

# FAQs

at

## The Caedmon School

  

## Introducing Caedmon's Administrative and Support Staff

*Finding the right person  
to answer your questions...*

### **Q. Who are the administrative and support staff personnel at The Caedmon School?**

**A.** Caedmon is blessed with a long-standing and dedicated staff. Below are some brief biographies.

#### **Greg Blackburn**

...became Head of Caedmon in 2006 after seven years as Head of The Chestnut Hill School in Boston, MA. Greg was also an Assistant Head of the St. Thomas Choir School and Head of the Lower School at Browning, both in New York City. He has been a classroom teacher in lower, middle, and upper grades, and at the college level.

#### **Gina Sardi**

...became Educational Director in 1989 after teaching at her alma mater, C.W. Post College, and founding her own elementary school in Caracas, Venezuela, where she was co-director for eight years. Her two sons are graduates of Caedmon.

#### **Kristina Wels**

...became Coordinator of Early Program in 2002 after teaching Beginners at Caedmon for two years. She received a B.A. in Political Science and German from Tulane University and her graduate degree in Education from Seton Hall University. She has also taught Kindergarten and Pre-school at The Montessori School of Millburn, NJ.

#### **Elizabeth Gilpin**

...became Business Manager in 2005 after two years as assistant to the Administrator, and ten years as an Associate Teacher in Caedmon's Early Program. She is an alumna of both Caedmon and the Center for Montessori Education at the College of New Rochelle.

#### **Greg Minahan**

...became Director of Development in 2000 after teaching music at Caedmon for nine years. He has a B.A. in English and American Literature from Harvard and is a veteran of the Broadway Theater. His daughter is a Caedmon graduate.

#### **Erica L. Papir**

...became Director of Admissions in 1999, after doing Marketing and Communications at American Friends of The

Hebrew University. She has her B.A. in Sociology from Brandeis University and is a very active with the children's charity: Friends of Karen.

#### **Judy Gilpin**

...returned to Caedmon in 2003 as Annual Giving Coordinator, after running her own real estate office for twelve years. In the 80s, while her daughter was attending Caedmon, she created the school's first Admissions Office.

#### **Rafael Sardi**

...began as Network Administrator in 2004. A Caedmon alum, he attended Norwich University in Vermont, and the High School of Art and Design.

#### **Josy Alcindor**

... became Assistant to the Head of School and the Educational Director in 2005. After studying sociology at Hunter, she worked in the NY Public Library Development Office, and for five years was assistant to the Head of Middle School at Chapin.

#### **Susan Bonet**

...began as an Early Program Associate Teacher in 1990. She is currently doubling as Associate Teacher for the Beginners Program in the morning and Assistant for Admissions and Alumni Affairs in the afternoon.

#### **Eileen Flynn**

...came to Caedmon as School Secretary in 1985 after many years at St. Monica's Church around the block. You can see her greeting the children (and parents) each morning on the front steps.

#### **Pauline Virella**

...has been Receptionist since 1987, from which vantage point she has watched four grandchildren pass through Caedmon's doors.

#### **Rachel Yoder**

...became Assistant to the Business Manager in 2005. She has studied in Madrid, has a B.S. in Fashion, and is an active volunteer in various children's organizations.

**Q. Who should I speak to regarding contracts, tuition payments, and financial aid?**

**A.** All such information or queries should be taken to Ms. Gilpin in the business office. On some matters, Ms. Gilpin's assistant, Ms. Yoder, may also be able to help you. Call the school and ask Mrs. Virella to connect you.

**Q. Who should I speak to regarding the academic program, or my child's educational needs?**

**A.** Elementary parents should speak to Ms. Sardi, while Early Program parents should speak with Ms. Wels. Should the query warrant it, they in turn will bring it to the Head of School. Ms. Alcindor in the central office will help you to make an appointment with the appropriate person.

**Q. Who should I speak to regarding absences, late arrivals, calendar events, responses to invitations, or field trip fees?**

**A.** Mrs. Virella at the front desk is prepared to answer all your scheduling questions, collect your field trip fees, and pass on absence or late arrival notices. In the absence of specific R.S.V.P. instructions, she can also forward that information to the appropriate person.

**Q. Who should I speak to regarding Open Houses, Prospective Parent tours, admissions procedures, or international family events?**

**A.** All such questions may be taken to either Mrs. Papir or Mrs. Bonet in the Admissions Office. Your friends and associates who are interested in Caedmon for their children may also be referred to the Admissions Office.

**Q. Who should I speak to regarding fundraising at Caedmon?**

**A.** Matters concerning the Annual Giving Campaign, the recent Capital Campaign, the ongoing Endowment Campaign, Planned Giving Opportunities, or anything else pertaining to fundraising may be taken to Mr. Minahan, Director of Development.

**Q. Who is in charge of Alumni affairs?**

**A.** Alumni news and queries should be taken to Mr. Minahan in the Development Office.

**Q. Where can I find Lost & Found items?**

**A.** Lost items are stored for a limited period of time behind Mrs. Virella's desk. Periodically, they are displayed for retrieval at dismissal. Unclaimed items are donated to a local charity.

**Q. Who should I speak to regarding an appointment with my child's teacher(s), or to schedule a classroom observation?**

**A.** During school hours, Mrs. Virella will take a message for the teachers, who will then get back to you to schedule a conference. Please be sensitive to their need for classroom prep time. All classroom observations, both Early Program and Elementary, can be scheduled through Ms. Wels, the Early Program Coordinator.

**Q. Who should I speak to regarding Afterschool Programs, Child-minding, Instrumental Music Afterschool, The Caedmon Chorus, or Caedmon in Motion?**

**A.** If Mrs. Virella is unable to help you, she will refer you to the teacher in charge of the respective program. For afterschool classes: Mr. Jollon; for Child-minding: Ms. Schneider; for Instrumental Music: Mr. Smith; for

Caedmon Chorus: Mr. Davidson; and for Caedmon in Motion: Ms. Kindred.

**Q. How do I arrange to speak with the Head of School?**

**A.** If Dr. Blackburn is not immediately available to take your call, you are strongly encouraged to make an appointment with him through his assistant, Ms. Alcindor, or to leave a message with Mrs. Virella.

**Q. Who should I speak to regarding my child's placement after graduation from Caedmon?**

**A.** If the FAQs Flyer "Middle School Placement" does not address your specific concerns, you should speak with Ms. Alcindor to make an appointment with Dr. Blackburn, Head of School.

**Q. Who should I speak to regarding Parent Auxiliary activities?**

**A.** During most arrival and pick-up times, a PA volunteer can be found working in the PA area in the right rear corner of the lobby. If none are available, you may leave a note there, or bring your question to Mr. Minahan, who serves as liaison to the PA.

**Q. Where else can I find useful information regarding Caedmon?**

**A.** You will find answers to many of your questions in one of these FAQs or FYI flyers. Look for them in the reception area. The Caedmon website at [www.caedmonschool.org](http://www.caedmonschool.org) is a valuable source of information on the academic program, admissions procedures, Montessori methodology, calendar events, and more. Finding the right person to answer your questions is essential. The administrative staff is here to help.