

**Middletown Township School District
Office of the Superintendent
2016-2017 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 email (*Email format: last_name;first_initial@middletownk12.org*). A phone call would be the next preferable way to communicate.

On Matters Involving Instruction (High Schools)

1. Classroom Teacher or Case Manager
2. Guidance Counselor
3. School Administrator/Subject-area oversight:

| | | |
|---|----------------------|----------------------------|
| • English & L.A.- HS North & South | Ms. Tyniesha Douglas | (732) 706-6061, ext. 1205 |
| • Mathematics- HS North & South | Mr. John Kerrigan | (732) 706-6061, ext. 1205 |
| • Science- HS North & South | Ms. Devyn Orozco | (732) 706-6111, ext. 2163 |
| • Social Studies- HS North & South | Mr. Charles Welsh | (732) 706-6111, ext. 2126 |
| • Technology- HS North & South | Mr. Daniel Alston | (732) 671-3850, ext. 2709 |
| • Business & Family/Consumer Sciences- HS North | Mr. Chris Reginio | (732) 706-6061, ext. 1341 |
| • Business & Family/Consumer Sciences- HS South | Ms. Lindsay Fox | (732) 706-6111, ext. 2117 |
| • Fine & Performing Arts- HS North | Mr. Anthony Mormile | (732) 706-6061, ext. 1211 |
| • Fine & Performing Arts- HS South | Ms. Tara Nicholas | (732) 706-6111, ext. 2121 |
| • Physical Ed. & Health- HS North | Mrs. Victa McKenzie | (732) 706-6061, ext. 1207 |
| • Physical Ed. & Health- HS South | Ms. Lindsay Fox | (732) 706-6061, ext. 2117 |
| • World Language- HS North | Mr. Chris Reginio | ((732) 706-6061, ext. 1341 |
| • World Language- HS South | Mr. James Homiak | (732) 706-6111, ext. 2119 |
| • English Language Learners- HSN & HSS | Mrs. Victa McKenzie | (732) 706-6061, ext. 1207 |
| • Bridges & Visions | Mrs. Victa McKenzie | (732) 706-6061, ext. 1207 |

4. Principal

5. Office of Curriculum & Instruction

| | | |
|--|-----------------------|---------------------------|
| • Technology Supervisor K-12 | Mr. Daniel Alston | (732) 671-3850, ext. 2709 |
| • Director of Curriculum and Instruction / Special Projects K-12 / ESL | Ms. Natalie Franzl | (732) 671-3850, ext. 1020 |
| • Director of Curriculum and Instruction / Special Projects K-12 | Ms. Jessica Shaw | (732) 671-3850, ext. 1030 |
| • District Director for Curriculum and Instruction – Humanities K-12 | Mrs. Charlene O’Hagan | (732) 671-3850, ext. 1027 |
| • District Director for Curriculum and Instruction – Math and Science K-12 | Mrs. Marjorie Caruso | (732) 671-3850, ext. 1046 |
| • Asst. Superintendent for Curriculum and Instruction | Mrs. Kim Pickus | (732) 671-3850, ext. 1030 |

6. Office of Student Services

| | | |
|---|-----------------------|---------------------------|
| • Special Education Supervisor (instructional matters) | Ms. Danielle Schroeck | (732) 671-3850, ext. 1037 |
| • Supervisor of Special Class Programs | Ms. Sharon Thimons | (732) 671-3850, ext. 1034 |
| • Student Services Supervisor of CST | Ms. Jamie Koransky | (732) 671-3850, ext. 1034 |
| • District Director Student Services (Related Services) | Mr. Robert Dunn | (732) 671-3850, ext. 1038 |

**Middletown Township School District
Office of the Superintendent
2016-2017 School Year**

On Matters Involving Instruction (Middle School)

1. Classroom Teacher or Case Manager
2. Assistant Principal
3. Principal
4. Office of Curriculum and Instruction
 - Technology Supervisor K-12 Mr. Daniel Alston (732) 671-3850, ext. 2709
 - Director of Curriculum and Instruction / Special Projects K-12 / ESL Ms. Natalie Franzl (732) 671-3850, ext. 1020
 - Director of Curriculum and Instruction / Special Projects K-12 Ms. Jessica Shaw (732) 671-3850, ext. 1030
 - District Director Math and Science K-12 Mrs. Marjorie Caruso (732) 671-3850, ext. 1046
 - District Director Humanities K-12 Mrs. Charlene O'Hagan (732) 671-3850, ext. 1027
 - Asst. Superintendent Human Resources, Curriculum and Instruction Mrs. Kim Pickus (732) 671-3850, ext. 1030
5. Office of Student Services
 - Special Education Supervisor (instructional matters) Ms. Danielle Schroeck (732) 671-3850, ext. 1037
 - District Director Student Services (Related Services) Mr. Robert Dunn (732) 671-3850, ext. 1038

On Matters Involving Athletics or Extra-curricular Activity (High Schools or Middle Schools)

1. Club Advisor or Coaches
2. Principal
3. Athletic Director Mr. Rich Carroll (732) 671-3850, ext. 1071
4. Asst. Superintendent of Student Activities/Services Mrs. Mary Ellen Walker (732) 671-3850, ext. 1026

On Matters Involving Student Discipline (High Schools or Middle Schools)

1. Classroom Teacher
2. Guidance Counselor
3. Assistant Principal
4. Principal
5. Asst. Superintendent of Student Activities/Services Mrs. Mary Ellen Walker (732) 671-3850, ext. 1026

On Elementary School Matters

1. Classroom Teacher or Case Manager
2. Principal
3. Office of Curriculum and Instruction
 - Technology Supervisor K-12 Mr. Daniel Alston (732) 671-3850, ext. 2709
 - Director of Curriculum and Instruction / Special Projects K-12 / ESL Ms. Natalie Franzl (732) 671-3850, ext. 1020
 - Director of Curriculum and Instruction / Special Projects K-12 Ms. Jessica Shaw (732) 671-3850, ext. 1030
 - District Director Math and Science K-12 Mrs. Marjorie Caruso (732) 671-3850, ext. 1046
 - District Director Humanities K-12 Mrs. Charlene O'Hagan (732) 671-3850, ext. 1027
 - Asst. Superintendent Curriculum and Instruction Mrs. Kim Pickus (732) 671-3850, ext. 1030
4. Office of Student Services
 - Special Education Supervisor(instructional matters) Ms. Danielle Schroeck (732) 671-3850, ext. 1037
 - District Director Student Services (Related Services) Mr. Robert Dunn (732) 671-3850, ext. 1038

**Middletown Township School District
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2016-2017 School Year**

On Matters Involving Facilities or Buildings & Grounds (building maintenance / custodial / grounds)

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|---|--------------------|---------------------------|
| 1. Principal | | |
| 2. Director of Facilities | Mr. John Parsells | (732) 706-6061, ext. 1373 |
| 3. Business Administrator / Board Secretary | Mrs. Amy Gallagher | (732) 671-3850, ext. 1015 |

On Matters Involving Transportation

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|---|---------------------|---------------------------|
| 1. Transportation | Mrs. Barbara Vining | (732) 671-3850, ext. 1007 |
| 2. Business Administrator / Board Secretary | Mrs. Amy Gallagher | (732) 671-3850, ext. 1015 |

On Matters Involving Security

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|--|------------------------|---------------------------|
| 1. Security Supervisor | Mr. John Maguire | (732) 671-3850, ext. 1097 |
| 2. Asst. Superintendent of Student Activities/Services | Mrs. Mary Ellen Walker | (732) 671-3850, ext. 1026 |

To Resolve All Matters Only After You Have Followed the Levels Outlined Above

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|---|-------------------------------|-----------------------------------|
| 1. Superintendent of Schools | William O. George III, Ed. D. | (732) 671-3850, ext. 1002 |
| 2. Business Administrator / Board Secretary | Mrs. Amy Gallagher | (732) 671-3850, ext. 1015 or 1005 |

**Middletown Township School District
Office of the Superintendent
2016-2017 School Year**

Secondary School Administrators

| <u>School / Main Number</u> | <u>Principal</u> | <u>Ext.</u> | <u>Assistant Principals</u> | <u>Ext.</u> |
|---|--|-------------|--|-------------|
| High School South (732) 706-6111 | Mr. Patrick Rinella rinellap@middletownk12.org Secretary: Robyn Tarallo | 2155 | Lindsay Fox | 2117 |
| | | | foxl@middletownk12.org | |
| | | | Mr. Charles Welsh | 2126 |
| | | | welshc@middletownk12.org | |
| | | | Mr. James Homiak | 2119 |
| | | | homiakj@middletownk12.org | |
| | | | Ms. Tara Nicholas | 2121 |
| | | | nicholast@middletownk12.org | |
| | | | Ms. Devyn Orozco | 2163 |
| | | | orozcod@middletownk12.org | |
| High School North (732) 706-6061 | Dr. Patricia Vari-Cartier cartierp@middletownk12.org Secretary: Mary Ann Scala | 1206 | Ms. Tyniesha Douglas | 1205 |
| | | | douglast@middletownk12.org | |
| | | | Mr. John Kerrigan | 1205 |
| | | | kerriganj@middletownk12.org | |
| | | | Mrs. Victa McKenzie | 1207 |
| | | | mckenziev@middletownk12.org | |
| | | | Mr. Anthony Mormile | 1211 |
| | | | mormilea@middletownk12.org | |
| | | | Mr. Christopher Reginio | 1341 |
| | | | reginioc@middletownk12.org | |
| Bayshore Middle School (732) 291-1380 | Mr. Michael Scarano scaranom@middletownk12.org Secretary: Jackie Manente | 2706 | Mr. Kevin Cullen cullenk@middletownk12.org | 2700 |
| Thompson Middle School (732) 671-2212 | Mr. Matthew Kirkpatrick kirkpatrickm@middletownk12.org Secretary: Christine Weimer | 8700 | Dr. Steven Trudell trudells@middletownk12.org | 8701 |
| Thorne Middle School (732) 787-1220 | Mr. Thomas Olausen olausent@middletownk12.org Secretary: Darlene Freshnock | 7700 | Mr. Robert Generelli generellir@middletownk12.org | 7702 |

**Middletown Township School District
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| <u>Elementary School Administrators</u> | | | |
|---|--------------|---|-----------|
| School | Main Number | Principal | Extension |
| Bayview | 732-787-3590 | Mr. Dan Imbimbo imbimbod@middletownk12.org Secretary: Eileen O'Brien | 3100 |
| Fairview | 732-747-3308 | Mr. Michael Melando melandom@middletownk12.org Secretary: Janet Mercer | 3500 |
| Harmony | 732-671-2111 | Mr. Erik Paulson paulsone@middletownk12.org Secretary: Vivian Tito | 4100 |
| Leonardo | 732-291-1330 | Mr. Peter J. Smith smithpe@middletownk12.org Secretary: Karen Beagen | 4500 |
| Lincroft | 732-741-5838 | Mr. Steven Graziano grazianos@middletownk12.org Secretary: Marilena Rebelo | 5100 |
| Middletown Village | 732-671-0267 | Mrs. Karen Zupancic zupancick@middletownk12.org Secretary: Nancy Macaluso | 5500 |
| Navesink | 732-291-0289 | Mr. James Altobello altobelloj@middletownk12.org Secretary: Nancy McBride | 6100 |
| New Monmouth | 732-671-5317 | Dr. John Andl andlj@middletownk12.org Secretary: Donna Fette | 6501 |
| Nut Swamp | 732-671-5795 | Mr. Neil Leone leonen@middletownk12.org Secretary: Kathy Sullivan | 7101 |
| Ocean Avenue | 732-787-0092 | Mrs. Cynthia C. Wilson wilsoncc@middletownk12.org Secretary: Debbie Horbac | 7500 |
| Port Monmouth | 732-787-0441 | Mrs. Kathryn Katzgrau katzgrauk@middletownk12.org Secretary: Roseann Nardini | 8101 |
| River Plaza | 732-747-3679 | Mr. David Whitman whitmand@middletownk12.org Secretary: Trish Levy | 8500 |