

Central Avenue School

50 Central Avenue
Madison, NJ 07940
973) 593-3173



*Thomas Liss, Principal
Denise Barretti, Administrative Asst.
Kathleen Gero, Secretary
Michael Shgrue, Guidance Counselor
Jacquelyn Young, School Nurse*

Central Avenue School Communication Protocol

To best serve the students of Central Avenue School, it is important for parents to understand who to contact in different situations that may arise. Below you will find a communication protocol which is designed to help promote

DIRECT, OPEN, AND RESPECTFUL COMMUNICATION

so that problems and concerns can be worked out quickly and effectively between the parties involved. We strongly encourage parents to follow this protocol. In turn, our staff members pledge to be sensitive to your concerns, to maintain confidentiality and to return calls/emails within 24 hours.

By working together, we can continue and strengthen our commitment to student success.

Step One: Teacher

All parents are encouraged to express their concerns directly to the teachers. If you are concerned about an issue involving your child's education, classroom experience, or progress, go right to the source and contact the teacher. Staff emails can be found on the Central Avenue School website by clicking [Staff](#). Teachers will make every effort to get back to you within 24 hours. Please be patient. If you do not receive a return email or call within 48 hours, proceed to contacting the office.

or Guidance Counselor

If you need an update on your child's progress (academic, behavior, or social wellbeing), please contact your child's guidance counselor. Below is the contact information for our counselor. The counselor will make every effort to get back to you within 24 hours. If you do not get a response within 48 hours, proceed to contacting the Central Avenue School office.

Mr. Michael Shugrue
shugruem@madisonnjps.org
973-593-3173 (ext. 7675)

or Case Manager

If you need assistance regarding the services being offered to your child, please contact your child's case manager. Below is the contact information for the members of our Child Study Team. Case Managers will make every effort to get back to you within 24 hours. If you do not get a response within 48 hours, proceed to contacting Mrs. Christine Seminerio, Director of Special Services.

Mrs. Britt Kuehn
kuehnb@madisonnjps.org
973-593-3173 (ext. 3156)

Mrs. Kathleen Nesheiwat
nesheiwatk@madisonnjps.org
973-593-3173 (ext. 7691)

Step Two: Principal

Most problems will be resolved by this point. Should you still need further assistance about your situation, please contact the Principal's Office:

Thomas Liss
lisst@madisonjps.org
973-593-3173 (ext. 7656)

**Those with concerns or issues regarding the Special Services Department, please contact the Director of Special Services:

Christine Seminerio
seminerioc@madisonjps.org
973-593-3153 (ext. 7003)