

## Communication Chain for Bristol Township School District

If you have questions or concerns, please use this document to help identify your first point of contact. Directing communication to the appropriate person(s) encourages greater collaboration and streamlines the process of answering questions, alleviating concerns, and ensuring that we are all "on the same page." Phone calls, emails, or notes to school are appropriate. District social media is reserved for sharing good news and other information rather than being used to communicate, answer questions, or resolve concerns.

Academics Step 1: Teacher Step 2: School Counselor Step 3: Building Assistant Principal Step 4: Building Principal Step 5: Curriculum Supervisor Step 6: Chief Academic Officer	Activities/Athletics Step 1: Coach/Advisor/Club Supervisor Step 2: Assistant Building Principal Step 3: Building Principal Step 4: Superintendent
Course Scheduling Step 1: Teacher Step 2: School Counselor Step 3: Assistant/or Building Principal Step 4: Curriculum Supervisor Step 5: Chief Academic Officer Step 6: Superintendent	Bullying         Step 1: Teacher         Step 2: Bullying Prevention Specialist         Step 3: Assistant Building Principal         Step 4: Building Principal
<ul> <li>Food Services</li> <li>Step 1: Director of Food Services</li> <li>Step 2: Chief Financial Officer</li> <li>Step 3: Superintendent</li> <li>Facilities and Operations</li> <li>Step 1: Supervisor of Operations</li> <li>Step 2: Assistant Superintendent</li> <li>Step 3: Superintendent</li> </ul>	<ul> <li>Social and/or Emotional Matters</li> <li>Step 1: Teacher</li> <li>Step 2: School Social Worker/Counselor</li> <li>Step 3: Bullying Prevention Specialist</li> <li>Step 4: Assistant Principal</li> <li>Step 5: Building Principal</li> <li>Step 6: Director Student Services</li> <li>Step 7: Superintendent</li> </ul>
Special Education and Gifted Education       Student Safety and Security         Step 1: Teacher/Case Manager/ Social Worker       Step 2: SEL - Special Education Liaison         Step 2: SEL - Special Education Liaison       Step 2: Assistant Superintendent         Step 3: Supervisors of Special Education       Step 3: Supervisors of Special Education         Step 4: Building Principal       Step 4: Director of Student Services         Step 5: Superintendent       Step 5: Superintendent	
Technology and Innovation         Step 1: Teacher         Step 2: Instructional Coaches (EL/MS/HS)         Step 2: Assistant Principal         Step 3: Director of IT         Step 4: Superintendent	Transportation         Image: Step 1: Transportation Manager         Image: Step 2: Director of Transportation         Image: Step 3: Superintendent
<ul> <li>English Language Learners</li> <li>Step 1: Teacher/ ELL Teacher</li> <li>Step 2: Instructional Coaches</li> <li>Step 3: Building Principal</li> <li>Step 3: ELL Supervisor / Curriculum Supervisors</li> <li>Step 4: Chief Academic Officer</li> </ul>	<b>Please Note:</b> If questions, concerns, or issues cannot be resolved by following the outlined steps, inclusive of communication with the Superintendent, the final step in the process is to address the Board of School Directors.



## **Contact Information**

## Administration Center Offices - 267-599-2000

- Superintendent
- Business Administration
- Human Resources
- □ Student Services & Special Education
- Curriculum
- Technology
- Facilities and Operations
- Food Services
- □ Transportation Services

## **ADMINISTRATIVE INFORMATION**

Academics	Superintendent: Mr. Michael Nitti 267-599-2012 Assistant Superintendent: Mr. Chris Polzer - 267-599-2077 Chief Academic Officer: Mrs. Amy Coleman- 267-599-2015 Office of Curriculum → Ms.Bernadette Hannah, Elementary Curriculum Supervisor 267-599- 2017 → Mr. Rob Findlay, Secondary Curriculum Supervisor 267-599-2036 Student Services/Special Education Dr. Al Oberman, Director of Student Services 267-599-2011
Athletics	→ Mr. Tim Monoghan, Athletic Director (HS)- ext- 2134
Business Office	<ul> <li>→ Mr. John Scavelli, Business Manager- ext. 2045</li> <li>→ Ms. Oksana Pomerlian ext 2048</li> </ul>
Facilities	→ Mr. Mike Cox, Director of Operations- ext. 2355
Human Resources	<ul> <li>→ Mrs. Alison Buchan, Director of Personnel- ext. 20240</li> <li>→ Mrs. Sharon Bittle, Assistant of Personnel- ext 2041</li> </ul>
Technology	→ Mr.Robert Pfau, Director of Technology- ext 2088
Transportation	<ul> <li>→ Ms. Traci Williams, Director of Transportation -ext 2377</li> <li>→ Ms. Annie Bulla, Transportation Manager - ext 2370</li> </ul>