



ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT  
16 Charter Road, Acton, MA 01720  
[www.abschools.org](http://www.abschools.org)

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## PARENT COMMUNICATION MAP

2014-2015

August 2014

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](http://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  
Superintendent

## ELEMENTARY SCHOOLS

<b>NATURE OF CONCERN</b>	<b>CATEGORY</b>	<b>INITIAL CONTACT</b>	<b>REFERRAL</b>
<b>Policy</b>	Schoolwide	Principal	Superintendent
<b>Student Registration</b>	School Registration and Placement	Registrar	Director of Personnel and Admin. Services
	Classroom Placement	Principal	
<b>Student Records</b>	Content/Availability	Principal	Director of Pupil Services
<b>Transfers</b>	Within School District (Not Out of District)	Principal/Registrar	Director of Personnel and Admin. Services
<b>Transportation</b>	Busing/Crossing Guards	Principal	Director of Facilities and Transportation
<b>Teaching/Instruction</b>	Performance	Teacher	Principal
<b>Student Progress</b>	Academic Progress	Teacher	Principal
	Social Development	Teacher/Counselor	Principal
<b>Discipline</b>	Classroom	Teacher	Principal
	Lunchroom	Teacher	Principal
	Playground/Recess	Teacher	Principal
<b>Curriculum</b>	Content	Teacher	Principal/Specialist/Department Head Specialist/Director of Curriculum and Assessment Principal/Director of Curriculum and Assessment
	Content/Policy	Special Subject Teacher	
	Policy	Teacher	
<b>Special Learning Needs</b>	Regular Education/ Special Needs	Counselor/Special Educator	Counseling Chairperson/ Coordinator of Special Education/ Director of Pupil Services Director of Pupil Services Early Childhood Coordinator/ Coordinator of Special Education/ Director of Pupil Services Principal/Director of Pupil Services
	Preschool Screening Transportation	Coordinator of Early Childhood Special Educator	
	Kindergarten Screening	Kindergarten Teacher	
<b>Counseling</b>	Program/Performance	Counselor	Principal/Counseling Chairperson/ Director of Pupil Services
<b>Instrumental Music</b>	In-school Lessons	Instrumental Music Specialist	Director of Performing Arts
<b>Extended Day Opportunities</b>	Programs	Community Education	Extended Day Coordinator
	Registration Information		
<b>Private Tutoring</b>	Referrals	On-line Tutoring Database, <a href="http://www.abschools.org">www.abschools.org</a>	Director of Curriculum and Assessment
<b>Health</b>	Medical Issues	School Nurse	Chairperson of Nursing/ Director of Pupil Services
<b>On-line Emergency Card</b>	School-related	Principal	Information Management Specialist

## SECONDARY SCHOOLS

<b>NATURE OF CONCERN</b>	<b>CATEGORY</b>	<b>INITIAL CONTACT</b>	<b>REFERRAL</b>
<b>Student Registration</b>	School-related	Registrar in School Counseling Office	Principal
<b>Policy</b>	School-related	Principal	Superintendent
<b>Administrative Decision</b>	School-related	Principal	
<b>Discipline</b>	School-related (including attendance and tardiness)	<b>HS:</b> Dean of Students → Associate Principal // <b>JHS:</b> Assistant Principal	Principal
<b>Transportation</b>	Regular  Special Needs	<b>HS:</b> Dean of Students → Associate Principal // <b>JHS:</b> Assistant Principal Counselor/Special Educator	Director of Facilities and Transportation  Coordinator of Special Education/ Director of Pupil Services
<b>Personal or school-related issues that may impact educational performance</b>	Counseling	<b>HS:</b> Counselor → Dean of Students → Associate Principal <b>JHS:</b> Counselor or Assistant Principal	Counseling Department Chairperson/ Director of Pupil Services  Principal
<b>Student Records</b>	Content/Availability	Counselor	Counseling Chairperson Coordinator of Special Education Director of Pupil Services
<b>Student Progress</b>	Classroom issues: grades/academic concerns; pupil/teacher relationships	Classroom Teacher	Counselor/Department Leader Asst. or Assoc. Principal/Principal
<b>Scheduling</b>	Placement/programs: schedules, placement, college/postgraduate admissions, career planning	Counselor	Counseling Department Chairperson/ Director of Pupil Services  Asst. or Assoc. Principal/Principal
<b>Special Learning Needs</b>	Regular Education and Special Needs	Counselor/Special Educator	Counseling Department Chairperson/ Coordinator of Special Education/ Director of Pupil Services
<b>Curriculum: course content</b> <b>Placement: policy information and advice</b> <b>Approval for credit</b>	Departmental	RDL (Regional Department Leader) BDL (Building Department Leader)	Director of Curriculum and Assessment
<b>Health</b>	Medical Issues	School Nurse	Chairperson of Nursing/ Director of Pupil Services
<b>Athletics</b>	Schedules Team Activities	Coach	Athletic Director
<b>Curriculum and Instruction</b>	Systemwide	Director of Curriculum and Assessment	Superintendent
<b>Private Tutoring</b>	Referrals	Online Tutoring Database <a href="http://www.abschools.org">www.abschools.org</a>	Director of Curriculum and Assessment
<b>Home/Hospital Programming</b>	Regular Education and Special Needs	Counselor/Special Educator	Counseling Department Chairperson/ Director of Pupil Services  Asst. or Assoc. Principal/Principal
<b>Online Emergency Card</b>	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 – SYSTEMWIDE SPECIALISTS**

Curriculum Specialists: Heather Haines: Math; Jean Oviatt-Rothman: Science; Sharon Ryan: Literacy/Soc. St.

#### **SPECIAL SUBJECTS**

Reading Specialists: Sandy Baron, Amy Barrett, Kerry Cusick, Karen Flaherty, 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: William Chan, Nicole Embry, Robert Guilmette, David James, Mary O'Brien, Jill Reed  
Special Education Staff: Check with each building

#### **LEVEL II – PRINCIPALS**

Blanchard School: Dana Labb  
Conant School: Damian Sugrue  
Douglas School: Christopher Whitbeck  
Gates School: Lynne Newman  
McCarthy-Towne School: David Krane  
Merriam School: Ed Kaufman

#### **PROGRAM MANAGERS**

Elementary Principals: See above  
Title I Coordinator: Deborah Bookis, Director of Curriculum and Assessment  
Special Needs/ESL: Lynne Laramie, Coordinator of Pupil Services  
Counseling/Psychological Services: Hilary Bonnell, Chairperson  
Preschool Services: Joseph Gibowicz, Early Childhood Coordinator  
ELL Services: TBD  
Nursing Services: Diane Spring, Elementary Chairperson  
World Languages: Sinikka Gary, RDL, ABRHS  
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 – SYSTEMWIDE SPECIALISTS**

##### **Regional Department Leaders located at the High School**

English Language Arts RDL: Dianne Telicki, Liz Marcotte  
Math RDL: Bill Noeth  
Science RDL: David Palmer  
Social Studies RDL: David Green, Interim  
World Languages RDL: Sinikka Gary  
Alternative Programs Chairperson: Carol Moser-Wight  
Physical Education/Health: Parindar Miller

##### **Junior High Department Leaders (JHDL)**

English Language Arts Contact Person: Melanie Scalice  
Math: Philip Stameris  
Science: Mary-Frances Doiron  
Social Studies: Lynne Bover  
World Languages: Robin Crown  
Physical Education/Health: Beth Viscardi

#### **LEVEL II – PROGRAM MANAGERS**

High School Principal: JoAnn Campbell  
High School Associate Principal: Beth Baker  
High School Associate Principal: Larry Dorey  
High School Dean: Steve Martin  
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  
Title I Coordinator: Deborah Bookis, Director of Curriculum and Assessment  
Special Needs/ESL/Academic Support: Mary Emmons, Coordinator of Pupil Services  
Counseling/Psychological Services: Todd Chicko, Chairperson  
Nursing Services: Diana McNicholas, Secondary Chairperson  
Visual Arts: Diana Woodruff, Director  
Music/Performing Arts: Mark Hickey, Director  
Athletics: Steve Desy, Director  
Summer School: Maurin O'Grady, Director  
Physical Education/Health: David James, Chairperson  
Out-of-District Coordinator: Matthew Kidder

### **LEVEL III – CENTRAL AND SYSTEMWIDE OFFICES**

Deborah Bookis, Director of Curriculum and Assessment  
Marie Altieri, Director of Personnel/Administrative Services  
Liza Huber, Director of Pupil Services  
Clare Jeannotte, Director of Finance  
Amy Bisiewicz, Director of Educational Technology

Kirsten Nelson, Coordinator of Food Services  
John D. Head, Director of Transportation and Facilities  
Erin Bettez, Director of Community Education  
Marty Finnegan, CASE Transportation Administrator

Glenn A. Brand, Superintendent of Schools  
email address: [gbrand@abschools.org](mailto:gbrand@abschools.org)