

**North Wildwood School District
Communication Process - Chain of Command**

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Academics	Teacher	Guidance Counselor	Assistant Principal	CSA	BOE
Classroom Instruction	Teacher	Assistant Principal	CSA	BOE	
Guidance	Guidance Counselor	Supervisor of Student Services	CSA	BOE	
Medical	Nurse	Supervisor of Student Services	CSA	BOE	
Curriculum	CSA	BOE			
Child Study Team	Caseworker	Supervisor of CST	CSA	BOE	
Athletics	Coach	Athletic Director	CSA	BOE	
Business Office	Assistant Business Administrator	Business Administrator	CSA	BOE	
Facilities	Facilities Director	Assistant Business Administrator	Business Administrator	CSA	BOE
Technology	Assistant Business Administrator	Business Administrator	CSA	BOE	
Student Conflict	Guidance Counselor	Assistant Principal	CSA	BOE	
Teacher Conflict	Teacher	Assistant Principal	CSA	BOE	
Discipline	Teacher	Assistant Principal	CSA	BOE	
HIB	Assistant Principal	Anti-Bullying Specialist	Anti-Bullying Coordinator	CSA	BOE



Philip Schaffer
Superintendent
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609-522-6885

Chain of Command Directory:

Chief School Administrator, Philip Schaffer, pschaffer@mmace.com, 609-522-6885

School Business Administrator, Dawn Cottrell, dcottrell@mmace.com, 609-729-4649

Assistant School Business Administrator, Janet Neill, jneill@mmace.com, 609-729-4649

Assistant Principal, Patti Donlan, pdonlan@mmace.com, 609-522-1454

Supervisor of Student Services, Carolyn Morey, cmorey@mmace.com, 609-523-8675

Supervisor of Child Study Team, Carolyn Morey, cmorey@mmace.com, 609-523-8675

Facilities Director, Juan Gutierrez, jgutierrez@mmace.com, 609-522-1454

Guidance Counselor, Michelle Shaw, mshaw@mmace.com, 609-522-1454

School Nurse, Renee Forrest, rforrest@mmace.com, 609-522-1454

Anti-Bullying Specialist, Allison Dardine, adardine@mmace.com, 609-523-8675

Anti-Bullying Coordinator, Carolyn Morey, cmorey@mmace.com, 609-523-8675



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Dear Margaret Mace School Families,

At Margaret Mace School, we are committed to fostering open communication between our school and families to ensure the success and well-being of our students. To enhance the effectiveness and efficiency of our communication channels, the North Wildwood Board of Education has recently adopted and will implement a Chain of Command process.

The Chain of Command process is designed to provide clarity and structure to our communication channels, ensuring that inquiries, concerns, and feedback are addressed promptly and efficiently. By following this process, we aim to streamline communication and ensure that all voices are heard and attended to in a timely manner.

We believe that the implementation of the Chain of Command process will facilitate smoother communication between our school and families, enabling us to work together more effectively in supporting the success and well-being of our students. Attached is the North Wildwood School District Chain of Command, which is also posted on the District website.

Should you have any questions or require further clarification regarding the Chain of Command process, please do not hesitate to contact us. We value your partnership and look forward to continuing to work together to provide the best possible educational experience for our students.

Thank you.

Yours In Education,

Philip Schaffer

Philip Schaffer, Superintendent