



Bedminster Township School Communication Protocol



Superintendent	Jennifer Giordano
Business Administrator/Board Secretary	Eulalia [Lala] Gillis
Principal - Grades PreK-4	Corby Swan
Principal - Grades 5-8	Elizabeth Omegna
Director of Student Services	Lauren Zugale
School Secretary/Data Specialist	Karna Johnsen
Executive Assistant to the Superintendent and Principals	Marguerite Colonel
Transportation Coordinator/School Receptionist	Cindy Gattone
Admn. Assistant to the Business Administrator & Director of Student Services	Mary Anne Wilcock
Technology Manager	Kevin Pickett
Building & Grounds Supervisor	Ed Billings
Athletic Coordinator	TBD



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On Matters Involving 504 Plans	<ol style="list-style-type: none"> 1. Admn. Assistant to the Business Administrator & Director of Student Services 2. Director of Student Services 	<ol style="list-style-type: none"> 1. mwilcock@bedminsterschool.org 2. lzugale@bedminsterschool.org
On Matters Involving ASI Program	<ol style="list-style-type: none"> 1. Principal 2. Superintendent 	<ol style="list-style-type: none"> 1. eomegna@bedminsterschool.org 2. jgiordano@bedminsterschool.org
On Matters Involving Athletics	<ol style="list-style-type: none"> 1. Coach 2. Athletic Coordinator [TBD] 3. Principal Grades 5-8 	<ol style="list-style-type: none"> 1. Coach 2. @bedminsterschool.org 3. eomegna@bedminsterschool.org
On Matters Involving Attendance Issues (reporting should be through the phone attendance line), Arrival & Dismissal Information	<ol style="list-style-type: none"> 1. Transportation Coordinator/Receptionist 2. School Secretary/Data Specialist 3. Principals 	<ol style="list-style-type: none"> 1. reception@bedminsterschool.org 2. kjohnsen@bedminsterschool.org 3. Grades PreK-4 cswan@bedminsterschool.org Or Grades 5-8 eomegna@bedminsterschool.org
On Matters Involving Counseling	<ol style="list-style-type: none"> 1. Guidance Grades PreK-4 2. Guidance Grades 5-8 3. Director of Student Services 	<ol style="list-style-type: none"> 1. ginfante@bedminsterschool.org 2. kdeckhut@bedminsterschool.org 3. lzugale@bedminsterschool.org



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On Matters Involving Curriculum/Instruction	<ol style="list-style-type: none"> 1. Teacher 2. Superintendent 	<ol style="list-style-type: none"> 1. Teacher 2. jgiordano@bedminsterschool.org
On Matters Involving District Policies	<ol style="list-style-type: none"> 1. School Business Administrator 2. Superintendent 	<ol style="list-style-type: none"> 1. sba@bedminsterschool.org 2. jgiordano@bedminsterschool.org
On Matters Involving Enrichment	<ol style="list-style-type: none"> 1. Enrichment Teacher 2. Director of Students Services 	<ol style="list-style-type: none"> 1. lragoza@bedminsterschool.org 2. lzugale@bedminsterschool.org
On Matters Involving ESL	<ol style="list-style-type: none"> 1. ESL Teacher 2. Director of Students Services 	<ol style="list-style-type: none"> 1. jnyerges@bedminsterschool.org 2. lzugale@bedminsterschool.org
On Matters Involving Facilities, Buildings & Grounds	<ol style="list-style-type: none"> 1. Admn. Assistant to the Business Administrator & Director of Student Services 2. Building & Grounds Supervisor 3. Business Administrator 	<ol style="list-style-type: none"> 1. mwilcock@bedminsterschool.org 2. ebillings@bedminsterschool.org 3. sba@bedminsterschool.org
On Matters Involving Food Service	<ol style="list-style-type: none"> 1. Maschio's Food Service 2. Business Administrator 	<ol style="list-style-type: none"> 1. mlangon@maschiofood.com 2. sba@bedminsterschool.org
On Matters Involving General School Information	<ol style="list-style-type: none"> 1. School Secretary/Data Specialist 2. Receptionist 3. Executive Assistant to the Superintendent and Principals 4. Principals 	<ol style="list-style-type: none"> 1. kjohnsen@bedminsterschool.org 2. reception@bedminsterschool.org 3. mcolonel@bedminsterschool.org 4. Grades PreK-4 cswan@bedminsterschool.org <p>Or</p> <p>Grades 5-8 eomegna@bedminsterschool.org</p>



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<p>On Matters Involving Health/Nursing Information</p>	<ol style="list-style-type: none"> 1. School Nurse 2. Director of Students Services 	<ol style="list-style-type: none"> 1. mmckeown@bedminsterschool.org 2. lzugale@bedminsterschool.org
<p>On Matters Involving HIB</p>	<ol style="list-style-type: none"> 1. School Anti-Bullying Specialist, Grades PreK-4 2. School Anti-Bullying Specialist, Grades 5-8 3. District Anti-Bullying Coordinator 	<ol style="list-style-type: none"> 1. kdeckhut@bedminsterschool.org 2. ginfante@bedminsterschool.org 3. eomegna@bedminsterschool.org
<p>On Matters Involving Honors/Placement</p>	<ol style="list-style-type: none"> 1. Principal Grades 5-8 2. Superintendent 	<ol style="list-style-type: none"> 1. eomegna@bedminsterschool.org 2. jgiordano@bedminsterschool.org
<p>On Matters Involving Intervention & Referral Services (I&RS)</p>	<ol style="list-style-type: none"> 1. Executive Assistant to the Superintendent and Principals 2. Teacher 3. Principals 	<ol style="list-style-type: none"> 1. mcolonel@bedminsterschool.org 2. Teacher 3. Grades PreK-4 cswan@bedminsterschool.org <p style="text-align: center;">Or</p> <p style="text-align: center;">Grades 5-8 eomegna@bedminsterschool.org</p>
<p>On Matters Involving Special Education and Related Services</p>	<ol style="list-style-type: none"> 1. Teacher 2. Case Manager 3. Admn. Assistant to the Business Administrator & Supervisor of Student Services 4. Director of Student Services 	<ol style="list-style-type: none"> 1. Teacher 2. Case Manager 3. mwilcock@bedminsterschool.org 4. lzugale@bedminsterschool.org
<p>On Matters Involving Student Discipline</p>	<ol style="list-style-type: none"> 1. Teacher 2. Principals 	<ol style="list-style-type: none"> 1. Teacher 2. Grades PreK-4



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(including student bus behavior)		cswan@bedminsterschool.org Or Grades 5-8 eomegna@bedminsterschool.org
On Matters Involving Technology	<ol style="list-style-type: none">1. Teacher2. Technology Manager	<ol style="list-style-type: none">1. Teacher2. kpickett@bedminsterschool.org
On Matters Involving Transportation (excluding bus behavior/discipline)	<ol style="list-style-type: none">1. Transportation Coordinator2. Business Administrator	<ol style="list-style-type: none">1. cgattone@bedminsterschool.org2. sba@bedminsterschool.org