

# HAMILTON CENTRAL SCHOOL

47 W. Kendrick Avenue • Hamilton, NY 13346  
315-824-6300 • [www.hamiltoncentral.org](http://www.hamiltoncentral.org) • Fax: 315-824-6314



## District Office:

**Mr. William Dowsland** ..... 315-824-6310  
*Superintendent of Schools*

**Ms. Jodi Shantal**

*Executive Administrative Assistant to the Superintendent & District Clerk*

## Business Office:

**Mr. Matthew Crumb** ..... 315-824-6372  
*Business Manager*

**Ms. Deborah Welsh** ..... 315-824-6370  
*District Treasurer*

## Technology Office:

**Mr. Christopher Rogers** ..... 315-824-6388  
*Director of Technology*

## Pupil Personnel Office:

**Mr. Kevin Ellis** ..... 315-824-6350  
*Director of Pupil Personnel Services*

**Ms. Lynda O'Keeffe**

*Administrative Assistant to the Director of Pupil Personnel Services*

## Attendance:

**Ms. Heather Vergara** ..... 315-824-6300  
*Attendance Aide*

## Building Principals:

**Ms. Heather Thomas** ..... 315-824-6330  
*Elementary*

**Ms. Shannon Newkirk**

*Elementary Administrative Assistant & Claims Auditor*

**Mr. Mark Arquiett** ..... 315-824-6320  
*Secondary*

**Ms. Deborah Reese**

*Secondary Administrative Assistant*

## Board of Education:

**Mrs. Michelle Jacobsen**, *President*

**Mrs. Jennifer Jones**, *Vice President*

**Mr. Sung Choe**

**Dr. G. Cory Duclos**

**Mrs. Amanda Phillips**

**Email address:** [boe@hamiltoncentral.org](mailto:boe@hamiltoncentral.org)





## Who do I call with a question, concern or compliment?

	Step 1	Step 2	Step 3	Step 4
<b>ACADEMICS</b>				
Student Progress (Online Access)	> Classroom / Subject Teacher	> HS/MS Counselor	> Building Principal	
Schedules / Placement	> HS/MS/Elementary Counseling Office	> Building Principal		
Classroom Procedures	> Teacher	> Building Principal		
Curriculum	> Classroom/Subject Teacher	> Building Principal		
<b>ATHLETICS</b>	> Coach	> Athletic Director	> Principal	> Superintendent
<b>STUDENT BEHAVIOR</b>	> Classroom/Subject Teacher	> Building Principal	> Director of PPS	> Superintendent
<b>SCHOOL SAFETY &amp; EDUCATIONAL CLIMATE</b>				
Dignity for All Students Act	> Classroom/Subject Teacher	> Building Principal	> Business Manager	> Superintendent
Inclusivity	> Classroom/Subject Teacher	> Building Principal	> Director of PPS	> Superintendent
<b>BUDGET/FINANCE</b>	> Building Principal	> Business Manager	> Superintendent	
<b>EXTRA CURRICULAR ACTIVITIES</b>	> Club Advisor	> Building Principal		
<b>HEALTH ISSUES</b>	> School Nurse	> Building Principal	> Superintendent	
<b>DISTRICT POLICIES</b>	> Building Principal	> School District Clerk	> Superintendent	
<b>SPECIAL EDUCATION</b>	> Special Education Teacher/ Service Coordinator	> Director of PPS	> Building Principal	> Superintendent
<b>TRANSPORTATION</b>	> Driver	> Transportation Supervisor	> Business Manager	> Superintendent
<b>BUILDING USE</b>	> MS/HS Secretary	> Director of Facilities	> Building Principal	> Superintendent
<b>BUILDINGS/GROUNDS</b>	> Director of Facilities	> Business Manager	> Superintendent	
<b>SAFETY &amp; SECURITY</b>	> Building Principal	> Business Manager	> Superintendent	
<b>FOOD SERVICES</b>	> Food Service Director	> Building Principal	> Business Manager	> Superintendent

## HAMILTON SCHOOLS

### About this guide

We want to address your questions and concerns quickly and effectively.

The Hamilton Central School District has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently while also providing an opportunity to share compliments. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. At times, additional personnel are required to resolve specific situations. Appropriate communication channels for a variety of topics 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, and then, if still unresolved, the Board of Education.

**District Clerk:**  
[jshantal@hamiltoncentral.org](mailto:jshantal@hamiltoncentral.org)

*Matters addressed to the Board of Education will immediately be shared with the Superintendent.*

**Contact information on the back.**  
[www.hamiltoncentral.org](http://www.hamiltoncentral.org)

*"click on this link to visit our website"*