



# Hoff- Barthelson Music School

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## STUDENT HANDBOOK 2024-25

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## Welcome to Hoff-Barthelson

Thank you for choosing Hoff-Barthelson, one of Westchester's most treasured cultural institutions, for your musical education and artistic growth. For more than seventy-five years, our School has proudly fostered a rich tradition of musical excellence, nurturing exceptional talent, and inspiring a lifelong passion for music.

Our distinguished faculty, composed of some of the region's most accomplished musicians and educators, is dedicated to providing outstanding instruction and mentorship. They bring a wealth of experience and a passion for teaching, ensuring every student receives the highest quality musical education.

In this Student Handbook, you will find important information about our curriculum, guidelines, and the various opportunities available to you. Please take the time to read it thoroughly—it's designed to help you navigate our programs and make the most of your experience at Hoff-Barthelson.

We welcome you to our musical family and look forward to a year of growth, discovery, and remarkable achievements together!

Warmly,

Sincerely,

A handwritten signature in black ink, appearing to read 'Gabriella Sanna', with a long horizontal flourish extending to the right.

Gabriella Sanna  
Executive Director

## Hoff-Barthelson Music School

25 School Lane, Scarsdale, New York 10583 • 914-723-1169 • [www.hbms.org](http://www.hbms.org) • [hb@hbms.org](mailto:hb@hbms.org)

## Conditions of Enrollment

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Please find the [HBMS Conditions of Enrollment here](#).

The Conditions of Enrollment cover essential HBMS policies related to payment, cancelled or missed lessons, make-up lessons and classes, withdrawals and refunds, and the School's Media Release and Waiver. Accepting these Conditions is a mandatory part of our registration process.

## 2024-2025 School Calendars

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[All HBMS calendars can be found here online.](#)

- [Academic Year Calendar including the First and Last Days of the Semester](#)  
Hoff-Barthelson's **Academic Year Calendar** is based on, but does not precisely replicate, the Scarsdale Public School calendar. The differences are necessary for us to ensure two sixteen-week semesters.
- [Calendar of Events](#)  
Our [Calendar of Events](#) is updated throughout the year. This is the most accurate, up-to-date resource we have for programmatic and special events. It is searchable by keyword.
- [Workshops, Recitals, and Concerts for the Community](#)  
Calendars of Informal Workshops, Teen Workshops, Adult Musicales, Recitals, and Concerts for the Community.
- [Classes offered in partnership with Scarsdale Adult School](#)

## 2024-25 Academic Year Quick Reference Calendar

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- **Please note:** the information below is found on our [Academic Year Calendar](#).

**Opening Day:** Monday, September 9, 2024

**School will not be in session on the dates listed below.**

- Rosh Hashanah – Thursday, October 3, 2024
- Yom Kippur – Saturday, October 12, 2024
- Columbus Day/Indigenous Peoples' Day – Monday, October 14, 2024
- Diwali – Friday, November 1, 2024
- Election Day – Tuesday, November 5, 2024
- Veterans Day – Monday, November 11, 2024
- Thanksgiving Recess – Last day of school is Tuesday, November 26, 2024; School reopens on Monday, December 2, 2024
- Winter Recess – Last day of school is Saturday, December 21, 2024; School reopens Monday, January 6, 2025
- Martin Luther King, Jr. Day – Monday, January 20, 2025
- Lunar New Year – Wednesday, January 29, 2025

- February Recess – Last day of School is Saturday, February 15, 2025; School reopens on Monday, February 24, 2025
- Spring Recess – Last day of school is Saturday, April 12, 2025; School reopens on Monday, April 21, 2025
- Memorial Day – Last day of school is Thursday, May 22, 2025; School reopens on Tuesday, May 27, 2025
- Juneteenth – Thursday, June 19, 2025

## Student Schedules

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You may access schedule information for the HBMS students in your family at any time by logging into your family's [HBMS account](#). Should you need assistance logging in, please email [studentservices@hbms.org](mailto:studentservices@hbms.org).

Want to add lessons or a class after the school year has started? No problem! Just call [914-723-1169](tel:914-723-1169) or email [registration@hbms.org](mailto:registration@hbms.org) – we'll be glad to help! Tuition is prorated for students starting lessons and/or classes after the year has begun.

Please update your child's account with a photo and ensure that all contact information is up to date and accurate.

## Building and Office Hours

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The buildings open at 8:00 am and close at 10:00 pm Monday through Friday and 8:00 am to 5:00 pm on Saturday, except for Saturday evenings when special events are scheduled. Offices are open from 9:00 am to 5:00 pm, Monday through Friday, and the Student and Faculty Services Department is also open on Saturdays from 9:00 to 5:00 pm.

**The School plans to begin offering instruction on Sundays starting this academic year. Sunday hours will be 1:00-4:00 pm.**

## Weather and Emergency Closing Information

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In the event of inclement weather or weather-related concerns, you will receive an email from the School. You may also wish to:

- Check the home page of the [School's website](#).
- Call the School (914-723-1169) and listen to the outgoing message.
- Watch the scroll on [News 12 Westchester](#).
- Check <https://www.lohud.com/>.
- Visit our [Facebook Page](#) or [Instagram Page](#).

By mutual consent, faculty members and private lesson students may conduct online lessons during weather closings in lieu of a make-up lesson.

## Making the Most of Your Hoff-Barthelson Experience

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### Support and Guidance for Students and Family Members

If you have questions about your own or your child's progress throughout the year, need advice about practice challenges, instrument choice, course offerings, or the "next right step" along the journey of musical growth, [Dean Chris Kenniff](#) and Associate [Dean April Johnson](#) are available for consultations and support! Please contact us at (914) 723-1169 and we will be happy to make an appointment for you.

Or make an appointment directly with a Dean [by clicking here](#).

## Promptness = Progress

Please make every effort to arrive on time for lessons and classes, whether in-person or online. The minutes lost due to tardiness cannot be made up.

Be certain to bring everything that your teacher requires: valuable lesson and class time is often wasted because a music score or theory notebook has been left at home. For online instruction, please make every effort to prepare materials, your physical location, and all technology.

## Musicianship Program

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Our comprehensive, sequential musicianship program is designed to develop and deepen students' understanding of music. Instruction is provided in subject areas central to musical development: theory, aural skills, analysis, composition, improvisation, and more. The pairing of musicianship classes with private lessons greatly accelerates students' progress. For full details on classes available click on the links below:

[K-12 Musicianship Classes and Ensembles](#)

[Adult Classes and Ensembles](#)

[Early Childhood Classes](#)

Need help selecting a musicianship class? Please contact [Dr. Derek Cooper, Chair of the Musicianship and Composition Department](#).

**Musicianship Class Attendance Requirements:** Please note that students may not be permitted to continue in a musicianship class if absent for five weeks in succession.

## Instrumental and Voice Classes, Clubs and Ensembles

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An extensive array of classes; chamber, jazz, orchestral and choral ensembles; group instrumental classes; and instrument clubs are offered to students of all ages and levels of development. For full details, visit [www.hbms.org](http://www.hbms.org) and explore our Early Childhood, K-12 and Adult sections or click on the links below for detailed descriptions of these opportunities during the 2024-25 academic year.

[Early Childhood Music Program Classes and First Instrument Classes](#)

[K-12 Musicianship, Group Instruction, Ensembles, and Clubs](#)

[Adult Musicianship and Ensembles](#)

[Chamber Music and Piano Ensembles](#)

## Progress Program/Progress Reports

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At Hoff-Barthelson, we believe that each student benefits when their progress—skill development, knowledge acquisition, and the blossoming of musical appreciation—is assessed at regular intervals. Through periodic assessments, students, teachers, and families can celebrate accomplishments and identify skills and habits needing more focus. Students receive progress reports each semester from their private lesson teachers, and, beginning at the Upper Elementary level, their musicianship teachers as well. Verbal and written critiques of students' performances during workshops and recitals are shared with their private lesson teachers, as well as parents. Students also have access to advising from HBMS deans on individualized courses of study, effective practice, external performance opportunities, college applications, and more.

## Practice Partners

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Learning to play an instrument is a cumulative skill that requires daily practice with good concentration and patience. Practicing is fun and rewarding for many, but sometimes lonely and frustrating for others. Some young students may

benefit from guidance between lessons and/or need assistance organizing or focusing their practice time. Our able high school students make ideal Practice Partners for younger students and help them to utilize practice sessions to their fullest advantage.

Practice Partners are available for 30 minutes at a cost of \$15, or 45 minutes at a cost of \$22.50. Arrangements may be made on a recurring or a la carte basis. The parents and Partner will do their own scheduling and payment arrangements, and the School will act as matchmakers only. Parents interested in making arrangements for a Partner should contact [Student and Faculty Services](#).

## Accompaniment Service

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Woodwind, brass, string (violin, viola, cello, bass), and voice students enrolled in the Comprehensive Program (K-12 and Adult) are entitled to regular accompaniment during lessons, Informals, Teen Workshops, Adult Workshops and Musicales, Master Classes, and Recitals, including Graduation Recitals. Faculty are responsible for requesting accompaniment service from the Accompanist Coordinator. Availability of accompaniment for accompaniment during private lessons will vary according to overall demand for accompaniment service.

Accompaniment services are coordinated by [Lauren Ninoshivili](#) with the support of the Student and Faculty Services Department. The Accompaniment Program is overseen by [Dean Christopher Kenniff](#).

The School cannot provide accompaniment for students outside of the above-listed opportunities (e.g., we cannot pay for rehearsals with accompanists outside of lessons). However, students and their families may arrange to book accompanists for additional rehearsals. The procedure for doing this is as follows:

- The fee for HB families who wish to book rehearsals with accompanists during lessons and performances beyond those the School provides is \$80 per hour, billed in minimum increments of 15 minutes.
- As a first step, students/families should consult with their private lesson teacher about the need/desire to work with an accompanist outside of their weekly lessons.
- Upon securing the teacher's approval, the family and accompanist coordinate directly together, and families pay accompanists directly; the School does not have a role in scheduling or payment processing for these extra accompaniment services. If the student's regular accompanist is not available, the teacher should speak with the Dean regarding securing another accompanist.
- To book rehearsal space here at the School, the family and/or accompanist (or teacher) should contact [Student and Faculty Services](#). The School will provide space as available and the use of a piano at no charge, on a space-available basis during our regular operating hours. During the academic year, regular school activities, e.g., lessons, classes, ensemble rehearsals, recitals, etc., receive priority in accompanist's schedules and the School cannot guarantee the availability of space.
- In the event rehearsal space is not available at the School, the family is responsible for securing suitable off-campus space (often a student's home) and piano and coordinating with the accompanist.

## Performance Opportunities

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We believe that all students should have the opportunity to perform in many different settings and urge faculty members to encourage all students to perform **at least once per semester**.

[Associate Dean April Johnson](#) oversees Hoff-Barthelson's **Performance Program**, comprising student recitals, performance workshops (*Informals* for students ages 5-12, *Teen Workshops* and *Adult Workshops*); adult musicales; and

master classes. The schedule of Performance Program events is shared with all registered students/families weekly during the school year via the *This Week at HB* email newsletter.

Faculty determine when a student is ready to perform and in what events or circumstances. Faculty sign up students for these opportunities (see descriptions below); they also recommend students to master classes, auditions, and other opportunities.

**Student Recitals:** Multiple recitals are presented each week beginning in October for students to perform before an audience of parents and friends.

**It is mandatory that the student experience a trial run before a recital or performance in any of the following settings appropriate for the student: an Informal, a Teen Workshop, or playing for a dean.**

**Informals and Teen Workshops:** These are scheduled two to three times per week beginning in October, when students play for peers and teachers only in an informal setting without an audience or parents. Informals and Teen Workshops provide ideal opportunities for students to iron out any “wrinkles” in their performances prior to presenting them in recitals, develop confidence in their abilities, and share their musical ideas in a positive, supportive environment. Students ages 5 through 12 are welcome to participate in Informals and may also attend as observers.

**Graduation Recitals (solo or shared):** These may be presented at the end of the spring semester by high school seniors who are enrolled in private lessons. Invitations to enter the graduation recital date lottery to present a recital are emailed to graduating seniors in January.

**Musicianship Classes:** School musicianship classes are strongly recommended, and all students, from beginners to advanced, may perform in their musicianship classes. The private lesson teacher must provide the student with a note that includes the title of the work(s) that has (have) been prepared. Students should give this note to the musicianship instructor who will then schedule a class during which the student may perform.

**Concerts for the Community:** This series of student concerts is presented in nearby community venues including but not limited to nursing homes, hospitals and retirement facilities. *Concerts for the Community* provide students with the unique opportunity to perform for people who might not otherwise have the pleasure of hearing music. To inquire about participating, please contact [StudentServices@hbms.org](mailto:StudentServices@hbms.org).

**Family Concert:** This popular event, on Friday, March 28, 2025, at 7:00 pm, provides an annual opportunity for families who enjoy playing together to perform in a supportive, joyful environment. Students, family members—including siblings, parents, grandmothers, grandfathers, uncles, aunts, and cousins—who sing and/or play an instrument, are encouraged to participate.

**Honors Program Recitals:** See Honors Program on page 8.

**Master Classes:** Hoff-Barthelson has an annual series of master classes taught by renowned guest artists. Faculty nominate students to the Deans to perform in these classes.

**Adult Performance Workshops** provide a relaxed, supportive environment for adult students of all instruments and voice at beginning and intermediate levels. Through these workshops, adult students develop an understanding of the repertoire performed and of techniques for communicating ideas through music.

**Adult Musicales:** Adult group recitals are held for the enjoyment of adult students and their families.

**Festivals in Style:** Each Spring, in March and May, the School presents Festivals in Style. Each Festival features recitals and ensemble performances by both students and faculty. As these events are showcases for the School, student soloists and chamber ensembles must perform at a Workshop to participate. Students are eligible to perform solely upon the recommendation of their teachers. Contact [Student and Faculty Services](#) for more information.

- 1) Baroque and Beyond Festival (March 2025)** – This series of recitals and concerts focuses on music of the Baroque Period from 1600-1750. Please note that this festival alternates years with **Spanning the Centuries** (planned for March 2026), a series of recitals and concerts focuses on music of the Classical, Romantic and Impressionistic Periods from 1750-1950.
- 2) Music of Our Time Festival, Peter Seidenberg, Artistic Director (May 2025)** – This annual Festival of 20th and 21st century music with performances by large and small ensembles, and student and faculty members features a variety of compositions, including original student works and pieces commissioned for the event. The repertoire for this Festival must be drawn from the years 1975-present.

## Recital Dress and Demeanor

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**Non-Orchestral Recital Attire:** Students' personal choice of recital attire is allowed. Nice casual, semi-formal, and formal attire are all acceptable. However, sneakers, jeans, sweatpants, sweatshirts, and shorts are not acceptable.

**Orchestral Performance Attire:** Concert attire – white shirts, black pants or skirts, dress shoes. No short skirts, please!

**Recital Demeanor:** We look forward to sharing the students' progress and musical achievements with you at our Student Recitals. **Please wait until the applause ends before entering or leaving a performance space during recitals, turn off cell phones and beepers, and do not use cameras with flash to photograph students during their performances.** This will allow performers and audience alike to maintain maximum levels of concentration. We strongly encourage students and parents not to leave a recital immediately following an individual performance, but to remain until the end of the recital and support the other student performers.

**Please do not seat very young children in front rows;** their normal movements are distracting to performers. If you think that your youngsters are unable to sit quietly for the entire program, please find seats near the back of the Auditorium, from which you may leave quietly if they become restless.

**Food and drink are not** permitted in recitals, concerts and master classes. Your cooperation is sincerely appreciated.

## Recital Recording and Streaming Service

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High-definition archival recordings of student recitals offer a tremendous learning opportunity for students and provide a key instructional tool for faculty members. These recordings, stored in a private section of our [YouTube channel](#), may only be accessed with a link provided to participating students and their teachers. Prior to distribution, time stamps are placed in the description of each video to provide quick access to the relevant section(s). There is no charge to access these recordings; you are encouraged to review them during the student's next lesson as appropriate. Should a student wish to purchase an ultra-high-definition recording, they may do so for a modest fee.

Student recitals are also live-streamed in high-definition via YouTube. For regular student recitals, links are provided only to performers' families via email. Families may request that their child(ren) not participate in the live stream; in these cases, students are scheduled at the very beginning or end of recitals to accommodate their request. Honors recitals and recitals during our March and May festivals are live streamed to the public.

## Honors Program

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**Glen Kirchoff, Coordinator**

The program is for talented students who are motivated and working up to their potential. Students must be 12 years or older; exceptions are made on occasion for a very gifted child.



Students NEW to HB must be enrolled in the School's Comprehensive program for two semesters before being eligible for the program. This requirement is waived for students who have been recruited to HB by their private lesson instructor; these students may audition for the Honors Program without having been enrolled at HB for two semesters.

Auditions are held in June and September. The audition committee includes the Honors Program coordinator and two additional faculty adjudicators.

For additional information about the Honors Program including audition requirements, [click here](#).

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## Summer Lessons

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All students are encouraged to continue their private instrumental and vocal studies during the summer months. HB offers summer lessons from the end of the spring semester through the end of August. Students are not required to enroll for the full session and may take as many or as few lessons, in-person or online, as desired. Students will have workshop and recital opportunities during the summer months as well.

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## Summer Arts Program

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Hoff-Barthelson Music School is the ideal setting for a stimulating, challenging, and fun-filled summer. An exceptional faculty provides a high-quality experience for students in grades 1–9.

Students at all levels participate in programs tailored to their individual needs and interests. Classes, workshops, and performance opportunities include instrumental classes, orchestra, wind ensemble, chorus, jazz, rock, world drumming, music technology instruction, chamber music, and more. Morning, afternoon, and extended day options are available. Great care is taken to design a schedule of classes for each student individually.

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## Music and Materials Service

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Music and materials fees (\$60 per semester) cover the cost of all music and materials needed for classes, lessons, clubs, and ensembles. These materials are accessible to our teachers to provide to you/your children when they are needed enabling continuity in instruction and saving you the time and trouble of shopping. The fee also covers software licenses for students in our Musicianship Lab, Music Technology, and Composition classes.

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## Registering for Extra Lessons during the Academic Year

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Currently enrolled students are encouraged to register for additional lessons – beyond the 32 included with their annual tuition – throughout the year. Our process is as follows:

1. The **student and their family and the instructor** discuss lesson arrangements to arrive on a proposed schedule for extra lessons.
2. The **student/family** contacts the Registrar ([registration@hbms.org](mailto:registration@hbms.org)) to share extra lesson information: teacher, student, schedule, duration, and the number of lessons requested.
3. The **Registrar** checks with the **Student and Faculty Services Manager** to be certain that a studio is available to accommodate the extra lessons and to make appropriate reservations.
4. The **Registration Office** then emails the student/family, copying the **Bursar** and the **Manager of Information Services**, confirming that the lessons requested can be provided, the schedule and cost of lessons.

5. The **Manager of Information Services** enters scheduled lessons into the School’s registration system (ASAP) so that faculty members can be paid properly and sends confirmation to instructor and student/family. The **Bursar** invoices the family/student.
6. The **student/family** pays for the additional lessons online via credit card or e-check. (We can accept hardcopy checks upon request.)
7. **Lessons commence** as scheduled.

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## Financial Aid

**Eligibility:** Hoff-Barthelson Music School welcomes need-based financial aid applications for students of all ages and levels of advancement for the 2024-25 School Year from families with household incomes up to four times (400%) of New York State’s 2023-24 Reduced Price Lunch Eligibility levels, as shown below:

Visit our [Financial Aid Page](#) to learn more and apply. Questions may be addressed to Student and Faculty Services at 914-723-1169 or [studentservices@hbms.org](mailto:studentservices@hbms.org).

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## Parking Rules and Regulations

Please make every effort to park in the HB parking lot. If the lot is full, parking is permitted on the Music School side of School Lane for two hours only, from 8:00 am - 6:00 pm daily. **Please be considerate and obey parking signs; do not park in the no parking/no standing zones near the driveway exit and do not block our neighbors' driveways.**

Vehicles may not be left unattended in the driveway at the main entrance to the School, and no one may park a vehicle with the motor idling while waiting for students.

Your cooperation is appreciated!

### Lockwood Road-North

2 hours  
8:00 am to 6:00 pm every day  
From Church Lane South to a point  
150 feet west of School Lane

### Lockwood Road-South

1 hour  
8:00 am to 6:00 pm every day  
From School Lane to Church Lane  
South

### Lockwood Road-West

1 hour  
8:00 am to 6:00 pm every day  
From Popham Road to a point 150  
feet west of School Lane

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## Non-Discrimination Policy

Hoff-Barthelson Music School admits students of any race, creed, color, national and ethnic origin, sex, marital status, sexual orientation, gender identity, or disability to all the rights, privileges, programs and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of these factors in administration of its educational policies, admissions policies, financial aid and loan programs, and music instruction and other school-administered programs. Hoff-Barthelson Music School is wheelchair accessible.

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## Diversity, Equity, and Inclusion Policy

Hoff-Barthelson Music School is committed to being a diverse, equitable, and inclusive community that is welcoming to all. We strive to achieve diversity across all aspects of the school. We aspire to offer our students a diverse range of classes and to expand the repertoire studied and performed, so that our curriculum and programming clearly reflect our values of diversity and inclusivity.

We follow principles of equity and endeavor to implement fair and just practices so that all members of our community can thrive.

We work to create an inclusive environment where all community members feel visible, empowered, and welcome, no matter their race, gender, religion, sexual orientation, ethnicity, nationality, socioeconomic status, language, age, religious commitment, political perspective, or physical, developmental, or intellectual ability.

HBMS will be intentional in its efforts to meet these goals and will aim for continuous improvement.

## Code of Conduct

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Hoff-Barthelson Music School's Code of Conduct is intended to set out certain basic minimum standards of behavior for all members of the School community, including, without limitations, Trustees, Faculty, Administration, Staff, Students and Parents. [View or download the Code of Conduct.](#)

## Lost and Found

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Kindly label all students' music, texts, assignment books, instrument cases, and other personal items. To inquire whether a lost article has been found, please contact Lucy Rosenberg, office manager, at [lrosenberg@hbms.org](mailto:lrosenberg@hbms.org) or (914) 902-0709, Monday – Friday, 9:00 – 5:00.

## Music Resource Center and Parent Lounge

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The Music Resource Center (formerly the Music Library) and Parent Lounge are located on the second floor. The Music Resource Center is a quiet zone, reserved for students doing homework.

## The Friends of Hoff-Barthelson

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The Friends of Hoff-Barthelson is a parent and volunteer association for the School. The Friends assist with events throughout the year that nurture a supportive and welcoming environment, create opportunities for community involvement for families and students alike, and enable the School to support faculty, and provide programming of the highest caliber.

Annual events include School Spirit Day (September), the Holiday Music Festival (December), Elaine Stamas Educational Residency with Members of the New York Philharmonic (March); Spring Benefit (May); and HB Artist Series Recitals featuring faculty members in performance throughout the year.

Participation in Friends activities is an excellent way to get to know other HBMS parents, families, faculty, and staff, and to help nurture a positive learning environment for all our students.

Those interested in volunteering are encouraged to complete our [Volunteer Interest Form.](#)

## Administrative Staff

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Name	Position	Room	Ext
<b>EXECUTIVE OFFICE</b>			
<a href="#">Gabriella Sanna</a>	Executive Director	202	721
<b>DEANS</b>			
<a href="#">Christopher Kenniff</a>	Dean	208	719
<a href="#">April Johnson</a>	Associate Dean	203	716
<b>PROGRAM DIRECTORS</b>			
<a href="#">Derek Cooper</a>	Musicianship and Composition	303	720
<a href="#">Leandro Gazineo</a>	Orchestral Programs	n/a	n/a
<a href="#">Laura Giannini</a>	Chamber Music Program	n/a	711
<a href="#">Donna Elaine and Rie Matsumoto</a>	Summer Arts Program	n/a	n/a
<b>STUDENT AND FACULTY SERVICES/REGISTRATION</b>			
<a href="#">Elizabeth Engel</a>	Registrar	203	718
<a href="#">Terry Wager</a>	Student and Faculty Services Manager	Business Office	703
<a href="#">Mike Nelson</a>	Manager of Information Services	Business Office	710
<b>FINANCE</b>			
<a href="#">German Rodriguez</a>	Director of Finance	205	704
<a href="#">Silvina Mottura</a>	Bursar	205	708
<b>DEVELOPMENT</b>			
<a href="#">Alex Villari</a>	Development Director	N/A	706
<a href="#">Mary Ann Riad</a>	External Relations Associate	Business Office	712
<b>MARKETING</b>			
<a href="#">Patrick Cacciola</a>	Director of Marketing and Communications	201	707
<a href="#">Derek Cooper</a>	Social Media Coordinator	303	720
<b>SPECIAL EVENTS</b>			
<a href="#">Mike Nelson</a>	Director of Special Events	Business Office	710
<b>OFFICE AND BUILDING MANAGEMENT</b>			
<a href="#">Lucy Rosenberg</a>	Office Manager	201	709
<a href="#">Glen Kirchoff</a>	Building Manager, Piano Consultant, Honors Program Coordinator	N/A	N/A
<a href="#">Fredy Gomez</a>	Custodian	N/A	N/A
<a href="#">Hector Gomez</a>	Custodian	N/A	N/A
<b>RECEPTION</b> <i>(for general reception questions please email <a href="mailto:reception@hbms.org">reception@hbms.org</a>.)</i>			
<a href="#">Jennifer Petrocelli</a>	Receptionist Coordinator	Main Desk	169
<a href="#">Fran Naughton</a>	Receptionist	Main Desk or HH	169 or 124
<a href="#">Melissa Urena</a>	Receptionist	Main Desk or HH	169 or 124

## Instrument Suppliers and Maintenance

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Please note: The dealers listed are generally reliable as to prices and service. Hoff-Barthelson, however, does not endorse or guarantee any particular dealer.

Unless you are thoroughly conversant with the current instrument market, you would be well-advised to have your teacher counsel you on the rental or purchase of an instrument, or to take the instrument on approval so that your teacher may advise you.

If possible, avoid giving an instrument to a repair person that has not been recommended, especially if the instrument is valuable. Your teachers are the best source of advice in such matters.

### PIANOS

#### **Allegro Pianos**

800-968-9250 / 203-968-8888

1068 Long Ridge Rd., Stamford, CT 06903

[www.allegropianos.com](http://www.allegropianos.com)

[allegro@allegropianos.com](mailto:allegro@allegropianos.com)

#### **Beethoven Pianos \***

212-765-7300

211 W. 58th St., New York, NY 10019

2403 3<sup>rd</sup> Ave., Bronx, NY 10451 (appt. only)

[www.beethovenpianos.com](http://www.beethovenpianos.com)

[info@beethovenpianos.com](mailto:info@beethovenpianos.com)

#### **Drasche Pianos** (Service, tuning, rebuilding)

212-877-7535

215 W. 90<sup>th</sup> St., New York, NY 10024

[www.draschepianos.com](http://www.draschepianos.com)

[steve@draschepianos.com](mailto:steve@draschepianos.com)

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**Skarstad Violins**

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[skarstadviolins@gmail.com](mailto:skarstadviolins@gmail.com)

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