

**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. Neil Leone (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 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 Schroek (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

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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 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
5. Office of Student Services
 - Special Education Supervisor (instructional matters) Ms. Danielle Schroek (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 Operations 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 Operations 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 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 Schroek (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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On Matters Involving Facilities or Buildings & Grounds (building maintenance / custodial / grounds)

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|---|------------------------|---------------------------|
| 1. Principal | | |
| 2. Supervisor for District Facilities | Mr. John Parsells | (732) 706-6061, ext. 1373 |
| 3. Business Administrator / Board Secretary | Mrs. Amy Gallagher | (732) 671-3850, ext. 1015 |
| 4. Asst. Superintendent of Operations | Mrs. Mary Ellen Walker | (732) 671-3850, ext. 1026 |

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 Operations | 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
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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. Neil Leone	2126
			leonen@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

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<u>Elementary School Administrators</u>			
School	Main Number	Principal	Extension
Bayview	732-787-3590	Ms. Tara Raspanti raspantit@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. Dean W. Bigrove bigrovede@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