

**GALLOWAY TOWNSHIP PUBLIC SCHOOLS
DISTRICT OFFICE CONTACT LIST**

Superintendent's Office

Heather Harris ext. 1016	<ul style="list-style-type: none"> • Administrative Assistant to Annette C. Giaquinto, Superintendent • General superintendent questions/issues • Items for Board of Education meetings/agendas • Tuition Reimbursement Requests for approval • Fieldwork Placement questions • Scheduling of district conference room
Tricia Gorman ext. 1044	<ul style="list-style-type: none"> • Data Technician • OnCourse Student Management / Parent Portal • Assigns help desk tickets and answers help desk questions for technical services • Phone issues
Joanna Westcott ext. 1001	<ul style="list-style-type: none"> • Communications / Publicity • School Messenger phone calls & emails to families/employees • Covers school events • District Website manager • District Social Media manager (Facebook/Twitter)

Technical Services

Gil Chapman ext. 1020	<ul style="list-style-type: none"> • Manager of Technology • All aspects of the technology systems (not programs) • Cyber-security
Gary Kirschenmann ext. 1025	<ul style="list-style-type: none"> • Senior Network Engineer • Access to files, email, etc.
Tricia Gorman ext. 1044	<ul style="list-style-type: none"> • Data Technician • OnCourse Student Management / Parent Portal • Assigns help desk tickets and answers help desk questions for technical services • Phone issues

Human Resources Department

Jim Bruffy ext. 1008	<ul style="list-style-type: none"> • General Benefits and/or Payroll issues • Worker's Compensation issues / General Compensation issues • Job Postings • AppliTrack questions • Aesop questions / issues • Staff attendance • Leave issues
Joan Pugliese ext. 1011	<ul style="list-style-type: none"> • Administrative Assistant to Jim Bruffy, Human Resources Manager • Personnel demographics changes (i.e. marital status) • AppliTrack questions • Aesop questions / issues • Frontline personnel entry/removal set up • Staff attendance • Substitute question / issues • ID - Personnel badges (new and replacement)

Business Office

Heidi Pacula ext. 1010	<ul style="list-style-type: none"> • Assistant to the Business Administrator • Grants • Student Activity Accounts
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	<ul style="list-style-type: none"> • Petty Cash • Budget Questions • Accounts Receivable
Lisa Clark ext. 1014	<ul style="list-style-type: none"> • Administrative Assistant to Joy Nixon, School Business Administrator • Worker's Compensation – Student/Staff Injury • Family and Maternity Leaves • Board of Education minutes • Daily mail postage (including large mailings)
Kelly Barrett ext. 1019	<ul style="list-style-type: none"> • Accounts Payable • Purchase orders • Petty cash • Tuition Reimbursement distribution
Mary Lou Nace ext. 1018	<ul style="list-style-type: none"> • Payroll for staff • Printing of direct deposit stubs and live checks • W2 Forms • Pension Information

Facilities Management

Rocco Rosetti ext. 5121	<ul style="list-style-type: none"> • District Facilities Operations Manager • Manages maintenance staff
Raymond Marable ext. 5120	<ul style="list-style-type: none"> • District Facilities Operations Assistant Manager • Manages custodial staff
Stefanie Baccelliere ext. 5122	<ul style="list-style-type: none"> • Facilities Department Administrative Assistant • Answers general building and maintenance questions • Community Use of School Buildings Requests • Coordinates building usage • Maintenance work tickets

Curriculum & Instruction Department

Michael Hinman ext. 1009	<ul style="list-style-type: none"> • Director of Curriculum: ELA, Social Studies, Arts & Humanities, PE/Health, Library, GEM and SLP Supervisor • Affirmative Action / Title IX Officer • ESEA (Title I, etc.) • Frontline PDMS for Professional Development & PLCs
Betty Napoli ext. 1047	<ul style="list-style-type: none"> • Director of Curriculum: Mathematics, Science, Instructional Technology (not systems/network), ESL, World Language Supervisor • District Test Coordinator • OnCourse
Ashley Thomas ext. 1007	<ul style="list-style-type: none"> • Curriculum Secretary • Coordinates staff trainings and PLCs using Frontline • Manages curriculum software • Updates students' usernames and passwords in OnCourse • Assists with iPad distribution
Alison Briant-Burley ext. 1040	<ul style="list-style-type: none"> • Curriculum / Title I Secretary • Assists in Curriculum Office
Christine Burgess ext. 1012	<ul style="list-style-type: none"> • Director of Student Services: General Education • Nurses • Counselors • Student attendance, residency, and registration • 504 and I&RS (Intervention and Referral Services) • Homeless Liaison • DCP&P Liaison and Educational Stability Liaison • Anti-Bullying Coordinator
Katie Ayers ext. 1015	<ul style="list-style-type: none"> • District Registrar • Answers general registration questions

	<ul style="list-style-type: none"> • Requests to Stay for students
Todd Loveland ext. 1029	<ul style="list-style-type: none"> • Child Care/Community Education Secretary • Lobby kiosk (Free/Reduced Lunch forms, online child care registration)

Special Education

Jennifer Baldwin ext. 1611 <u>CST District Office</u> <u>Secretaries:</u> Donna Cushlanis: ext. 1623 Deb Noon: ext. 1628	<ul style="list-style-type: none"> • Director of Student Services: Special Education • CST / Special Education programs • Related services • Home Instruction
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Food Services

Lauren Murray ext. 5046	<ul style="list-style-type: none"> • District Food Services Manager • Oversees food service program
Annette Kienzle ext. 5047	<ul style="list-style-type: none"> • Secretary to Food Services Manager • Collects completed Free/Reduced lunch applications • Assists with general information for parents/guardians and employees

Transportation

Debbie Kaufmann ext. 1004	<ul style="list-style-type: none"> • Assists with general transportation and bus assignment issues/questions for parents/guardians and employees • Schedules buses for trips • Handles crossing guard and bus assignment issues/questions
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