

## Communicating with School & District Leaders

When students and parents have questions or concerns, it is important that open communication exists. Many questions can be easily answered by the educator directly involved in the class or program before it becomes necessary to move on to the next level. One of the easiest ways to communicate is via email, or a phone call. As a way to help parents effectively ask questions or communicate a concern, a “chain of command” process has been developed. Oak Park Schools leadership and staff will follow the communication process below, and asks families to use this process as a reference when beginning their communications.

For a complete staff directory, visit <https://www.oakparkschools.org/district/staff-directory/>. We look forward to continuing to develop positive partnerships with all Oak Park Schools parents and community members.

### **Instruction, Curriculum, & Virtual Learning**

<b>STEP 1:</b>	Classroom Teacher
<b>STEP 2:</b>	Counselor/Instructional Coach
<b>STEP 3:</b>	Building Principal (see next page)
<b>STEP 4:</b>	Assistant Superintendent of Teaching & Learning, Ms. Baptiste <a href="mailto:cassandra.baptiste@opsk12.org">cassandra.baptiste@opsk12.org</a> 248.336.7735

### **Specialized Student Services**

<b>STEP 1:</b>	Classroom Teacher/Special Education Teacher
<b>STEP 2:</b>	Building Principal (see next page)
<b>STEP 3:</b>	Specialized Student Services Coordinator Stephanie Richardson <a href="mailto:jacquelyn.smith@opsk12.org">jacquelyn.smith@opsk12.org</a> 248.336.7673
<b>STEP 4:</b>	Assistant Superintendent of Teaching & Learning

### **Food and Nutrition Services**

<b>STEP 1:</b>	Food Service Dept. Secretary
<b>STEP 2:</b>	Chartwells Director Mr. Weinclaw <a href="mailto:aric.weinclaw@opsk12.org">aric.weinclaw@opsk12.org</a> 248.336.7761
<b>STEP 3:</b>	Executive Director, Ms. Ostrolencki <a href="mailto:doreen.ostrolencki@opsk12.org">doreen.ostrolencki@opsk12.org</a> 248.336.7709

### **Athletics**

<b>STEP 1:</b>	Coach
<b>STEP 2:</b>	Assistant Principal & Athletic Director, Mr. Sanders <a href="mailto:janocus.sanders@opsk12.org">janocus.sanders@opsk12.org</a> 248.336.7740 ext. 2708
<b>STEP 3:</b>	Athletic Coordinator, Mr. Carter <a href="mailto:gregory.carter@opsk12.org">gregory.carter@opsk12.org</a> 248.336.7740 ext. 2702
<b>STEP 4:</b>	Building Principal (see next page)

### **Student Discipline**

<b>STEP 1:</b>	Classroom Teacher
<b>STEP 2:</b>	Assistant Principal (see next page)
<b>STEP 3:</b>	Building Principal (see next page)
<b>STEP 4:</b>	NOVA Principal & Director of Climate & Culture, Mr. Faulk <a href="mailto:derek.faulk@opsk12.org">derek.faulk@opsk12.org</a> 248.336.7650

### **Early Childhood**

<b>STEP 1:</b>	Classroom Teacher
<b>STEP 2:</b>	Principal (see next page)
<b>STEP 3:</b>	Director of Early Childhood Programming, Ms. North <a href="mailto:brandi.north@opsk12.org">brandi.north@opsk12.org</a> 248.336.2327
<b>STEP 4:</b>	Assistant Superintendent of Teaching and Learning

<b>Transportation</b>	
<b>STEP 1:</b>	Principal
<b>STEP 2:</b>	Transportation Director Ms. Thacker, FIRST Student <a href="mailto:andrea.thacker@opsk12.org">andrea.thacker@opsk12.org</a> 248.336.7601
<b>STEP 3:</b>	Operations Manager, Mr. Burnett <a href="mailto:steven.burnett@opsk12.org">steven.burnett@opsk12.org</a> 248.336.7721

<b>Building and Grounds</b>	
<b>STEP 1:</b>	School Office
<b>STEP 2:</b>	Building Principal (see below)
<b>STEP 3:</b>	Operations Manager, Mr. Burnett <a href="mailto:steven.burnett@opsk12.org">steven.burnett@opsk12.org</a> 248.336.7721

<b>Principals &amp; Assistant Principals</b>	
<b>Einstein Elementary School</b> 248.336.7640  <b>Dr. Joann Wright, Principal</b> <a href="mailto:joann.wright@opsk12.org">joann.wright@opsk12.org</a>	<b>NOVA Academy</b> 248.336.7650  <b>Derek Faulk, Principal</b> <a href="mailto:derek.faulk@opsk12.org">derek.faulk@opsk12.org</a>
<b>Key Elementary School</b> 248.336.7610  <b>Shana Murphy, Principal</b> <a href="mailto:shana.murphy@opsk12.org">shana.murphy@opsk12.org</a>	<b>OPS Virtual Academy &amp; Alternative Education</b> 586.306.2667  <b>Aaron Brown, Director</b> <a href="mailto:aaronb@atsedu.net">aaronb@atsedu.net</a>
<b>Pepper Elementary School</b> 248.336.7680  <b>Emanuel Haley, Principal</b> <a href="mailto:emanuel.haley@opsk12.org">emanuel.haley@opsk12.org</a>	<b>Oak Park High School</b> Main Line: 248.336.7740  <b>Pamela Vermiglio, Lead Principal</b> <a href="mailto:pamela.vermiglio@opsk12.org">pamela.vermiglio@opsk12.org</a> 248.336.7748
<b>Oak Park Preparatory Academy (OPPA)</b> 248.336.7620  <b>Kimberley Raginia, Principal</b> <a href="mailto:kimberley.raginia@opsk12.org">kimberley.raginia@opsk12.org</a>  <b>Doug Eiland, Assistant Principal</b> <a href="mailto:douglass.eiland@opsk12.org">douglass.eiland@opsk12.org</a>  <b>Dawn Izzi, Assistant Principal</b> <a href="mailto:dawn.izzi@opsk12.org">dawn.izzi@opsk12.org</a>	<b>Carissa Peterson, Principal</b> <a href="mailto:carissa.peterson@opsk12.org">carissa.peterson@opsk12.org</a> 248.336.7783  <b>Anthony DeGrazia, Assistant Principal</b> <a href="mailto:anthony.degrazia@opsk12.org">anthony.degrazia@opsk12.org</a> 248.336.7752  <b>Janocus Sanders,</b> Assistant Principal & Athletic Director <a href="mailto:janocus.sanders@opsk12.org">janocus.sanders@opsk12.org</a> 248.336.7751

### Unresolved Questions or Concerns:

If questions or concerns have not been resolved after discussing them with teachers, principals or other school or district leaders, please contact the Superintendent. For high-level concerns, issues may be advanced to the Superintendent after they have advanced through each level of the communication protocol.

**Superintendent**

Dr. Jamii Hitchcock

248.336.7705

[jamii.hitchcock@opsk12.org](mailto:jamii.hitchcock@opsk12.org)