Mr. Kenneth Frattini
Superintendent/Principal, ext 321
kfrattini@btrvs.org

Mrs.Danielle Morgenroth
Assistant Principal, ext. 333
dmorgenroth@btrvs.org

Boonton Township
Board of Education
11 Valley Road
Boonton Township, New
Jersey 07005

973-334-4162
www.btrvs.org

December 21, 2025

Subject: Clarifying Our Communication Protocol for Parental Concerns

Dear Parents and Guardians,

To support clear and constructive communication, I want to outline the district's established process for addressing concerns about programs, district initiatives, classroom experiences, assignments, teacher interactions, etc. These steps follow Board Policy 1312: Community Complaints and Inquiries and the guidance in our Parent–Student Handbook.

Our shared goal is to resolve concerns effectively, respectfully, and with your child's well-being at the center.

When Your Child Raises a Concern

When your child shares an experience with you, please let them know you hear them, and reassure them that adults will gather more information and work together to resolve the issue.

Steps for Addressing Classroom Concerns

1. Contact the teacher directly

This is the first and most effective step. Most concerns resolve quickly through direct communication.

2. If the concern isn't resolved

Check back with the teacher to clarify any misunderstandings.

3. If the issue persists

Contact the Chief School Administrator (Superintendent/Principal) so we can support the conversation and help find a resolution.

4. If a solution still can't be reached

A formal written complaint may be submitted to the Board of Education, in accordance with Policy 1312.

5. In rare, serious cases

Concerns may be escalated to appropriate agencies, such as the U.S. Office for Civil Rights or the NJ Commissioner of Education.

Curriculum Concerns

Any questions or concerns with the curriculum can be discussed with the teacher first as they are content area and instructional experts who have intimate knowledge and experience. Any follow up questions or concerns should go to the Curriculum Coordinator (assistant principal). At any time, should a parent deem it necessary, they may also contact the administration directly.

Confidential Concerns

Parents may share concerns confidentially, and that request will always be respected. Please note that confidentiality limits what responses can be taken, since no staff member can be addressed without clear, specific information. Similarly, while group emails or petitions reflect shared concern, issues are resolved most effectively when those directly involved communicate with one another. When guidance is needed, I can help support the process so concerns are addressed fairly and constructively.

If You're Ever Unsure

Please contact me. I'm here to help you navigate any concern and determine the appropriate next step.

Thank you for your partnership and for your continued support of our school community.

Sincerely,
Kenneth Frattini