

STUDENT & FAMILY HANDBOOK 2020-2021

BOOK II: Organization Information

ALL IN

SHATTUCK • ST. MARY'S



ORGANIZATION INFORMATION

ORGANIZATION OF THE SCHOOL

Head of School: Matt Cavellier

Bears overall responsibility for the internal and external affairs of the School, including parent, student, and employee relations, with specific focus on marketing and communications, alumni relations, fundraising, and facilities.

Associate Head of School: Courtney Cavellier

Bears overall responsibility for the managing the internal affairs of the school, as well as managing and evaluating curriculum and program implementation for international campuses. Reports to the Head of School.

Director of Community Life: John Blackmer

Works closely with the Directors of the Upper School and Middle School to maintain and enhance the quality of life for all students. Oversees residential life, student activities, health services, summer programming, and student discipline. Reports to the Associate Head of School.

Chief Financial Officer: Scott Ryberg

Responsible for the finances, facilities, and food service. Reports to the Head of School.

Director of Institutional Advancement: Maggie Lee

Responsible for raising funds to support the plans, programs and activities of the School. Coordinates special events and manages all gifts made to the school. Reports to the Head of School.

Director of Admissions: Andrew Garlinski

Responsible for the recruitment, selection, and enrollment of all students in the School; manages financial assistance and class visits. Reports to the Head of School.

Director of Marketing & Communications: Jackie Vos

Responsible for external marketing efforts as well as school communications, including *The Arch* magazine, web site, all print publications and web-based media. Reports to the Head of School.

Athletic Director: Michelle Cornish

Responsible for Center of Excellence sports (hockey, soccer, figure skating, and golf), athletic trainers, and new program development. Reports to the Head of School.

Director of the Upper School: Patrick Schaefer

Responsible for all aspects of the daily operations of the Upper School with special attention given to the health, welfare, morale, scheduling, and activities of both its students and faculty. Reports to the Associate Head of School.

Director of the Middle School: Heather Morehead

Responsible for all aspects of the daily operations of the Middle School with special attention given to the health, welfare, morale, scheduling, and activities of both its students and faculty. Reports to the Associate Head of School.

Director of Health Services and School Psychologist: Jody Koch

Oversees all aspects of the Health Services department, counsels students, and manages the School's Health and Wellness Program. Reports to the Director of Community Life.

Chaplain and Director of Service Learning: The Reverend Colin Snow Maltbie

Responsible for the school's Chaplaincy and Spiritual Life program; administers the Service Learning program, serving as a liaison between the school and local service agencies, and coordinates outreach and educational opportunities for students. Reports to the Associate Head of School.

Director of College Counseling: Meg Otten

Responsible for the process that guides students and parents through the college admissions process, as well as other post-graduation options. Reports to the Associate Head of School.

Academic Dean: Dan Ray

Responsible for all aspects of the academic program including curriculum implementation, course registration and placement, academic standards and integrity, and teacher evaluation. Reports to the Associate Head of School.

Assistant Director of Middle School: Jason Langevin

Works closely with the Director of the Middle School and oversees decorum, behavior, permissions and attendance of students. Also oversees and delegates responsibilities for Middle School social events. Reports to the Director of Middle School.

Director of Equity & Inclusion: Andrea Moyer

Responsible for the development and empowerment of student leaders to champion the value of a diverse, equitable, and inclusive environment for all members of the School community. Reports to the Director of Community Life.

Department Chairs:

English – Don Scheel

History – Kelly Garlinski

Math – Steve Cornish

Science – Greg Simons

Performing and Visual Arts – Johnnie Walker

World Languages – Merry Mendoza

weCreate Center – Stephanie Vagle

Class Deans

Each grade level receives specific guidance and support from their Class Dean. Responsibilities cover the many aspects of school life—academic, social, athletic, and residential—related to the specific grade level assigned. Report to division directors.

Middle School (Grades 6-9)–Jason Langevin

Grade 10– Craig Peck

Grade 11– Andrea Moyer

Grade 12– Greg Simons & Carrie Homuth

Advisors

Each student has a faculty advisor. Advisors are responsible for the academic and social welfare of their advisees, and for most communication with parents. Specific duties of Advisors include:

- Developing relationships with both advisees and their parents based on respect, trust, and timely communication
- Routinely reviewing grades and other reports followed by conversations with advisees and parents as appropriate
- Making direct contact with advisee’s parents at least once each term
- Monitoring ScholarShift progress in the Upper School.
- Working directly with advisees to support their academic and social development
- Meeting weekly with their advisory group
- Reporting concerns they cannot resolve to their Class Deans
- Serving as a resource and advocating for advisees in difficult circumstances, such as going before the Judiciary Committee

School Proctors

Selected by the Director of Residential Life, boarding and day student proctors assume responsibility for certain aspects of the School’s day-to-day life. Proctors are an important link between students, faculty, and staff. The proctors are expected to model respect, compliance with school rules, and support and consideration among individuals

Duty Administrators – (507)330-2922

The Duty Administrator is generally the primary contact after regular office hours (5:00 p.m. – 7:30 a.m.), and on the weekend.

- Emergency situations after hours that need immediate attention
- An urgent need to get in touch with a member of the dormitory staff or other faculty members
- An urgent need to get in touch with a student