

# Communication Protocol

## Columbia High School

17 Parker Avenue, Maplewood, NJ 07040

[973] 762-5600

To ensure every concern reaches the right person, CHS asks parents and students to follow our official communication guidelines. Our staff is committed to responding professionally and confidentially within 48 hours (school days). By working together this way, we can better support student success through clear and respectful communication.

### STEP 1

First, contact the **staff member** directly involved with your concern. If you don't hear back within **48 hours**, or the situation worsens, escalate the issue to the Department Supervisor (see Step 2).

#### **Staff Member:**

- Teacher, Counselor, Case Manager, Related Services Provider, Nursing, ESS/Loft, Extra-Curricular Activities, Attendance, Discipline, 504 Plans  
(see Step 1 page[s] for more contact information).

### STEP 2

For **escalated concerns** related to academics, counseling, special education, related services, nursing, or extracurricular activities, please contact the appropriate **supervisor**.

(see Step 2 page for more contact information).

### STEP 3

After completing the steps outlined above, if you believe further discussion is warranted, your next point of contact is the appropriate **Assistant Principal**. We will make every effort to respond within **48 hours**.

(see Step 3 page for more contact information).

### STEP 4

Your individual situation/concern will most likely be resolved by this point. Should you still require further discussion, please contact **Mrs. Hernandez** in the **Principal's Office** at **chernand@somsd.k12.nj.us** (extension 1012). She will be able to assist you in scheduling an appointment with **Mr. Sanchez**.

SEE NEXT PAGE FOR CONTACT INFORMATION

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# STEP 1

First, contact the **staff member** directly involved with your concern. If you don't hear back within **48 hours**, or the situation worsens, escalate the issue to a Department Supervisor (see Step 2).

### 1-A: Teacher

Contact directly for classroom experience, curriculum, or grades. Staff email addresses are available on the Columbia High School website under the "[Staff Directory](#)" section.

### 1-B: Counselor

Reach out regarding scheduling, graduation pathways, or GPA. Learn about your child's school counselor in the "[Meet the Counselors](#)" section of the school website.

#### Freshman Academy

Name	Email Address	Extension
Yolande Fleming	yfleming@somds.k12.nj.us	1036
Kelly Murphy	kmurphy2@somds.k12.nj.us	1015

#### Grades 10-12

Name	Email Address	Extension
Brian Clyburn	bclyburn@somds.k12.nj.us	1152
Kate Facto	kfacto@somds.k12.nj.us	1034
Karissa Handler	khandler@somds.k12.nj.us	1151
Cory Jones	cjones@somds.k12.nj.us	1039
Jennifer McDowell	jmcdowell@somds.k12.nj.us	1041
Danielle Mooney-Chavez	dmooney@somds.k12.nj.us	1037

#### Counseling Annex

Marcia Hicks	mhicks@somds.k12.nj.us	1137
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#### Student Assistance Counselor (SAC)

Michael Loupis	mloupis@somds.k12.nj.us	1044
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#### Social Worker

Howie Caspe	hcaspe@somds.k12.nj.us	1371
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#### Social Worker, Social Work Intern Supervisor

Jenny Easton	jeaston@somds.k12.nj.us	1033
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SEE NEXT PAGE FOR MORE STEP 1 CONTACT INFORMATION

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# STEP 1

First, contact the **staff member** directly involved with your concern. If you don't hear back within **48 hours**, or the situation worsens, escalate the issue to a Department Supervisor (see Step 2).

### 1-C: Case Manager

For any questions or concerns regarding your child's IEP supports, accommodations, or modifications, please contact their assigned case manager directly. You can identify your student's specific case manager through **PowerSchool**. Case managers aim to respond within **48 hours**; however, if you do not receive a response in that timeframe or the issue escalates, you should then contact the **Special Education Supervisor** 9-12 (see Step 2-C).

#### CHS Case Managers

Name	Email Address	Extension
Leigh Carter	lcarter@somds.k12.nj.us	1344
Katherine Cifuentes	kcifuent@somds.k12.nj.us	1226
Nicole Nicosia	nnicosia@somds.k12.nj.us	1219
Samantha Palmieri	spalmier@somds.k12.nj.us	1228
Greg Speth	gspeth@somds.k12.nj.us	6115
David Velder	dvelder@somds.k12.nj.us	1221

#### Out-of-District Case Managers

Name	Email Address	Extension
Yolanda Sanchez	ysanchez@somds.k12.nj.us	1524
Michael Zarabi	mzarabi@somds.k12.nj.us	1227

#### Transition Coordinator

Matt Endlich	mendlich@somds.k12.nj.us	1021
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First, contact the **staff member** directly involved with your concern. If you don't hear back within **48 hours**, or the situation worsens, escalate the issue to a Department Supervisor (see Step 2).

### 1-D: Related Services Provider (Social Workers, Speech, Occupational, & Physical Therapists)

For questions or concerns regarding your child's related services, such as Social Work, Speech, or Therapy, please contact the provider directly. You can obtain the contact information for these specific providers from your student's case manager. Providers aim to respond within **48 hours**; however, if you do not receive a response or the issue escalates, you should contact the **Related Services Provider Supervisor** (see Step 2-D).

#### Social Worker

Name	Email Address	Extension
Mutahannah Peacock	mpeacock@somssd.k12.nj.us	1373
Eric Stoudemire	estoudem@somssd.k12.nj.us	1327

#### Occupational Therapist

Michelle LaPare	mlapare@somssd.k12.nj.us
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#### Physical Therapist

Name	Email Address
Charlene DiNatale	cdinatal@somssd.k12.nj.us
Danielle Nicolosi	dnicolos@somssd.k12.nj.us

#### Speech Therapist

Lisa Guariglia	lguarigl@somssd.k12.nj.us	1174
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#### Board Certified Behavior Analyst (BCBA)

Ashley Inoa	ainoa@somssd.k12.nj.us
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First, contact the **staff member** directly involved with your concern. If you don't hear back within **48 hours**, or the situation worsens, escalate the issue to a Department Supervisor (see Step 2).

### 1-E: Nurses' Office

For questions or concerns regarding your child's health at school, please contact the Nurses' Office directly. Clinicians' contact information can be provided by your students' school counselor. ESS/Loft clinicians will make every effort to respond within **48 hours**. If you do not receive a response within 48 hours or the issue has escalated, you should proceed by contacting the **Nursing Supervisor**. (see Step 2-E).

#### Student Last Names, A-K:

Susan Gabeau	sgabeau@sommsd.k12.nj.us	1059
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#### Student Last Names, L-Z:

Kim Sikora	ksikora@sommsd.k12.nj.us	1060
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### 1-F: Effective School Solutions (ESS), The Loft

If you have a question or concern regarding your child's therapeutic services via Effective School Solutions (ESS) or The Loft, please contact the clinician directly. Specific clinician contact information can be provided by your student's school counselor. Clinicians will make efforts to respond within **48 hours**; however, if you do not receive a response or the issue has escalated, please proceed by contacting the **ESS/Loft Supervisor** (see Step 2-F).



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First, contact the **staff member** directly involved with your concern. If you don't hear back within **48 hours**, or the situation worsens, escalate the issue to a Department Supervisor (see Step 2).

### 1-G: Extra-Curricular Activities (Coach, Club Advisor, Class Advisor)

If you have a question or concern regarding your child's extra-curricular activities, please first contact the applicable coach, club advisor, or class advisor directly. Contact information for these individuals can be provided by the Athletics and Activities Office. Advisors will make efforts to respond within **48 hours**; however, if you do not receive a response or the issue has escalated, please proceed by contacting the **Director of Athletics and Activities** (see Step 2-G).

Class Advisor Year	Name	Email Address
2026	Allison Cahill	acahill@somds.k12.nj.us
2027	Mercedeh Sampson	msampson@somds.k12.nj.us
2028	Elizabeth Pociask	epociask@somds.k12.nj.us
2029	Julie Skrivianic	jskrivan@somds.k12.nj.us

### 1-H: Attendance, Discipline, 504 Plans

If you have a question or concern regarding your child's attendance, discipline, and 504 Plans, (Skip to Step 3: **Assistant Principal**). To report your student's absence, please see the "[Three Ways to Report Students' Absences](#)."

#### CHS Attendance Modification Request Forms

["Attendance Modification Request Form" \(Parent, Guardian\)](#)

["Attendance Modification Request Form" \(Teacher\)](#)



SEE NEXT PAGE FOR STEP 2 CONTACT INFORMATION

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# STEP 2

For escalated concerns related to academics, counseling, special education, related services, nursing, or extracurricular activities, please contact the appropriate **supervisor**. Supervisor contact information can be found on the Columbia High School website under the "**Academic Area Supervisors**" section.

### Department Supervisors

#### 2-A: Academic Area Supervisors

Content	Name	Email Address	Extension
English/Language Arts	Suzanne Ackley	sackley@somssd.k12.nj.us	1131
STEM	Corrina Parsio	cparsio@somssd.k12.nj.us	1204
Social Studies	Chris Preston	cpreston@somssd.k12.nj.us	1130
World Languages	Ramon Robles	rrobles@somssd.k12.nj.us	1218
Fine & Performing Arts	James Manno	jmanno@somssd.k12.nj.us	1069
Health & Physical Education	Nicole Monfasani	nmonfasa@somssd.k12.nj.us	1142

#### 2-B: Director of Guidance, Counseling, and Social Work

Jennifer Antoni	jantoni@somssd.k12.nj.us	1040
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#### 2-C: Special Education Supervisor (9-12)

Tim Franklin	tfrankli@somssd.k12.nj.us	1145
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#### 2-D: Related Services Supervisor

Tim Franklin	tfrankli@somssd.k12.nj.us	1145
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#### 2-E: Nurses' Office

Nicole Monfasani	nmonfasa@somssd.k12.nj.us	1142
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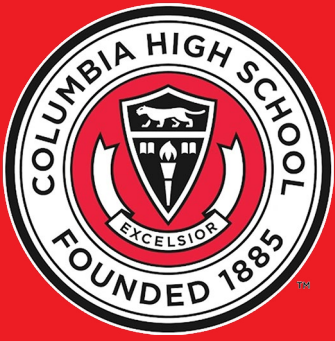
#### 2-F: ESS, The Loft Supervisor

Supervisor	Name	Email Address	Extension
ESS	Reneasha Eliassaint	reliassa@somssd.k12.nj.us	1225
The Loft	Nick Cousar	ncousar@somssd.k12.nj.us	1188

#### 2-G: Director of Athletics and Activities

Sjocquelyn Winstead	swinstea@somssd.k12.nj.us	1024
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# Communication Protocol

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### STEP 3

#### Assistant Principals

After completing the steps outlined above, if you believe further discussion is warranted, your next point of contact is the appropriate **Assistant Principal**.

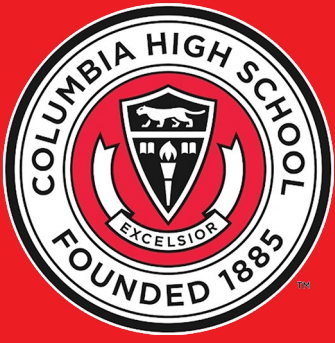
Please contact the Assistant Principal whose departmental oversight and responsibilities, as listed below, most closely align with your concern.

Assistant Principals will make every effort to respond within **48 hours**.

We appreciate your patience and understanding.

Name	Contact Information	Project Oversight	Student Oversight & Other Responsibilities
Abiodun Banner	abanner@somds.k12.nj.us (973) 762-5600 ext. 1129	Freshman Academy, Discipline Coordinator (9-12)	Class of 2029 Attendance, Discipline, 504s
Telia Bennett	tbennett@somds.k12.nj.us (973) 762-5600 ext. 1224	Anti-Bullying Coordinator, Summer School	Class of 2028 Attendance, Discipline, 504s
Lamech Obwoye	lobwoye@somds.k12.nj.us (973) 762-5600 ext. 1016	Paraprofessionals, Testing Coordinator	Class of 2027 Attendance, Discipline, 504s
Philip McCormick	pmccormi@somds.k12.nj.us (973) 762-5600 ext. 1022	Senior Class, Attendance Coordinator (9-12)	Class of 2026 Attendance, Discipline, 504s

If you do not receive a response within **48 hours**, please contact Mrs. Cheryl Hernandez, Administrative Assistant to the Principal, at [chernand@somds.k12.nj.us](mailto:chernand@somds.k12.nj.us) or extension 1012. She will follow up with the appropriate Assistant Principal on your behalf.



# Communication Protocol

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### STEP 4

#### Principal

Your individual situation/concern will most likely be resolved by this point.

Should you still require further discussion, please contact **Mrs. Hernandez** in the **Principal's Office** at **chernand@somsd.k12.nj.us** (extension 1012).

She will be able to assist you in scheduling an appointment with **Mr. Sanchez**.