CHRISTIAN BROTHERS ACADEMY

850 Newman Springs Road • Lincroft, NJ 07738-1698

Local Duties and Responsibilities

Areas of responsibility are divided as follows:

Br. Frank (brfrank@cbalincroftnj.org)

- Internal and external communication
- On campus access
- Coordinating facilities

Mr. Fales (rfales@cbalincroftnj.org)

- Developing the schedule and procedures for ongoing instruction
- Initiating calls to the local Board of Health, staff, and the parents
- Handling any issues that may arise regarding ongoing instruction
- Maintaining and adjusting the school calendar as needed
- Informing parents of pertinent information regarding all academic, athletic, and extracurricular information

Mr. Nunan (snunan@cbalincroftnj.org)

- Overseeing the scheduled ongoing instruction and addressing any concerns that may arise
- Informing the students, parents and teachers of any necessary adjustments to instruction, schedule, or curriculum
- Responding to inquiries from students, parents, and faculty regarding instruction, assessments, and grades

Mrs. Hayes (chayes@cbalincroftnj.org)

- Address any inquiries from students and parents regarding issues related to Guidance
- Assist parents/students in any concerns they have regarding school, mental health, or personal issues. Brian Smith, our school social worker, continues to be available for students and parents.

Mrs. Young (myoungrn@cbalincroftnj.org)

- Responsible for communicating with the local Board of Health, in consultation with the President and Principal
- Informing the school community of best practices for hygiene and good health
- Communicating to parents when a student becomes ill with symptoms of COVID 19

Mr. McLoughlin (bmcloughlin@cbalincroftnj.org)

- Addressing any financial questions that may arise from parents, staff, or vendors
- Handling questions regarding Facilities Use for future events