

How to Effectively Communicate with School Officials

Parents are often discouraged when they attempt to communicate with central office administrators and school board members and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “chain of command,” or where to begin the communication sequence regarding their problem or concern.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate is via e-mail, and a phone call is the next preferable way.

1. On matters Involving Instruction/Curriculum
 - a. Classroom Teacher
 - b. Principal
 - c. Supervisor of Elementary/Secondary Education/Special Education
 - d. Assistant Superintendent of Instruction and Accountability
 - e. Superintendent
 - f. Board of Education

2. On Matters Involving Athletics
 - a. Coach
 - b. Assistant Principal
 - c. Principal
 - d. Supervisor of Athletics
 - e. Supervisor of Secondary Education
 - f. Assistant Superintendent of Instruction and Accountability
 - g. Superintendent
 - h. Board of Education

3. On Matters Involving Student Discipline
 - a. Classroom Teacher
 - b. Assistant Principal (Secondary level)
 - c. Principal
 - d. Supervisor of Elementary/Secondary/Special Education
 - e. Assistant Superintendent of Instruction and Accountability
 - f. Superintendent
 - g. Board of Education

4. On Matters Involving Facilities/Grounds/Buildings
 - a. Principal
 - b. Executive Manager of Facilities
 - c. Assistant Superintendent of Business and Human Resources
 - d. Superintendent
 - e. Board of Education

5. On Matters Involving Transportation
 - a. Bus Driver
 - b. Associate Director, Transportation
 - c. Assistant Superintendent of Business and Human Resources
 - d. Superintendent
 - e. Board of Education

Lynn Kosinski, Supervisor of Elementary and Cyber Academy
Phone: 248-706-4864 Email: kosinl01@wsdmi.org

Joshua Wenning, Supervisor of Secondary Education
Phone: 248-706-4866 Email: wennij01@wsdmi.org

Nadine Milostan, Executive Director of Student Support Services
Phone: 248-682-3242 Email: milos01@wsdmi.org

Rick Dorn, Supervisor of Athletics
Phone: 248-494-9377 Email: dornr01@wsdmi.org

Randall Portwood, Executive Manager of Facilities
Phone: 248-674-3193 Email: portwr01@wsdmi.org

James Beaver, Associate Director of Transportation
Phone: 248-674-2692 Email: beavej01@wsdmi.org

Michael Batten, Assistant Superintendent of Instruction
Phone: 248-706-3529 Email: battem01@wsdmi.org

Thomas Wiseman, Assistant Superintendent of Business and Human Resources
Phone: 248-682-0554 Email: wisemt01@wsdmi.org

John Silveri, Superintendent
Phone: 248-706-4862 Email: silvej01@wsdmi.org

Board of Education
Phone: 248-706-4862 <http://www.waterford.k12.mi.us/board/members.htm>