

Heuvelton Central School District Communication Chain (2025)

Questions /Concerns Regarding:	Step 1	Step 2	Step 3	Step 4	<p>Partnerships with our families and community are important to our success. Therefore, HCS encourages all parents and district residents to reach out with any questions or concerns regarding school matters.</p> <p>The Heuvelton Central School District has developed this chart to promote direct, open, and respectful communication and ensure that questions and concerns can be addressed in an effective manner.</p> <p>The communication protocol begins with the staff member closest to the situation, as that person generally has the most in-depth information. At times, additional personnel need to be involved to resolve specific situations. The appropriate communication channels are listed to the left. Personnel and department contact information can be found on the following page.</p> <p>If your concerns or questions have not been addressed/resolved after following the appropriate steps in the communication protocol, the District Clerk can assist you in communicating with the Board of Education.</p> <p style="text-align: center;">District Clerk: Tessa Herron (315) 344-2414 x28891 therron@heuvelton.k12.ny.us</p> 
Academics	Teacher	Counselor/ Social Worker	Principal	Superintendent	
Academic Intervention Services (AIS)	Teacher	Principal	Superintendent		
Athletics	Coach	Athletic Director	7-12 Principal	Superintendent	
Behavior & Classroom Procedures	Teacher	Assistant Principal	Principal	Superintendent	
Board of Education Policies	HCS BOE Policies	District Clerk	Superintendent		
Budget	Assistant Business Manager	Superintendent			
Buildings & Grounds	Custodian	Principal	Head Building Maintenance Worker	Superintendent	
Counseling	Counselor/ Social Worker	Principal	Superintendent		
Curriculum	Teacher	Principal	Superintendent		
Dignity for All Students (DASA)	Assistant Principal	Principal	Superintendent		
Enrollment	Elementary Secretary (preK-6) Guidance Secretary (7-12)	Principal	Superintendent		
Extracurricular Activities	Activity Advisor	Assistant Principal	Principal	Superintendent	
Facilities Use	Building Use Form	Principal or Athletic Director	Superintendent		
Food Service	Cafeteria Staff	Cook Manager	Food Service Director	Superintendent	
Medical/Health	School Nurse	Principal	Superintendent		
Special Education	Teacher/ Consultant Teacher	CSE Chair	Principal	Superintendent	
Technology	Technology Help Desk	Technician	Technology Director	Superintendent	
Taxes	School Tax Collector	Assistant Business Manager	Superintendent		
Transportation	Bus Driver	Head Bus Driver	Assistant Principal/ Principal	Superintendent	

HCS Contact Information

Main Phone: (315) 344-2414

*The full staff directory can be found at www.heuvelton.k12.ny.us

District Office	Superintendent - Jesse Coburn - Secretary/District Clerk - Tessa Herron	jcoburn@heuvelton.k12.ny.us therron@heuvelton.k12.ny.us	Ext. 28891 Ext. 28891
Main Office	Main Office Receptionist - Sharon Murdock	smurdock@heuvelton.k12.ny.us	Ext. 28800
Elementary/ PreK-6 Office	Principal - Jill Farrand - Secretary - Brenda Simmons Assistant Principal - Lacey Leroux	ifarrand@heuvelton.k12.ny.us bsimmons@heuvelton.k12.ny.us lleroux@heuvelton.k12.ny.us	Ext. 28871 Ext. 28871 Ext. 28851
Secondary/ 7-12 Office	Principal - Shannon Jordan - Secretary - Sarah Trathen Assistant Principal - Lacey Leroux	sjordan@heuvelton.k12.ny.us strathen@heuvelton.k12.ny.us lleroux@heuvelton.k12.ny.us	Ext. 28881 Ext. 28881 Ext. 28851
Counseling & Special Education Offices	Director & CSE/CPSE Chair Lacey Leroux - Secretary - Amanda Sauco School Counselor (PK-4)- Abbie Hale School Social Worker (5-8) - Lorraine Hollis School Counselor (9-12) - Julia Morse School Psychologist - Stephanie Gilbert	lleroux@heuvelton.k12.ny.us asauco@heuvelton.k12.ny.us ahale@heuvelton.k12.ny.us lhollis@heuvelton.k12.ny.us jmorse@heuvelton.k12.ny.us sgilbert@heuvelton.k12.ny.us	Ext. 28851 Ext. 28820 Ext. 28822 Ext. 28502 Ext. 28821 Ext. 28850
Curriculum & Instruction	PreK-6 Principal Grades 7-12 Principal	ifarrand@heuvelton.k12.ny.us sjordan@heuvelton.k12.ny.us	Ext. 28871 Ext. 28881
Athletics	Athletic Director - Jonathan Putney	jputney@heuvelton.k12.ny.us	Ext. 28702
Business Office	Assistant Business Manager - Michael Robinson Payroll & Benefits/Acct. Officer - Ellie Compo Accounts Payable Clerk - Shannon Ghize School Tax Collector - Vicki Thornhill	mrobinson@slboces.org elinor.compo@slboces.org shannon.ghize@slboces.org townclerk@townofoswegatchie.com	Ext. 28860 Ext. 40272 Ext. 10153 315-344-2400 Ext. 110
Buildings & Grounds	Head Building Maintenance Worker - Kevin Gamble	kgamble@heuvelton.k12.ny.us	Ext. 28811
Enrollment	PK-6 - Brenda Simmons 7-12 - Amanda Sauco	bsimmons@heuvelton.k12.ny.us asauco@heuvelton.k12.ny.us	Ext. 28871 Ext. 28820
Food Service	Director of Food Service - Steve Adams Cook Manager - Carol Murray	cafe@heuvelton.k12.ny.us cmurray@heuvelton.k12.ny.us	Ext. 28600 Ext. 28601
Technology Office	Technology Director - Andrew Bigelow Technician - TBD	abigelow@heuvelton.k12.ny.us helpdesk@heuvelton.k12.ny.us	Ext. 28550 Ext. 28551
Nurse's Office	School Nurse - Sarah Roberts School Nurse - Emily Murdock	sroberts@heuvelton.k12.ny.us emurdock@heuvelton.k12.ny.us	Ext. 28008 Ext. 28007
Transportation Office	Head Bus Driver - David Basford	dbasford@heuvelton.k12.ny.us	Ext. 28554