



RIDGEWOOD PUBLIC SCHOOLS

Communication Protocol

Ridgewood Public Schools values open communication and seeks to provide a detailed chain of command to assist parents and community members in addressing concerns and obtaining information. We have developed a communication protocol that supports direct, respectful interactions to resolve matters in an effective and timely manner. When a question or concern arises, the first point of contact listed below usually possesses the information to assist. We recognize that there may be times when the involvement of additional personnel is necessary; therefore, the steps of the communication protocol will ensure that you reach the appropriate contact(s).

Classroom Instruction and Curriculum

| STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|-------------------|-----------------------|---|---|---------------------------|
| Classroom Teacher | Department Supervisor | Building Principal or Assistant Principal | Assistant Superintendent for Curriculum, Instruction & Assessment | Superintendent of Schools |

Special Education, 504 Plans and IEPs

| STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|---|--------------|----------------------------------|---|---------------------------|
| Classroom Teacher, Specialist or Child Study Team | Case Manager | Supervisors of Special Education | Building Principal/Director of Special Programs | Superintendent of Schools |

English Language Learners (ELL)

| STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 |
|-------------------|---|--------------------|---|---------------------------|
| Classroom Teacher | Supervisors of Special Education/Director of Special Programs | Building Principal | Assistant Superintendent for Curriculum, Instruction & Assessment | Superintendent of Schools |

School Counseling and Related Services

| STEP 1 | STEP 2 | STEP 3 | STEP 4 |
|---|-------------------------------|---|---------------------------|
| Guidance Counselor, Social Worker, or School Psychologist | Crisis Intervention Counselor | Building Principal or Assistant Principal | Superintendent of Schools |

HIB Reporting

| STEP 1 | STEP 2 | STEP 3 | STEP 4 |
|-------------------|---------------------------------|--------------------|---------------------------|
| Classroom Teacher | School Anti-Bullying Specialist | Building Principal | Superintendent of Schools |

Medical Concerns

| STEP 1 | STEP 2 | STEP 3 | STEP 4 |
|--------------|------------------------|--------------------|---------------------------|
| School Nurse | Supervisor of Wellness | Building Principal | Superintendent of Schools |

Athletics

| STEP 1 | STEP 2 | STEP 3 | STEP 4 |
|--------------------------|-------------------|--------------------|---------------------------|
| Coach or Assistant Coach | Athletic Director | Building Principal | Superintendent of Schools |

Co-curricular Activities

| STEP 1 | STEP 2 | STEP 3 | STEP 4 |
|--------------------|---------------------|--------------------|---------------------------|
| Advisor/Instructor | Assistant Principal | Building Principal | Superintendent of Schools |

Transportation

| STEP 1 | STEP 2 | STEP 4 |
|----------------------------|------------------------|---------------------------|
| Transportation Coordinator | Business Administrator | Superintendent of Schools |

Residency

| STEP 1 | STEP 2 |
|--------------------|---------------------------|
| Building Principal | Superintendent of Schools |

Building Safety Issues

| STEP 1 | STEP 2 | STEP 3 |
|--------------------|------------------------|---------------------------|
| Building Principal | Business Administrator | Superintendent of Schools |



School Personnel

| STEP 1 | STEP 2 | STEP 2 | STEP 3 | STEP 4 |
|--------------|-----------------------|--------------------|----------------------------|---------------------------|
| Staff Member | Department Supervisor | Building Principal | Manager of Human Resources | Superintendent of Schools |

Employment and Certification

| STEP 1 | STEP 2 |
|----------------------------|---------------------------|
| Manager of Human Resources | Superintendent of Schools |

Budget, Business Office Operations, OPRA Requests, Board of Education

| STEP 1 | STEP 2 | STEP 3 |
|---------------------------|--|---------------------------|
| Assistant Board Secretary | Business Administrator/Board Secretary | Superintendent of Schools |

Use of Building/Field Requests

| STEP 1 | STEP 2 | STEP 3 |
|--|---|------------------------|
| Complete online facility use application | Administrative Assistant to the Business Office | Business Administrator |

School Security

| STEP 1 | STEP 2 | STEP 3 |
|--------------------|--------------------------------|---------------------------|
| Building Principal | School Safety Security Officer | Superintendent of Schools |

Title IX and Affirmative Action

| Issue | Contact |
|------------------------------------|------------------------------|
| Title IX Student Curricular Issues | Director of Special Programs |
| Title IX Student Athletic Issues | Athletic Director |
| Title IX Coordinator | Manage of Human Resources |
| Affirmative Action Officer | Superintendent of Schools |



Contact Information for Key Personnel

[Click here](#) for the complete staff directory.

Principals/Building Contacts

| School | Contact | Title | Phone |
|---------------------------------|--|---|---|
| Glen School | Dr. Michelle Fenwick Karen Price Lisa Kontos | Director of Special Programs Glen School Coordinator Director of Infant/Toddler | 201-670-2700 x10505 201-445-0642 201-445-0642 |
| Hawes Elementary School | Dr. Paul Semendinger | Principal | 201-670-2720 |
| Orchard Elementary School | Mary Ferreri | Principal | 201-670-2730 |
| Ridge Elementary School | Dr. Jean Schoenlank | Principal | 201-670-2740 |
| Somerville Elementary School | Dr. Lorna Oates-Santos | Principal | 201-670-2750 |
| Travell Elementary School | Dr. Margaret Leininger | Principal | 201-670-2760 |
| Willard Elementary School | Caroline Hoffman | Principal | 201-670-2770 |
| Benjamin Franklin Middle School | Anthony Orsini Shauna Stovell Gregory Wu | Principal Assistant Principal (Franklin House) Assistant Principal (Ridge House) | 201-670-2780 |
| George Washington Middle School | Dr. Katie Kashmanian Elizabeth Moreland Michael Piacenza | Principal Assistant Principal (Godwin House) Assistant Principal (Monroe House) | 201-670-2790 |
| Ridgewood High School | Dr. Thomas Gorman Basil Pizzuto Jeffrey Nyhuis | Principal Assistant Principal: Administration and Student Services Assistant Principal: Guidance, Curriculum, and Instruction | 201-670-2800 |



Department Supervisors

| Contact | Title | Phone |
|---|---|---------------------|
| <u>Mark Ferreri</u> | Supervisor of Social Studies, World Languages, and Business | 201-670-2800 x20504 |
| <u>Daniel Kilday</u> | Supervisor of Wellness and Family & Consumer Science | 201-670-2800 x20512 |
| <u>Chris McCullough</u> | Supervisor of Fine and Applied Arts | 201-670-2800 x20509 |
| <u>Greg McDonald</u> | Supervisor of Mathematics and Computer Science | 201-670-2800 x20506 |
| <u>Janel Nese</u> | Supervisor of Special Education (Pre-K through Grade 5) | 201-670-2700 x10557 |
| <u>Susan Nold</u> | Supervisor of English | 201-670-2800 x20754 |
| <u>Jeannie O'Neill</u> | Supervisor of Elementary Education | 201-670-2700 x10509 |
| <u>Tara Taylor</u> | Supervisor of Science | 201-670-2800 x20756 |
| <u>Danielle Wood</u> | Supervisor of Special Education (Grades 6-12) | 201-670-2700 x10556 |

District Contacts

| Contact | Title | Phone |
|---|--|---------------------|
| <u>Dr. Daniel Fishbein</u> | Superintendent of Schools/Affirmative Action Officer | 201-670-2700 x10530 |
| <u>Stacie Poelstra</u> | Assistant Superintendent for Curriculum, Instruction, and Assessment | 201-670-2700 x10532 |
| <u>Dr. Michelle Fenwick</u> | Director of Special Programs | 201-670-2700 x10505 |
| <u>Antoinette Kelly</u> | Business Administrator/Board Secretary | 201-670-2700 x10503 |
| <u>Ojetta Townes</u> | Manager of Human Resources | 201-670-2700 x10540 |
| <u>Michael Reinke</u> | School Safety Security Officer | 201-670-2700 x10549 |
| <u>Marie Alexander</u> | Transportation Coordinator | 201-670-2700 x10537 |
| <u>Charlene Labenda</u> | Public Information Officer/Special Projects | 201-670-2700 x10555 |

