Superintendent	
Discipline – HS Level	Teacher	Dean of Students	Principal	Superintendent
12. Transportation	Bus Driver	Transportation Director	Principal	Superintendent

In order to handle problems in the most effective and efficient way, it is extremely important that the staff member most directly involved with the question or concern be contacted first. If the question is not answered or the issue not resolved at a given level, then you will be asked to proceed on to the next level. When someone contacts a board member or an administrator before proceeding through this process they will be asked if they have contacted the staff member most immediately involved with that particular issue. The Board of Education will become involved, if necessary, in the final stage of this process.

It is the primary responsibility of the Board of Education to set policies for the school district. Although individual board members are certainly willing to listen to your concerns, they can only act as entire body when they conduct an official Board of Education meeting. The superintendent and administrative staff are legally empowered to administer the school district and put into operation the policies and decisions of the Board of Education.

District Contact Information

Location

VEW Primary School

Secretary – Mrs. Brenda Havens
Principal – Mr. Bret Ryan
Assistant Principal – Mr. Koby Hahn
Guidance Counselor – Mrs. Sarah Nadjadi
School Nurse – Mrs. Reagan Matwiejow

E-mail Address

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khahn@bathcsd.org
snadjadi@bathcsd.org
rmatwiejow@bathcsd.org

Phone Number

607-776-3301 x. 5100
607-776-3301 x. 1062
607-776-3301 x. 1063
607-776-3301 x. 1064
607-776-3301 x. 1066

DLL Middle School

Secretary – Mrs. Lisa Stewart
Principal – Ms. Jennifer D'Abbracci
Assistant Principal – Mr. Cody Delles
Guidance Counselor – Mr. Matthew Ford
Guidance Counselor – Mrs. Danielle Rice
School Nurse – Mrs. Stacey Belanger

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607-776-3301 x. 1043
607-776-3301 x. 1044
607-776-3301 x. 1045
607-776-3301 x. 1046

Haverling High School

Secretary – Mrs. Lauren Shugars
Principal – Mr. Brett Harrison
Dean of Students – Ms. Stephanie Gerych
Guidance Counselor – Mr. Mark Recktenwald
Guidance Counselor – Mrs. Lindsay Wolfe
Guidance Counselor – Mr. Tim Gallagher
School Nurse – Mrs. Dana Dickson

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607-776-3301 x. 1035
607-776-3301 x. 1036
607-776-3301 x. 1037
607-776-3301 x. 1039

Central Office

Superintendent – Mrs. Kelly M. Houck
Business Administrator - Mrs. Theresa McKenna

khouck@bathcsd.org
tmckenna@bathcsd.org

607-776-3301 x. 1100
607-776-3301 x. 1103

District Support Offices

Director of Athletics – Mr. Shawn Wheeler
Director of Facilities – Mr. Rex Taft
Director of Food Services – Mrs. Sheri Frail
Director of Educational Services – Mr. Randy Brzezinski
Director of Special Education – Mr. Derek Ortiz
Director of Technology – Mr. Christopher Smith
Transportation Supervisor – Mr. Dale Kee
Facilities Coordinator – Mike Binkowski

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607-776-3301 x. 1026
607-776-7900 x. 1092
607-776-3301 x. 3122