

**Barnegat Township School District
Office of the Superintendent
Karen M. Wood
2017-2018 School Year**

Chain of Command/How to Effectively Communicate with School Officials

Parents are often discouraged when they attempt to communicate with central office administrators and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “Chain of Command”, or where to begin the communication sequence regarding their child’s problem.

Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken, with appeals moving on to the next level on the chain of command. The easiest way to communicate would be by e-mail (e-mail format: first initial, last name@barnegatschools.com). A phone call would be the next preferable way to communicate.

1. On Matters Involving Instruction:
 - a. Classroom teacher or Case Manager
 - b. Guidance Counselor
 - c. Vice Principal (High School or Middle School)
 - d. Principal
 - e. District Supervisors
 - District Supervisor of Math and Science (6-12)
Joanne Long (609) 660-8900 ext. 8026
 - District Supervisor of Language Arts Literacy & Social Studies (6-12)
Tracee DuBeck (609) 660-8900 ext. 8026
 - District Supervisor of Elementary Education
Joseph Bond (609) 660-8900 ext. 8026
 - District Supervisor – Special Education
Daniel Gundersen (609) 698-5832 ext. 5153
 - District Supervisor of Guidance
Lauren O’Brien (609) 660-7510 ext. 7060
 - f. Director of Curriculum and Instruction – James Barbieri
(609) 660-8900 ext. 8027
 - g. Director of Special Education – Brian Latwis
(609) 698-5832 ext. 5153

2. On Matters Involving Athletics or Extra-curricular Activity: (High School or Middle School)
 - a. Club Advisor or Coach
 - b. Athletic Director (for Athletics and Band only) – John Germano
(609) 660-7510 ext. 7002
 - c. Principal

3. On Matters Involving Student Discipline (High School or Middle School)
 - a. Classroom Teacher
 - b. Guidance Counselor
 - c. Vice Principal
 - d. Principal

4. On Elementary School Matters:
 - a. Classroom Teacher
 - b. Guidance Counselor
 - c. Principal

5. On Matters Involving Buildings or Grounds (building maintenance/custodial/grounds maintenance)
 - a. Principal
 - b. Facilities Coordinator – Buildings, IPM, Energy Education – Neil Piro (609) 698-5824
 - c. Grounds Coordinator – Grounds, EMC – Bob Osborn (609) 698-5824

6. On Matters Involving Transportation:
 - a. Transportation Coordinator – Bill Cox (609) 698-5816

7. To Resolve ALL Matters **ONLY** after you have followed the levels outlined above:
 - a. Superintendent of Schools – Karen M. Wood (609) 698-5800 ext. 5116

Secondary School Administrators

School/Main Number	Principal	Ext.	Assistant Principals	Ext.
Barnegat High School 609-660-7510	Mr. Steve Nichol snichol@barnegatschools.com	7000	Ms. Michelle Johns mjohns@barnegatschools.com	7001
			Mrs. Michelle Clerico mclerico@barnegatschools.com	7003
Russell O. Brackman Middle School 609-698-5880	Mr. John Fiorentino jfiorentino@barnegatschools.com	4005	Mr. Maurice Owens mowens@barnegatschools.com	4007
			Mrs. Shannon Smith ssmith@barnegatschools.com	4007

Elementary School Administrators

School	Main Number	Principal	Extension
Cecil S. Collins	609-698-5832	Mr. Patrick Magee pmagee@barnegatschools.com	5000
Joseph T. Donahue	609-660-8900	Mr. Josh Toddings jtoddings@barnegatschools.com	8001
Lillian M. Dunfee	609-698-5826	Mrs. Katherine Makela kmakela@barnegatschools.com	3002
Robert L. Horbelt	609-660-7500	Dr. Joseph Saxton jsaxton@barnegatschools.com	2002