**SOMERS POINT SCHOOL DISTRICT**

**ADMINISTRATION OFFICES**

121 West New York Avenue

Somers Point, New Jersey 08244

Phone: (609) 927-2053 ~ Fax: (609) 927-7351 ~ www.sptsd.org

**Ted Pugliese**, Interim Superintendent Ext: 3211

**Mark Leung**, Business Administrator/ Board Secretary Ext: 3220

# 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 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. 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 of the chain of command. The easiest way to communicate is via email; email addresses can be found on the Directory page. A phone call would be the next preferable way to communicate.

**On Matters Involving Instruction (ALL GRADES)**

* 1. Classroom Teacher
	2. Case Manager (If Applicable)
	3. School Counselor
	4. School Level Administration
		+ **Jordan Road Middle School**
			- Principal Mr. Ken Berardis (609) 927-7161 Ext. 1157

Secretary, Mrs. Susan Waniak

* + - * Assistant Principal Mrs. Amanda Winslow (609) 927-7161 Ext. 1158
			Secretary, Mrs. Patricia Nicodemus
		- **Dawes Avenue Elementary School**
			* Principal Mrs. Melanie Wagner (609) 653-1027 Ext. 6021

Secretary, Mrs. Amy Hoffman

* 1. District Level Administration
		+ **Office of Curriculum & Instruction**
			- Director of Curriculum Mrs. Amy Horan-Smith (609) 927-2053 Ext. 6188
		+ **Office of Special Services**
			- Director of Special Education (Programs/ Services, CST, Speech, Guidance, Teachers, Paraprofessionals, and Related Service Providers - OT and PT)

Mrs. Kate Bobst, (609) 927-7161 Ext. 1246
Secretary Mrs. Melissa D'Amico

**On Matters that involve Section 504's.**

* Mrs. Carley Cross, Jordan Road (ccross@sptsd.org)
* Mr. Jim Scarano, Jordan Road (jscarano@sptsd.org)
* Mrs. Julie Antell, Dawes Avenue (jantell@sptsd.org)
* Ms. Nicole White, Dawes Avenue (nwhite@sptsd.org*)*
* Mrs. Katelyn Tobiasen, Dawes - PreK (ktobisen@sptsd.org)

**On Matters Involving Athletics or Extra-Curricular Activities (Middle School)**

* 1. Club Advisor or Coach - (609) 927-7161
	2. Athletic/Activities Director (609) 927-7161
		+ **Activities Director**, Mrs. Devon Kallen (609) 927-7161
		+ **Athletic Director**, Mrs. Devon Kallen (609) 927-7161
	3. Principals
		+ **Principal, Jordan Road**, Mr. Ken Berardis, 609) 927-7161 Ext. 1158
			- Secretary, Mrs. Susan Waniak
		+ **Principal Mrs. Melanie Wagner** (609) 653-1027 Ext. 6121
			- Secretary, Mrs. Amy Hoffman

 **On Matters Involving Student Discipline**

* 1. Classroom Teacher
	2. Assistant Principal, Jordan Road, Mrs. Amanda Winslow, (609) 927-7161 Ext. 1157 OR Principal, Jordan Road Mr. Ken Berardis, (609) 927-7161 Ext. 1158
		+ Secretary, Susan Waniak
	3. Principal, Dawes Avenue Mrs. Melanie Wagner (609) 653-1027 Ext. 6021
		+ Secretary, Amy Hoffman

**On Matters Involving Facilities, Building & Grounds (Maintenance/Custodial/Grounds)**

* 1. Principal
	2. Director of Facilities, Mr. Dave Tomczak (609) 927-7161 Ext. 1159
		+ Business Office, Central Office Business Administrator/Board Secretary

 Mark Leung, (609) 927-2053 Ext. 3220

* + - * Secretary, Mrs. Tina Loder

**On Matters Involving Transportation (Central Office)**

* 1. Principal
		+ Business Office, Central Office Business Administrator/Board Secretary, Mark Leung, (609) 927-2053 Ext. 3220
			- Secretary, Mrs. Tina Loder

**To Resolve all Matters Only After You Have Followed the Levels Outlined Above (Central Office)**

* 1. Interim-Superintendent of Schools, Mr. Ted Pugliese. (609) 927-2053 Ext. 3211
		+ Secretary, Ms. Dawn Booth