

# Berkeley Township School District

Office of the Superintendent

James D. Roselli, Ed.D.

## Communication Flow Chart- Communicating 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 follow the “Chain of Command” below, to begin the communication sequence regarding their child’s problem. Many parental questions can be easily and completely answered by communicating directly with the educator in charge of the class or program.

Each parental inquiry 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. Please use the chart below to communicate with school officials.

### A. Classroom, Building, Curriculum Inquiries, Student Discipline:

<b>1. Classroom Teacher</b>		
<b>2. Guidance Counselor or Case Manager</b>		
<b>3. Building Principal</b>		
School	Principal	Phone Number
Bayville School	Steven Rieder	732-269-1300 x 4003
Berkeley Township Elementary School	Daniel Prima	732-269-2909 x 2003
Clara B. Worth School	Cara Burton	732-269-1700 x 3003
H & M Potter School	Andrea Cimino	732-269-5700 x 5003
<b>4. Curriculum Inquiries- Curriculum &amp; Instruction</b>		
Director of Curriculum	Jeffery Zito	732-269-5707 x 5214

### B. On Matters Involving Special Education:

<b>1. Classroom Teacher</b>		
<b>2. Case Manager</b>		
<b>3. Building Principal</b>		
<b>4. Director of Special Services</b>	Debbie Fierra	732-269-1322 x 5202

C. To Resolve All Matters of Bus Discipline:

<b>Building Assistant Principal</b>		
School	Assistant Principal	Phone Number
Bayville School	Michael Conforti	732-269-1300 x 4003
Berkeley Township Elementary School	Kevin Waldron	732-269-2909 x 2003
Clara B. Worth School	Keith McShaffrey	732-269-1700 x 3003
H & M Potter School	Melissa Gallagher	732-269-5700 x 5003

D. To Resolve All Matters, Only After You Have Followed the Levels Outlined Above:

<b>Superintendent of Schools</b>	James D. Roselli	732-269-2233 x 3207
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