



Board of Education Roles and Responsibilities & Contacting the School District

Board of Education Composition

The Board of Education is an elected body composed of nine unpaid volunteer community members. Four are elected at-large and five are elected from their districts within the city. Board members are elected to four-year terms and have staggered terms.

Board Role

The Board's role is to set the mission, vision, and values for the district ([policy #0000](#)); hire an able and qualified Superintendent; create the policies to operate the school system; determine the financial needs and direct the funds necessary to run the schools, and employ the necessary personnel to operate an effective school district ([policy #9000](#)).

Board Meetings

Full Board of Education meetings are typically held on the first and third Tuesdays of each month starting at 7 pm. Dates, times, locations and agendas are posted on the [NPS website](#). Agendas for Board meetings are also available by email upon request; contact perrottellim@norwalkps.org to be added to the email distribution list.

Meetings are open to the public and include a section for public comments. A signup sheet for comments is available at the front of the room before each meeting. The first meeting of each month is a **Workshop Meeting** that covers one or two strategic topics in depth. Public comments at a Workshop Meeting take place at the end of the agenda and should be limited to the topics discussed in the workshop. The second meeting of each month is a **Business Meeting**, with public comments scheduled for the beginning of the meeting. In both formats, each speaker is limited to a maximum of three minutes. All speakers must observe rules of common etiquette ([policy #1120](#)).

Board Committees

Much of the Board's work occurs at the committee level. Committee meetings are open to the public, and like full Board meetings, are posted on the [NPS website](#) and are available through email by request.

- The Finance Committee is chaired by Barbara Meyer-Mitchell, and meets on the 2nd Wednesday of the month.
- The Negotiations and Personnel Committee is chaired by Sarah LeMieux and meets as needed. Please note that, due to the content, these are usually executive sessions that are typically not open to the public.
- The Policy Committee is chaired by Heidi Keyes and meets the 1st Tuesday of the month.
- The Curriculum and Instruction Committee is chaired by Sherelle Harris and meets the 3rd Tuesday of the month.

- The School Facilities & Planning Committee is chaired by Sarah LeMieux and meets the 4th Wednesday of the month.
- The Ad Hoc Special Education Committee is chaired by Erica DePalma and meets the 3rd Tuesday of the month.

Meeting dates and times are subject to change. The Board of Ed pages on the NPS district website will reflect any revisions.

Public Complaints

The Board of Education and its individual members shall refer persons making complaints about the schools to the most immediate level at which the problems can be resolved and, as may be necessary, to the Superintendent of Schools, Dr. Steven Adamowski. Parents should be made aware of the proper channels of communication and appeal. Any request that the Board review the decision of the Superintendent shall be in writing and signed by the complainant ([policy # 1312](#)).

Complaints from students, parents, families or community members regarding individual schools should be processed through the levels set forth in the chain of command described below.

Chain of Command

Specific complaints or grievances should be resolved at the lowest possible organizational level (policies [#1312](#) and [#9040](#)). Unresolved complaints/grievances should be processed in the sequence as follows:

1. Instructional level
2. Building administrator or appropriate supervisor
3. Chief Academic Officer or Chief of School Operations
4. Superintendent of Schools
5. Board of Education Members¹

Contacts

Based on the above chain of command, if there is an issue with your child's education, please first contact the classroom teacher (if classroom-based) or the principal (if school-based). If the issue is not resolved appropriately and in a timely manner, then the issue can be escalated to the next level.

Board members will refer operational issues back to the chain of command, but may be contacted regarding policy, budget, systemic issues, or for advice on who is the best person to contact.

Contact information and committee assignments for individual Board of Education members can be found on the [NPS website](#) and the entire board can be emailed at board@norwalkps.org.

If there is an urgent school safety issue, please call or email School Preparedness Coordinator [Joe Rios](#) or Chief of School Operations Dr. [Frank Costanzo](#). For a true emergency, contact 911.

¹ [Policy #1312 – slightly amended to reflect updated staffing structure.](#)

School and Principal or Director Contact Information

High Schools:			
Brien McMahon HS	Scott Hurwitz	hurwitzs@norwalkps.org	203-852-9488
Center for Global Studies	Julie Parham	parhamj@norwalkps.org	203-852-9488
Norwalk High	Reginald Roberts	robertsr@norwalkps.org	203-838-4481
P-TECH Norwalk	Karen Amaker	Amakerk@norwalkps.org	203-838-4481
Middle Schools:			
Nathan Hale MS	Dr. Albert Sackey	sackeya@norwalkps.org	203-899-2910
Ponus Ridge STEAM Academy	Dr. Damon Lewis	lewisd@norwalkps.org	203-847-3557
Roton MS	Joe Vellucci	velluccij@norwalkps.org	203-899-2930
West Rocks MS	Adam Reynolds	reynoldsa@norwalkps.org	203-899-2970
Elementary Schools:			
Brookside Elementary	James Crouch (interim)	faiuess@norwalkps.org	203-899-2830
Columbus Magnet (K-8)	Medard Thomas	thomasm@norwalkps.org	203-899-2840
Cranbury Elementary	Kristin Goldstein	goldsteink@norwalkps.org	203-846-3600
Fox Run Elementary	James Martinez	martinezj@norwalkps.org	203-899-2860
Jefferson Elementary	Nicholas Brophy	brophyn@norwalkps.org	203-899-2870
Kendall Elementary	Zakiyyah Baker	bakerz@norwalkps.org	203-899-2880
Marvin Elementary	Sue-Ellen O'Shea	osheas@norwalkps.org	203-899-2890
Naramake Elementary	Jane Wilkins	wilkinsj@norwalkps.org	203-899-2900
Rowayton Elementary	Rob Pennington	penningtonr@norwalkps.org	203-899-2940
Silvermine Dual-Language	Elizabeth Chahine	chahinee@norwalkps.org	203-899-2950
Tracey Magnet	Theresa Rangel	rangelt@norwalkps.org	203-899-2960
Wolfpit Elementary	Dr. Jenna Masone	masonej@norwalkps.org	203-899-2980
PreK:			
Norwalk Early Childhood Center	Deborah Whitman	whitmand@norwalkps.org	203-945-0320

District Contacts

To address issues, always begin the process at the school level, with the teacher or principal. Here are other key district contacts who may be useful for issues that cannot be resolved at the school level:

Topic Area	Title	Person	Email	Phone
Academic/curricular	Chief Academic Officer	Dr. Brenda Myers	myersb@norwalkps.org	203-854-4143
Operations, including school climate & safety	Chief of School Operations	Dr. Frank Costanzo	costanzof@norwalkps.org	203-854-4081
Special Education	Chief of Specialized Learning and Student Services	Yvette Goorevitch	goorevitchy@norwalkps.org	203-854-4126
Flyer distribution (Peachjar), opting into emails, texts and calls, newsletters or other communication issues	Chief Communications Officer	Brenda Wilcox Williams	williams@norwalkps.org	203-854-4003
Human Resources (HR)	Chief Talent Officer	Javier Padilla	padillaj@norwalkps.org	203-854-4055
Digital learning and technology	Chief of Digital Learning & Partnerships	Ralph Valenzisi	valenzisir@norwalkps.org	203-854-4044
Facilities, school buildings	Director, Facilities	Bill Hodel	hodelw@norwalkps.org	203-854-4053
Student Health or Medical	Health Services	JoAnn Malinowski	Malinowskij@norwalkps.org	203-854-4128
Curriculum & Instruction related to English Language Arts (ELA), World Languages or Social Studies	Instructional Specialist -- Humanities	Janine Goss	gossj@norwalkps.org	203-854-4080

Topic Area	Title	Person	E-mail	Phone
English Language Learner (ELL) program	Instructional Specialist - English Learners	Helene Becker	beckerh@norwalkps.org	203-854-4090
Curriculum & Instruction, related to Science or Math	Instructional Specialist - STEM	Tina Henckel	henckelt@norwalkps.org	203-854-4111
Curriculum & instruction related to music and art	Visual & Performing Arts Senior Manager	Jennifer Katona	katonaj@norwalkps.org	203-854-4078
Early childhood and PreK programs, including school readiness	School Readiness Coordinator	Jaime Zyla	zylaj@norwalkps.org	203-854-4114
Gifted & talented program	Gifted & Talented Coordinator	Lori Leibowitz	Leibowitzl@norwalkps.org	203-854-4134
After-school programs	After the Bell by Carver	Tricia Massucco	Tricia@carvercenter.org	203-838-4305, ext 115
Student records	Student Records	Winnifred Spencer	spencerw@norwalkps.org fax: 203-854-4176	203-854-4175
School safety	District School Preparedness Coordinator	Joe Rios	riosjo@norwalkps.org	203-854-4117
Transportation and buses	Transportation	Johanna Zanvetor	zanvetorj@norwalkps.org	203-854-4074
Snow or sidewalk issues on walking routes	City of Norwalk Customer Service		customerservice@norwalkct.org	203 854-3200
Food services and meal accounts	Chartwells	Jill Kress Kevin McGinn	Kressj@norwalkps.org Kevin.McGinn@compass-usa.com	203-899-2990