

**HORNELL CITY SCHOOL DISTRICT
COMMUNICATION CHART – Updated December 2016**

In our ongoing efforts to increase effective communication among all the stakeholders in our students' education, this chart was developed to help you know who to contact with your questions/concerns.

Questions / Concerns		1 st level	2 nd level	3 rd level	4 th level
Academics					
--Curriculum/Instructional materials		Teacher	Principal	Dir. of Curriculum/Instruction	Superintendent
--Classroom concerns	Grades K-6	Teacher	Assistant Principal	Principal	Superintendent
	Grades 7-8	Teacher	Assistant Principal	Principal	Superintendent
	Grades 9-12	Teacher	Assistant Principal	Principal	Superintendent
--Discipline	Grades K-6	Teacher	Assistant Principal	Principal	Superintendent
	Grades 7-12	Teacher	Assistant Principal	Principal	Superintendent
--Scheduling	Grades K-3	Teacher	Assistant Principal	Principal	Superintendent
	Grades 4-6	Teacher	Guidance Counselor	Principal	Superintendent
	Grades 7-8	Teacher	Guidance Counselor	Principal	Superintendent
	Grades 9-12	Teacher	Guidance Counselor	Principal	Superintendent
Athletics		Coach	Athletic Director	Principal	Superintendent
Attendance	Grades K-3	School Nurse	Assistant Principal	Principal	Superintendent
	Grades 4-6	Attendance Aide	Assistant Principal	Principal	Superintendent
	Grades 7-9	Attendance Aide	Assistant Principal	Principal	Superintendent
	Grades 10-12	Attendance Aide	Assistant Principal	Principal	Superintendent
Board of Education policies		Principal	Superintendent	Board of Education	
Building Use		Building secretary	Principal	School Business Official	Superintendent
Cafeteria / Food Service		Food Services Manager	Principal	School Business Official	Superintendent
Extra-curricular Activities		Club Advisor	Principal	Superintendent	
Health / Medical Issues		School Nurse	Principal	Superintendent	
Special Education		Teacher	Service Coordinator	Dir. Pupil Personnel / Principal	Superintendent
Transportation		Bus Driver	Dir. of Transportation	Principal / School Business Off.	Superintendent

In order to handle concerns in the most effective and efficient way, it is extremely important that the staff member most directly involved with the concern be contacted first. If the question is not answered or the issue is not resolved at a given level, then you will be asked to proceed on to the next level. When someone contacts a Board of Education 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 the 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 an 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

NORTH HORNELL SCHOOL (Grades K-1)

Secretary –324-0014 x 1702
Principal – Mrs. Barbara Kramer324-0014 x 1702 barb.kramer@hornellcsd.org
School Nurse – Ms. Caroline Backer.....324-0014 x 1743 caroline.backerornellcsd.org

BRYANT SCHOOL (Grades 2-3)

Secretary – Mrs. Joanne Hogan.....324-2171 x 1202joanne.hogan@hornellcsd.org
Principal – Mrs. Jennifer Sorochin.....324-2171 x 1202jennifer.sorochin@hornellcsd.org
School Nurse – Ms. Roxanne Sanford324-2171 x 1204 roxanne.sanford@hornellcsd.org

INTERMEDIATE SCHOOL (Grades 4-6)

Secretary – Ms. Mary Wolf324-1304 x 1100 mary.wolf@hornellcsd.org
Principal – Mr. Sean Gaffney.....324-1304 x 1100 sean.gaffney@hornellcsd.org
Assistant Principal – Mr. Richard Dunham324-1304 x 1100 richard.dunham@hornellcsd.org
Attendance Aide – Mrs. Angela DeLany.....324-1304 x 1102 angela.delany@hornellcsd.org
School Nurse – Mrs. Bonnie Murray.....324-1304 x 1103 bonnie.murray@hornellcsd.org
Guidance Counselor – Mrs. Jodi McAneney324-1304 x 1100jodi.mcaneney@hornellcsd.org

JUNIOR HIGH SCHOOL (Grades 7-9)

Secretary – Mrs. Vicki Flaitz324-1303 x 1523..... vicki.flaitz@hornellcsd.org
Principal – Mr. Ted Illi324-1303 x 1523 ted.illi@hornellcsd.org
Assistant Principal – Mrs. Julie Smith.....324-1303 x 1523 juliana.smith@hornellcsd.org
Attendance Aide – Mrs. Barbara Johner324-3701 x 1515..... barb.johner@hornellcsd.org
School Nurse – Mrs. Shelly Clancy324-1303 x 1586..... shelly.clancy@hornellcsd.org

JUNIOR/SENIOR HIGH – GUIDANCE OFFICE

School Counselor – Mrs. Lisa Rosica.....324-3702 x 1571..... lisa.rosica@hornellcsd.org
School Counselor – Ms. Kristin Brunetto324-1303 x 1571 kristen.brunetto@hornellcsd.org
School Counselor – Ms. Stephanie Bergquist324-1303 x 1571stephanie.bergquist@hornellcsd.org

SENIOR HIGH SCHOOL(Grades 10-12)

Secretary – Mrs. Patti Clancy324-1303 x 1502 patti.clancy@hornellcsd.org
Principal – Mr. Scott Carroll324-1303 x 1502 scott.carroll@hornellcsd.org
Assistant Principal – Mr. Adam Porter324-1303 x 1502 adam.porter.hornellcsd.org
Secretary to Assistant Principal -324-1303 x 1502
Attendance Aide –324-1303 x 1516
School Nurse – Mrs. Shelly Clancy324-1303 x 1586 shelly.clancy@hornellcsd.org

DISTRICTWIDE OFFICES

Athletics Coordinator – Mr. Erik Werner324-1303 x 1502erik.wernerl@hornellcsd.org
Curriculum Coordinator – Ms. Erica Siebert324-1302 x 1504 erica_siebert@hornellcsd.org
Director of Food Services – Mr. Timothy Swisher324-1303 x 1570tswisher@gstbooces.org
Director of Pupil Personnel Services – Ms. Amy Feeley324-1303 x 1109 amy.feeley@hornellcsd.org
Director of Transportation – Mr. Steven Sleight324-2633x1745steve.sleight@hornellcsd.org
School Business Official – Mr. Patrick Flaitz324-1302 x 1455patrick.flaitz@hornellcsd.org
Superintendent – Mr. Douglas Wyant, Jr324-1302 x 1450 doug.wyant@hornellcsd.org