



## 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	Andrew Oliveri



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



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



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



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	Student Services 4. Director of Student Services	4. <a href="mailto:lzugale@bedminsterschool.org">lzugale@bedminsterschool.org</a>
On Matters Involving <b>Student Discipline</b> (including student bus behavior)	1. Teacher 2. Principals	1. Teacher 2. Grades PreK-4 <a href="mailto:cswan@bedminsterschool.org">cswan@bedminsterschool.org</a> Or Grades 5-8 <a href="mailto:eomegna@bedminsterschool.org">eomegna@bedminsterschool.org</a>
On Matters Involving <b>Technology</b>	1. Teacher 2. Technology Manager	1. Teacher 2. <a href="mailto:techsupport@bedminsterschool.org">techsupport@bedminsterschool.org</a>
On Matters Involving <b>Transportation</b> (excluding bus behavior/discipline)	1. Transportation Coordinator 2. Business Administrator	1. <a href="mailto:cgattone@bedminsterschool.org">cgattone@bedminsterschool.org</a> 2. <a href="mailto:sba@bedminsterschool.org">sba@bedminsterschool.org</a>