

BRENTWOOD SCHOOL

Who to Contact: A **MIDDLE SCHOOL** Guide for Families, Students, and Faculty

This table helps students, families, and faculty connect with the right person for the right reason. By directing questions and concerns to the appropriate school personnel, we ensure quicker support and clearer communication.

GENERAL INFORMATION		
Main Phone #	(310) 476-9633	General needs or to reach someone's direct phone line.
Middle School Office	Teresa Kebby tkebbby@bwscampus.com Nasrin Farahmand nfarahmand@bwscampus.com	Attendance, official records, transcripts, and general questions about the MS daily operations. Example: A parent wants to notify the school that their child will miss classes, arrive late, or leave early. <i>Note:</i> Please email msattendance@bwscampus.com to notify the MS Office.
Role	Contact Information	When to contact this person
Middle School Director	Carrie Green cgreen@bwscampus.com	For school-wide matters, strategic planning, serious or ongoing community concerns, policy inquiries, curricular/graduation requirements, or student/family situations that require long-term support. Example: A parent is concerned about their child having a long-term health issue that may require a leave of absence from school.
Interim Middle School Assistant Director	Dr. Tina Evans tevans@bwscampus.com	For academic concerns, student conduct issues, scheduling conflicts, attendance patterns, or day-to-day school operations. Example: A teacher needs support managing a chronic attendance issue, or a parent wants to better understand their child's experience in class.
Student Life Director	Dr. Susie Lyons slyons@bwscampus.com	For student engagement, co-curricular activities, school culture, and student experiences outside the classroom. Example: A student wants to propose a new Exploratory, or a parent has questions about an upcoming retreat.
Director of Community Engagement	Maggie Lara mlara@bwscampus.com	For community engagement events, volunteer opportunities, and curricular integration of service. Example: A family member or student wants to participate in the Beach Clean-Up event next month and would like more details.
Athletic Director	Erin Diamond ediamond@bwscampus.com	For sports-related questions (outside of PE), including eligibility, injuries, tryouts, coaching concerns, and athletic scheduling. Example: A parent wants to understand how sign-up deadlines work or confirm game schedules.
Learning Specialists	Melissa Moxey (All 6th Grade & Rising 7th) mmoxey@bwscampus.com	For learning accommodations, academic support planning, or collaboration on student learning plans based on evaluations.

	Dr. Ashley Rosenthal <i>(New 7th & All 8th Grade)</i> arosenthal@bwscampus.com	Example: A family has concerns about their child's study skills and executive functioning.
School Counselors	Christopher Brown cbrown@bwscampus.com Cindy Kim cikim@bwscampus.com	For mental health support, crisis intervention , and referrals to outside services. Example: A student is dealing with stress or anxiety and would like to speak confidentially with someone trained to help.
Executive Director of Strategy & Engagement	Lauren Windom lwindom@bwscampus.com	For high-level institutional strategy , school-wide communications and brand, overall K-12 admissions policy, major school events, community groups, and broad community stewardship or cross-divisional strategy. Example: A family has questions about Brentwood's long-term strategic vision, school-wide engagement opportunities, or wants to discuss cross-divisional (K-12) community initiatives or overarching partnerships.
Director of Admissions, East Campus 6-12	Alexis Iglesias aiglesias@bwscampus.com	For all direct admissions operations for East Campus (Grades 6–12) — including prospective family inquiries, campus tours, application timelines, applicant interviews, recruitment events, re-enrollment contracts, and transcript/records requests for student transitions. Example: • Prospective Families: A Middle or Upper School family needs help scheduling an interview, tracking application status, or learning about upcoming open houses. • Current Families: A family has questions about annual re-enrollment or needs official records forwarded to another institution.
School Nurse	Adriana Montoya amontoya@bwscampus.com	For any medical concerns, issues, injuries, or illnesses. Example: A student isn't feeling well at school, or a family needs to submit updated immunization records.
Help Desk/ IT Support	BWS Help Desk helpdesk@bwscampus.com	For school-issued device malfunctions, hardware damage, password resets, multi-factor authentication, and school portal or LMS navigation (e.g., Eagle Eye, Schoology). Example: A student's laptop will not connect to the school Wi-Fi, a family needs to report a broken screen, or a parent cannot log into the family portal to view their child's assignment or schedule.
Communications	Webmaster webmaster@bwscampus.com	For all communications needs, including the <i>Daily Envelope</i> , Eagle Eye, and emergency notifications. Example: You haven't received the <i>Daily Envelope</i> , or you need help logging in to Eagle Eye.