

# 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://resources.fina.lsite.net/images/v1620923851/watertowncsdorg/fmrf4hcuplcfk/dir000/BuildingUsageFacilitiesUsePermitApplication.pdf">https://resources.fina.lsite.net/images/v1620923851/watertowncsdorg/fmrf4hcuplcfk/dir000/BuildingUsageFacilitiesUsePermitApplication.pdf</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 Pre-K-4 CSE Chairperson 5-12	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 – TBD	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 – Mami Smith	315-785-3870
Wiley Intermediate (5-6)	Principal – Beth Maurer Assistant Principal – Dan Mincer Administrative Assistant – Cristina Nichols	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 – Hope Thorpe	315-785-3750
Ohio Elementary	Principal – Leslie Atkinson, Interim Administrative Assistant – Patricia Davis	315-785-3755
Sherman Elementary	Principal – Terry Gonseth Administrative Assistant - Brooke Runningen	315-785-3760
Starbuck Elementary	Principal – Mike Lennox Administrative Assistant – Mariya Clemons	315-785-3765
Assistant Superintendent for Instruction	Stacey Eger-Converse Administrative Assistant – Kira Elliott	315-785-3708
Assistant Superintendent for Personnel/Student Services	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	Director of Facilities - Brian Arias Administrative Assistant – Maria Denner	315-785-3770
Assistant Superintendent for Finance	Josh Hartshorne Business Office	315-785-3710
District Clerk	Michelle Gravelle	315-785-3705
Food Service	Director – Mary Hughes Assistant - Brenda Blount	315-785-3717 315-785-3844
Tutoring	Assistant Principal – Bridget Finster	315-785-3750
Pre K	Peg Drappo Administrative Assistant – Kim Plante	315-786-5071
Registration	Kim Plante	315-681-8338
Special Education	Shannon Whitney Pre-K-4 Administrative Assistant – Natalie Hall Matt Burdick 5-12 Administrative Assistant – Janett Lara	315-785-3728 315-785-3727
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	Jeff Wood Directory of Technology, Cyber Security and Innovation	315-786-5083
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	Christine Cupernall	315-755-2005

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

Updated 9/2/21