

Contact Information

If you have a question or concern about your child's education or any topic regarding the Horseheads Central School District, we ask that you follow our communication procedure. First, please contact the staff member most directly involved. If your question or concern remains unresolved, we ask that you follow the process to the next level(s) of communication. If at any time you feel that you are not being heard, or the situation is time sensitive, please move to the next level of contact, or contact the assistant superintendent or superintendent, and we will assist you. See the next page for phone numbers and email addresses.

The Dignity Act Coordinator (DAC) for each of our seven schools is the principal. Complaints regarding discrimination, harassment, or bullying of any student should be referred to the principal. The Dignity Act Coordinator for the Horseheads Central School District is the Director of Human Resources.

Please note: If your issue involves an emergency after school hours, please call our Safe Schools Hotline at 607-795-2044 or 1-800-305-4984. This number is answered 24 hours a day, seven days a week. Reach someone in our Facilities Department after school hours at 607-857-9667.

Topic	First Contact	Second Contact	Third Contact	Fourth Contact	Fifth Contact
Curriculum/Instruction	> Teacher	> Building Administrator/Principal	> Director of Curriculum	> Assistant Superintendent	> Superintendent
Classroom Concerns	> Teacher	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
Student Discipline	> Teacher	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
Suspension	> Principal	> Assistant Superintendent	> Superintendent		
Scheduling PreK-6	> Principal	> Assistant Superintendent	> Superintendent		
Scheduling 7-12	> Guidance Counselor	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
Attendance	> School Office	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
Athletics	> Coach	> Athletic Director	> Assistant Superintendent	> Superintendent	
Extra-Curricular	> Teacher/Advisor	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
Food Service	> Building Cafeteria Manager	> District Food Service Manager	> Principal	> School Business Administrator	> Superintendent
Health/Medical	> School Nurse	> Building Administrator/Principal	> Dir of Student Services	> Assistant Superintendent	> Superintendent
Special Education	> Teacher	> Building Administrator/Principal	> Dir of Student Services	> Assistant Superintendent	> Superintendent
Transportation	> Transportation Supervisor	> School Business Administrator	> Superintendent		
Parent Portal	> Principal	> Assistant Superintendent	> Superintendent		
Registration	> School Office	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
District Policy	> Principal	> Director of Human Resources	> Superintendent	> Board of Education	
Residency	> Principal	> Director of Human Resources	> Superintendent		
Business Office/Taxes	> School Business Administrator	> Superintendent			
Facilities/Buildings	> Facilities Office	> School Business Administrator	> Superintendent		



Contact Information

- District general email address: hcsdinfo@horseheadsdistrict.com
- When calling the district's main number of 739-5601, press an 8 before entering a four-digit extension.

Administration 739-5601

1 Raider Lane, Horseheads, NY 14845 • www.horseheadsdistrict.com

Board of Education x4201

Superintendent

Thomas J. Douglas tdouglas@horseheadsdistrict.com x4201

Assistant Superintendent

Anthony Gill agill@horseheadsdistrict.com x4247

School Business Administrator

Katy Buzzetti kbuzzetti@horseheadsdistrict.com x4260

Director of Human Resources

Megan Collins mcollins@horseheadsdistrict.com x4211

Director of Student Services

Kim Williams kwilliam@horseheadsdistrict.com x4305

Director of Curriculum/Professional Development

Tiffany Owen tiowen@horseheadsdistrict.com x4244

Director of Physical Education & Athletics

Bert Conklin bconklin@horseheadsdistrict.com x4254

Director of Facilities

Mike Coghlan mcoghlan@horseheadsdistrict.com x4401

Transportation Supervisor

Peter Wilcox pwilcox@horseheadsdistrict.com x4501

Food Service Manager

Suzanne Blunt sblunt@gstbooces.org x3671

Our Schools

Big Flats Elementary School (Grades PreK-4) 739-6373
543 Maple Street, Big Flats, NY 14814

Principal Elizabeth Saptura esaptura@horseheadsdistrict.com

Center Street Elementary School (Grades PreK-4) 795-2580
812 Center Street, Horseheads, NY 14845

Principal Patricia Sotero psotero@horseheadsdistrict.com

Gardner Road Elementary School (Grades PreK-4) 739-6347
541 Gardner Road, Horseheads, NY 14845

Principal Patrick Patterson ppatterson@horseheadsdistrict.com

Ridge Road Elementary School (Grades PreK-4) 739-6351
112 Ridge Road, Horseheads, NY 14845

Principal Anne Marie Bailey ambailey@horseheadsdistrict.com

Horseheads Intermediate School (Grades 5 and 6) 739-6366
952 Sing Sing Road, Horseheads, NY 14845

Principal Michael Bostwick mbostwick@horseheadsdistrict.com

Asst Principal Robin Doubrava rdoubrava@horseheadsdistrict.com

Horseheads Middle School (Grades 7 and 8) 739-6357
950 Sing Sing Road, Horseheads, NY 14845

Principal Ron Holloway rholloway@horseheadsdistrict.com

Asst Principal Rance Sechrist rsechrist@horseheadsdistrict.com

Horseheads High School (Grades 9-12) 795-2500
401 Fletcher St, Horseheads, NY 14845

Principal Karen Donahue kdonahue@horseheadsdistrict.com x1601

Asst Principal Dan Buseck dbuseck@horseheadsdistrict.com x1607

Asst Principal Kris Earl kearl@horseheadsdistrict.com x1606

Asst Principal Mike McCawley .. mmccawley@horseheadsdistrict.com .. x1620

Guidance Office x1625