



ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
16 Charter Road, Acton, MA 01720
www.abschools.org

Tele: (978) 264-4700
Fax: (978) 264-3340

PARENT COMMUNICATION MAP

2016-2017

August 2016

Dear Acton and Boxborough Parents/Guardians,

Effective communication is an essential aspect of any organization. Given the complexity of a large school district such as ours that includes multiple stakeholders (students, parents/guardians and community members), this is especially true. This *Parent Communication Map* has been designed as a tool to help guide you to the information that you need to effectively resolve concerns related to a wide-range of aspects of our school system.

At any given point in a school year, parents/guardians may find themselves in a position where they have questions or concerns about a particular issue or assistance is required to resolve a problem. This *Parent Communication Map* has been designed to assist by categorizing a wide array of issues and then identifying initial points of contact within the school system. If the desired information has not been obtained, or the issue has not been resolved through this initial contact, then the attached map identifies the “referral” for the next step the parents/guardians may pursue.

I recognize that one of the biggest areas that prompt inquiry is around a student’s progress and experience in a particular classroom. Please note that such inquiries should always be directed to the classroom teacher. As a general rule, while administrators will certainly respond to questions, parents/guardians will be directed back to the classroom teacher as a first step in the process with the belief that most situations can be resolved first at this level of contact.

In addition to the points-of-contact outlined within this map, please remember that the Acton-Boxborough Regional School District website (www.abschools.org) contains extensive school and program information that is often helpful in answering questions.

If you have further suggestions regarding this *Parent Communication Map*, or how communication in general can be improved in our district, please do not hesitate to let me know.

I want to wish you and your child an enriching and successful experience in the school year ahead.

Yours in education,

Glenn A. Brand, Ed.D.
Superintendent

ELEMENTARY SCHOOLS

NATURE OF CONCERN	CATEGORY	INITIAL CONTACT	SECONDARY CONTACT
Policy	Schoolwide	Principal	Superintendent
Student Registration	School Registration and Placement	Registrar	Deputy Superintendent
	Classroom Placement	Principal	
Student Records	Content/Availability	Counselor	Counseling Chairperson Special Education Coordinator
	Special Education Records		
Transfers	Within School District (Not Out of District)	Principal/Registrar	Deputy Superintendent
Transportation	Busing/Crossing Guards	Principal	Director of Facilities and Transportation
Teaching/ Instruction	Performance	Teacher	Principal
Student Progress	Academic Progress	Teacher	Principal
	Social Development	Teacher/Counselor	Principal
Discipline	Classroom	Teacher	Principal
	Lunchroom	Teacher	Principal
	Playground/Recess	Teacher	Principal
Curriculum	Content	Teacher	Principal/Specialist/Department Head Specialist/Assistant Superintendent for Teaching and Learning Principal/ Assistant Superintendent for Teaching and Learning
	Content/Policy	Special Subject Teacher	
	Policy	Teacher	
Learning Concerns	Regular Education/ Learning Concerns	Counselor/Special Educator	Counseling Chairperson/Special Education Coordinator/Director of Special Education
	Preschool Screening	Early Childhood Coordinator	Director of Special Education
	Specialized Transportation	Special Educator	Director of Special Education
	Kindergarten Screening	Kindergarten Teacher	Principal/Director of Special Education
Counseling	Program/Performance	Counselor	Principal/Counseling Chairperson
Instrumental Music	In-school Lessons	Instrumental Music Specialist	Director of Performing Arts
Extended Day Opportunities	Programs	Community Education	Extended Day Coordinator
	Registration Information		
Health	Medical Issues	School Nurse	Chairperson of Nursing
On-line Emergency Card	School-related	Principal	Information Management Specialist

SECONDARY SCHOOLS

NATURE OF CONCERN	CATEGORY	INITIAL CONTACT	SECONDARY CONTACT
Student Registration	School-related	Registrar in School Counseling Office	Principal
Policy	School-related	Principal	Superintendent
Administrative Decision	School-related	Principal	
Discipline	School-related (including attendance and tardiness)	HS: Dean of Students → Associate Principal // JHS: Assistant Principal	Principal
Transportation	Regular Special Needs	HS: Dean of Students → Associate Principal // JHS: Assistant Principal Counselor/Special Educator	Director of Facilities and Transportation Special Education Team Leader/ Director of Special Education
Personal or school-related issues that may impact educational performance	Counseling	HS: Counselor → Dean of Students → Associate Principal JHS: Counselor or Assistant Principal	Counseling Department Chairperson/ Director of Special Education Principal
Student Records	Content/Availability Special Education Records	Counselor	Counseling Chairperson Special Education Team Leader
Student Progress	Classroom issues: grades/academic concerns; pupil/teacher relationships	Classroom Teacher	Counselor/Department Leader Assistant or Associate Principal/ Principal
Scheduling	Placement/programs: schedules, placement, college/postgraduate admissions, career planning	Counselor	Counseling Department Chairperson Assistant or Associate Principal/ Principal
Learning Concerns	Regular Education and Special Needs	Counselor/Special Educator	Counseling Department Chair/ Special Education Team Leader/ Director of Special Education
Curriculum: course content Placement: policy information and advice Approval for credit	Departmental	RDL (Regional Department Leader) JHDL (Junior High Department Leader)	Assistant Superintendent for Teaching and Learning
Health	Medical Issues	School Nurse	Chairperson of Nursing
Athletics	Schedules Team Activities	Coach	Athletic Director
Teaching and Learning	Systemwide	Assistant Superintendent for Teaching and Learning	Superintendent
Home/Hospital Programming	Systemwide	Counselor/Special Educator	Counseling Department Chairperson Director of Special Education
Online Emergency Card	School-related	Principal	Information Management Specialist

Any concern should be directed first to the teacher, counselor or principal, using the charts provided inside. Should further information and assistance be needed, the following directory may be used. Call (978) 264-4700 to reach all departments.

ELEMENTARY CONTACTS

LEVEL I

Curriculum Specialists: Heather Haines: Mathematics; Anne Doble: Science; Jean Oviatt-Rothman: Science; Sharon Ryan: Literacy/Social Studies

SPECIAL SUBJECTS

Reading Specialists: Sandy Baron, Amy Omo, Karen Flaherty, Danielle Healy, Maureen O'Brien, Noel Powers, Renee Luttati
Art Teachers: Eileen Barnett, Melissa Hayes, Celia Knight, Anne Kress, Heidi Kupferman, Beth Warner
Music Teachers: Peter Broggi, Margie Callaghan, Jillian Gilfoil, Chris Porth, Kerrin Stewart, Kim Ward
Physical Education Teachers: Kathleen Ammendolia, William Chan, Robert Guilmette, Thomas Kamataris, Mary O'Brien, Jill Reed
Special Education Staff: Check with each building

LEVEL II – BUILDING LEADERS

Blanchard School Principal: Dana Labb
Blanchard School Assistant Principal: Karen Tower
Conant School Principal: Damian Sugrue
Conant School Assistant Principal: Abigail Dressler
Douglas School Principal: Christopher Whitbeck
Douglas School Assistant Principal: Jenna Larrenaga
Gates School Principal: Lynne Newman
Gates School Assistant Principal: Priscilla Kotyk
McCarthy-Towne School Principal: David Krane
McCarthy-Towne School Assistant Principal: Matt McDowell
Merriam School Principal: Ed Kaufman
Merriam School Assistant Principal: Juliana Schneider

LEVEL II – PROGRAM MANAGERS

Title I Coordinator: Deborah Bookis, Assistant Superintendent for Teaching and Learning
Counseling/Psychological Services: Hilary Bonnell, Chairperson
Special Education: Lynne Laramie, Special Education Coordinator (Blanchard, Conant, Douglas, Gates)
Special Education: Pam Smith, Director (McCarthy-Towne, Merriam)
Preschool Services: Joseph Gibowicz, Early Childhood Coordinator
English Language Services, PK-12: Roberto Soto-Garcia
Nursing Services: Diane Spring, Chairperson
Visual Arts: Diana Woodruff, Director
Performing Arts: Mark Hickey, Director
Physical Education/Health: David James, Chairperson
Out-of-District Coordinator: Matthew Kidder

SECONDARY CONTACTS

LEVEL I

Regional Department Leaders (RDL) at the High School

English Language Arts RDL: Dianne Telicki
Mathematics RDL: Bill Noeth
Science RDL: David Palmer
Social Studies RDL: David Green
World Languages RDL: Sinikka Gary

Junior High Department Leaders (JHDL)

English Language Arts Contact Person: Melanie Scalice
Mathematics: Philip Stameris
Science: Mary-Frances Doiron
Social Studies: Lynne Bover
World Languages: Robin Crown

LEVEL II : BUILDING LEADERS

High School Principal: JoAnn Campbell
High School Associate Principal: Beth Baker
High School Associate Principal: Larry Dorey
High School Dean: Peter Cavanaugh
High School Dean: Maurin O'Grady
Junior High School Principal: Andrew Shen
Junior High School Asst. Principal: Jim Marcotte
Junior High School Asst. Principal: Allison Warren

LEVEL II – PROGRAM MANAGERS

Title I Coordinator: Deborah Bookis, Assistant Superintendent for Teaching and Learning
Counseling/Psychological Services: Todd Chicko, Chairperson
Psychological Services: Susan Root, STAR Coord./Chairperson
English Language Services, PK-12: Roberto Soto-Garcia
ABRHS Special Education Team Leader [Interim]: Susan Bohmiller
RJGrey Special Education Team Leader: Tara Kirousis
Nursing Services: Diana McNicholas, Chairperson
Visual Arts: Diana Woodruff, Director
Music/Performing Arts: Mark Hickey, Director
Physical Education/Health: David James, Chairperson
Athletics: Steve Martin, Director
Summer School: Maurin O'Grady, Director
Out-of-District Coordinator: Matthew Kidder

LEVEL III

Marie Altieri, Deputy Superintendent
Deborah E. Bookis, Assistant Superintendent for Teaching and Learning
Dawn G. Bentley, Ed.D., Assistant Superintendent for Student Services
Clare Jeannotte, Director of Finance
Amy Bisiewicz, Director of Educational Technology

Pam Smith, Director of Special Education, PK-12
Kirsten Nelson, Coordinator of Food Services
John D. Head, Director of Facilities and Transportation
Erin Bettez, Director of Community Education
Marty Finnegan, CASE Transportation Administrator

Glenn A. Brand, Ed.D., Superintendent of Schools
Email address: gbrand@abschools.org