

Key Contacts

- * **Your school and its staff are the primary sources of information.**
- * **Principal and Assistant Principal** – Get to know and confer with your school principal and assistant principal on general policy matters.
- * **Teachers** – They are the focus of the educational process and key to the education of your child. Parent/teacher consultation is essential to the educational success of your child.
- * **Counselors** – Middle schools and high school have guidance counselors to help with class scheduling. All district schools have Student Assistance Counselors who work with students and families to address issues that may hinder academic and social success.
- * **PTA Presidents** – Primary contacts for informing parents about the school community. Visit the Montclair PTA website for more information.
- * **School Action Team for Partnerships (SATp) Co-Chairs** – Primary contacts for engaging school goals and objectives aligned to district goals.

Question/Concern Procedure

The procedure below illustrates the process to follow if you have a question or a concern about your child’s educational program. Please start with your child’s classroom teacher if you have a question or concern. *Only* if you still feel as though your question/concern was not resolved or you need further assistance, you would proceed to the next step(s).

Step 1

Classroom Teacher

Step 2

Building Administrator
Principal / Assistant Principal

Step 3

Superintendent’s Office

Issues that reach the Superintendent will be directed to the proper department in Central Office:

Business Office
Department of Equity, Curriculum and Instruction
Operations and School Support Service Department
Personnel Department
Pupil Services Department
Technology Office

An administrator from the specific department will then be in contact with you to address and resolve your issue.

Montclair Board of Education - 22 Valley Road - (973) 509-4000 Who’s Who in Central Office

Name	Title	Telephone
Superintendent’s Office		
Dr. Jonathan Ponds	Superintendent of Schools	509-4010
Mrs. Nina DeRosa	Executive Assistant to the Superintendent	509-4010
Business Office		
Mr. Nick Cipriano	Business Administrator	509-4050
Ms. Melissa Beattie	Supervisor of Accounting	509-4054
Mrs. Beth Borowski	Payroll Supervisor	509-4060
Mr. Kevin Palmer	Transportation Supervisor	509-4055
TBD	Director of Buildings and Grounds	509-4044
Department of Equity, Curriculum and Instruction		
Dr. Kalisha Morgan	Assistant Superintendent for Equity, Curriculum and Instruction	509-4030
Mrs. Jennifer Goforth	Director of STEM (K-12)	509-4038
Dr. Jill McLaughlin	Director of Elementary Education	509-4030
Mr. Marcos Vargas	Director of Humanities (K-12) Anti-Bullying Coordinator	509-4035
Dr. Vicky Chang	Supervisor of World Language & ESL	509-4230
TBD	Supervisor of Nursing	509-4000, ext. 6514
Ms. Amber Reed	Data Analyst for Student Achievement	509-4000, ext. 6426
Operations and School Support Services Office		
Dr. Felice A. Harrison-Crawford	Assistant Superintendent of Operations and School Support Services	509-4015
Ms. Jasmine Malloy	Registrar	509-4017
Mrs. Robin Schlager	Assistant Registrar	509-4133
Personnel Department		
Mr. Damen Cooper	Director of Human Resources	509-4005
Pupil Services		
Dr. David Goldblatt	Interim Director of Pupil Services	509-4022
Ms. Carla Perez	Supervisor of Special Education	509-4031
Dr. Shivoyne Trim	Supervisor of Special Education	509-4075
Mrs. Jennifer Finnerty	Supervisor of Special Education	509-4208
Technology Office		
Mr. Christopher Graber	Director of Technology	509-5071
Mrs. Magdalena Fischer	Manager of District Information Systems	509-4020, ext. 5767
Mr. Nicholas Veni	Manager of Technical Support	509-6431

- * Visit our district website at: <http://www.montclair.k12.nj.us>

Areas in which you can become involved in your child’s education and sharing in school community activities:

- * School PTA – Co-Presidents available in every school – support educational programs.
- * School Action Team for Partnerships (SATp) – Advise Principals on educational programs.

- * Volunteer Programs in your school – You can volunteer to help out in areas in which you are proficient.
- * After School Programs

Parent Tips:

1. Know your child’s teacher – consult with the teacher as it relates to academics, discipline, etc.
2. Know the building administrators/staff/resource persons within the building.
3. Know the school rules as they relate to academics, discipline and attendance.
4. Know the Guidance Counselors and/or Student Assistance Counselors in your school.
5. Attend PTA and SATp programs at the school and district level.
6. Read the school newsletter, know the calendar of events, and access the online *Digital Backpack*.
7. Visit the school.
8. For young children, check their backpacks for information sent home.
9. Attend Board of Education meetings.
10. Attend parent/teacher conferences to keep apprised of your child’s progress.
11. Spend time with your child to make a difference in his/her educational and social development.
12. For middle and high school children, check Genesis for updated grade information.

Stay Involved:

- * Take advantage of workshops, programs, training, and other academic/social strategies and activities for the whole family.
- * Find ways to volunteer when you can.

Other Resources:

Preparing Your Children for Back to School

by Jennifer Tankersley

MegaSkills-Building Our Children’s Character and Achievement for School and Life

by Dr. Dorothy Rich – Updated 5th Edition

176 Ways to Involve Parents-Practical Strategies for Partnering with Families

by Betty Boulton

School Family and Community Partnership

by Dr. Joyce Epstein

Achievement Gap-City Kids, City School

by Dr. Pedro Noguero

Fall Down 7 Times, Get Up 8-Teaching Kids to Succeed

by Debbie Silver

The Smartest Kids in the World

by Amanda Ripley

How Children Succeed

by Paul Tough

*Montclair Public Schools
Montclair, NJ*

*Parents’/Caregivers’
Quick Guide
to
Navigating
the
School System*



*Resource
Information*

*Dr. Felice A. Harrison-Crawford
Assistant Superintendent of Operations and School Support Services*

“Children Our Future, Diversity Our Strength”

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