



Pingry

CHANNELS OF COMMUNICATION IN THE MIDDLE SCHOOL

Who to Contact in the Middle School

As students journey through Middle School, we want them to feel empowered to manage their questions and concerns directly with key adults on campus. We also understand that it may make sense for a parent, guardian, advisor, or administrator to initiate or follow up on conversations.

The easiest way to reach a Pingry employee is to use email. The best use of email is:

- to share information (aside from, perhaps, sensitive concerns best reserved for a phone call or a face-to-face meeting).
- to set up an appointment or ask a question that is non-sensitive in nature. Keeping an email positive in tone is in everyone's best interest.

Please include your child's name and a subject line, and indicate the method of response (i.e., a phone call, e-mail, or conference) that would be most helpful to you. You will usually receive a reply within 24 hours, not counting weekends and holidays, unless the recipient is out of town.

If you need a more immediate response, please call the Middle School Office at 908-647-5555, extension 1216, and speak with the Office Coordinator. They will be sure that someone responds in a timely manner.

Advisor

Contact your students' advisor if you have questions or concerns about...

- daily school-keeping, such as the schedule or school calendar, how to sign out for an appointment, et cetera.
- your child's overall social, emotional, and intellectual development.
- information or developments in your child's life that would help the School support you and your family more fully.
- your child and how they can improve.
- determining who to contact about an issue not addressed in this guide.

Your child(ren)'s advisor(s) will reach out to you just ahead of, and also during, the first week of the school year.

Classroom Teacher or Coach

Contact a teacher if you have questions or concerns about...

- specific course content, assignments, or assessments.
- how best to address difficulties in a specific class.
- a particular moment or lesson that you hope to better understand as a parent or guardian.
- course policies.
- Note: please copy your child's advisor on communication with a teacher.



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Contact a coach if you have questions or concerns about...

- your child's progress in their athletics and activities option.
- a sport in general.
- additional information that would help them support your child more fully.
- Note: please copy your child's advisor on communication with a coach.

Your child(ren)'s classroom teachers and coaches can be found in their schedules on the Veracross portal.

Grade-Level Team Leader

Contact your child's grade-level team leader if you have questions or concerns about...

- the September field trips and experiential days.
- orientation of students new to Pingry or the Basking Ridge Campus.
- advisory activities and milestones pertaining to Upper School transition.
- Note: please copy your child's advisor on communication with a team leader.

For the 2024-25 academic year, the Grade 6 team leader is [Nicole Cabral](#). The Form I team leader is [Nancy Romano](#). The Form II team leader is [Matt Composto](#).

Department Coordinator

Contact a particular department's Department Coordinator if you have questions or concerns about...

- the overall philosophy and curriculum in a department.
- placement in a particular course.
- Note: please copy your child's advisor and your child's teacher on communication with a department coordinator.
- In some cases the department coordinator may refer your question to a department chair.

For the 2024-25 academic year:

- the Computer Science Department Chair is [MP Jolly](#).
- the Drama Department Chair is [Stephanie Romankow](#).
- the English Department Coordinator is [Lori Esmond](#).
- the Health Department Chair is [Jess Hoepfl](#).
- the History Department Coordinator is [Meredith Finkelstein](#).
- the Math Department Coordinator is [Jeff Feinberg](#).
 - The Math Placement Coordinator is [Donna Thau](#).
- the Music Department Chair is [Andrew Moore](#).
- the Science Department Coordinator is [Shauna Leffler](#).
- the Visual Arts Department Chair is [Andrew Sullivan](#).
- the World and Classical Languages Department Coordinator and Language Placement Coordinator is [Margaret Kelleher](#).



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Deans of Students

Contact the Dean for Students or Assistant Dean of Students if you have questions or concerns about...

- the advisory curriculum and activities.
- the treatment of, or by, a Pingry community member.
- how best to work through a conflict with a teacher or advisor.
- the Family Handbook's "Honor System," including rule clarification and missteps.
- policies pertaining to the Dress Code, technology use, or unexcused tardies.
- your child's course schedule.
- Note: when possible, please copy your child's advisor on communication with a dean.

For the 2024-25 academic year, the Dean of Students is [Mike Coakley](#). The Assistant Dean of Students is [Julia Martinez](#).

Academic Dean

Contact the Academic Dean if you have questions or concerns about...

- the academic implications of extended absences.
- policies and procedures pertaining to student-led conferences.
- standardized testing during the school year, except for those that pertain to accommodations for that testing. (See "Learning Specialist.")
- tutoring.
- report cards.
- any issue or question, pertaining to academics, wherein you have taken the appropriate steps but feel that additional discussion is merited.
- Note: when possible, please copy your child's advisor on communication with a dean.

For the 2024-25 academic year, the Academic Dean is [Allen Thomas](#).

Office Coordinator

Contact the Office Coordinator if you have questions or concerns about...

- changes to planned pick-up or drop-off plans.
- a sudden, unplanned need to reach your child during the school day.
- any urgent issue after you have not been able to reach the specified party.

For the 2024-25 academic year, the Office Coordinator is [Pat Egan](#).

Counselor

Contact the Counselor if you have questions or concerns about...

- your child's social, emotional, or mental well-being.
- transitions and life events.
- coping skills and stress management.
- Note: when possible, please copy your child's advisor on communication with a counselor.

For the 2024-25 academic year, the Counselor is [Maurisa Gainer](#). For wider reach, there is also an email for the [counselors](#) within the Counseling and Academic Support Team (CAST) team.



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Learning Specialist

Contact the Learning Specialist if you have questions or concerns about...

- student accommodations in classes.
- psychoeducational evaluations or psychoeducational testing.
- standardized testing questions during the school year that relate to student accommodations.
- Note: when possible, please copy your child's advisor on communication with a learning specialist.

For the 2024-25 academic year, the Learning Specialist is [Kierra Grippa](#). For wider reach, there is also an email for the [entire Counseling and Academic Support Team \(CAST\) team](#).

Director of Athletics

Contact the Director of Athletics if you have questions or concerns about...

- the overarching philosophy of the athletic program.
- any issue or question, pertaining to athletics, wherein you have taken the appropriate steps but feel that additional discussion is merited.
- Note: when possible, please copy your child's advisor on communication with a Director of Athletics.

For the 2024-25 academic year, the Director of Athletics is [Gerry Vanasse](#).

Division Director

Contact the Division Director if you have questions or concerns about...

- the overall expectations, program, and curriculum of the Middle School.
- middle school learning, teaching, and assessment philosophy.
- any issue or question wherein you have taken the appropriate steps but feel that additional discussion is merited.
- Note: when possible, please copy your child's advisor on communication with a division director.

For the 2024-25 academic year, the Division Director is [Tamara Schurdak](#).