

2025 – 2026 Middle School Communication Guide

Good communication is essential to a productive partnership between home and school. To this end, parents are encouraged to address questions or inquiries related to a child's specific class with the teacher directly and include the advisor in all such communications. Your child's advisor serves as the touchpoint for all other questions related to your child's experience.

If you have questions, please refer to the samples below for specific situations and the corresponding faculty and staff members to contact. When in doubt, it is always best to start with your child's advisor, who can direct you to the correct individual, as needed.

If you have general questions regarding the middle school:

Call the Middle School Office at (718) 329-7354 or email schooloffice-fm@ecfs.org.

If your child will miss any part of a school day for an appointment or illness, you are required to inform the MS Office as soon as possible.

1. An email must be sent to msattendance@ecfs.org, and advisor must also be included in the email. To call in an absence, please call (718) 329-7354.
2. Students are expected to check their teachers' Google Classroom for all classes they miss for assignments and/or email the teacher directly with questions.
3. For extended absences, the dean and advisor should be notified.

If your child is having physical or medical-related challenges that may impact his/her participation at school, a doctor's note or information must be shared with our school nurse and the PE Department Chair. Your child's advisor should be copied on all such communications:

1. Contact your child's advisor and the school nurses: nurses-fs-fm@ecfs.org
2. Contact John Dwinell, the P.E. department chair, if appropriate: jdwinell@ecfs.org

If your child works with an outside tutor, it's important that we are aware of this so that we are able to support your child and the tutor's work together. Inform your child's advisor, the subject area teacher(s), and the learning specialist, if your child works with one.

If you or your child has a question or concern related to a specific course of study:

1. Contact the subject-area teacher first, if your question is specific to one course. You and the teacher may decide to involve the learning specialist, if your child works with one, and it is appropriate to your question or concern. Your child's advisor must be included in communications with subject area-teachers so that they can also provide support as needed.
2. If you have questions regarding more than one course, contact your child's advisor.

If you have a question or concern regarding the curriculum or the MS academic experience:

1. Questions related to a specific department should be directed to the designated department chair.
2. Contact Isora Santos, Assistant Principal for Academic Life, regarding the MS Academic program.
3. Contact Savi Tuber, Interim Assistant Principal for Student Life, regarding any non-academic student programming.

If you have a question or concern about the social/emotional experience for your child:

1. Contact your child's advisor first.
2. You and the advisor may involve the Grade Level Dean and Jon Alschuler, Middle School Principal.
3. You and the advisor may also decide to involve Dr. Sarah Cohn (School Psychologist), Bree Aitoro (MS Counselor) and/or Dr. Solimar Santiago-Warner (MS/US Health and Wellness Lead).

Middle School Faculty and Staff Contact Information

MS Staff Name	Department / Title	Phone Number	Email Address
<i>Administration and Office Staff</i>			
Jon Alschuler	MS Principal	718-329-7347	jalschuler@ecfs.org
Isora Santos	MS Asst. Principal, Academic Life	718-329-7547	isantos@ecfs.org
Savi Tuber	Interim MS Asst. Principal, Student Life	(718) 329-7300 Ext. 3393	stuber@ecfs.org
Sylvia F. Guzmán	MS Office Manager	718-329-7333	sguzman@ecfs.org
Kaitlin Wright	Asst. to the Principal	718-329-7544	kwright@ecfs.org
<i>MS Belonging and Social Impact Lead</i>			
Angie Pillier-Edwards	BSI	718-329-7594	apillier@ecfs.org
Grade Level Dean	Grade Level	Phone Number	Email Address
Elizabeth Flores	6th Grade	718-329-7300 x3634	eflores@ecfs.org
Debora St-Claire	7th Grade	718-329-7300 x3635	dstclaire@ecfs.org
Mollie Glasser	Interim 8th Grade	718-329-7300 x3514	mglasser@ecfs.org
<i>After School Program</i>			
Sheyla Ortiz Pena	Director of After School & Auxiliary Programs	718-329-7263	sortizpena@ecfs.org , fieldstonauxprograms@ecfs.org
<i>Nursing Staff</i>			
Kerri Peyton	School Nurse	718-329-7276	kpeyton@ecfs.org , nurses-fs-fm@ecfs.org
Colleen Meehan	School Nurse	718-329-7276	cmeehan@ecfs.org , nurses-fs-fm@ecfs.org
<i>Counseling Staff</i>			
Bree Aitoro	School Counselor	718-329-7323	baitoro@ecfs.org
Dr. Sarah Cohn	School Psychologist	718-329-7556	scohn@ecfs.org
Dr. Solimar Santiago-Warner	MS/US Health & Wellness Lead	718-329-7555	ssantiago-warner@ecfs.org
Department Chairs	Department	Phone Number	Email Address
Tom Christensen	Music	718-329-7280	tchristensen@ecfs.org
John Dwinell	Physical Education	718-329-7315	jdwinell@ecfs.org
Sharan Gill	English	718-329-7300 x3552	sgill@ecfs.org
Ben Horner	Science	718-329-7300 x3637	bhorner@ecfs.org
Abena Koomson-Davis	Ethics	718-329-7300 x3561	akoomson-davis@ecfs.org
John Kurtz	Math	718-329-7300 x3601	jkurtz@ecfs.org
Keira Lapsley	History	718-329-7300 x3377	klapsley@ecfs.org
Xiaofei Li	Languages	718-329-7300 x3560	xli@ecfs.org
Cornelia Locher	Tate Library	718-329-7253	clocher@ecfs.org
Clare Mottola	Theatre & Dance	718-329-7287	cmottola@ecfs.org
Vanessa Solomon	Learning Center	718-329-7300 x3641	vsolomon@ecfs.org
Scott Wolfson	Visual Arts	718-329-7349	swolfson@ecfs.org

Communication Guide Flow Chart

FM COMMUNICATION GUIDE

