



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  
2018-2019

August 2018

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 most common areas to prompt inquiry is related to 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.

Sincerely,

Peter Light  
Superintendent

*At ABRSD, our mission is to develop engaged, well-balanced learners through collaborative, caring relationships.*

WELLNESS • EQUITY • ENGAGEMENT

## ELEMENTARY SCHOOLS

<b>NATURE OF CONCERN</b>	<b>CATEGORY</b>	<b>INITIAL CONTACT</b>	<b>SECONDARY CONTACT</b>
<a href="#"><u>Policy</u></a>	Schoolwide	Principal	Superintendent
<a href="#"><u>Student Registration</u></a>	School Registration and Placement	Registrar	Deputy Superintendent
	Classroom Placement	Principal	
<a href="#"><u>Student Records</u></a>	Content/Availability	Counselor	Counseling Chairperson Special Education Coordinator/Team Leader
	Special Education Records		
<b>Transfers</b>	Within School District (Not Out of District)	Principal/Registrar	Deputy Superintendent
<a href="#"><u>Transportation</u></a>	Busing/Crossing Guards	Principal	Transportation Manager/Director of School Operations
<b>Teaching/ Instruction</b>	Performance	Teacher	Principal
<b>Student Progress</b>	Academic Progress	Teacher	Principal
	Social Development	Teacher/Counselor	Principal
<b>Discipline</b>	Classroom, Lunchroom, Playground/Recess	Teacher	Principal
<b>Bullying, Harassment</b>	Schoolwide	Assistant Principal	Principal
<a href="#"><u>Curriculum</u></a>	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	
<a href="#"><u>Learning Concerns</u></a>	Regular Education/ Learning Concerns	Counselor/Special Educator	Counseling Chairperson/Special Education Coordinator/Team Leader
	Preschool Screening	Early Childhood Coordinator	Director of Special Education
	Specialized Transportation	Special Educator	Special Education Coordinator/ Team Leader
	Kindergarten Screening	Kindergarten Teacher	Principal/Special Education Coordinator/ Team Leader
<b>Counseling</b>	Program/Performance	Counselor	Principal/Counseling Chairperson
<b>Instrumental Music</b>	In-school Lessons	Instrumental Music Specialist	Director of Performing Arts
<a href="#"><u>Extended Day Opportunities</u></a>	Programs	Community Education	Extended Day Coordinator
	Registration Information		
<a href="#"><u>Health</u></a>	Medical Issues	School Nurse	Chairperson of Nursing
<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>SECONDARY CONTACT</b>
<a href="#"><u>Student Registration</u></a>	School-related	Registrar in School Counseling Office	Principal
<a href="#"><u>Policy</u></a>	School-related	Principal	Superintendent
<b>Administrative Decision</b>	School-related	Principal	
<b>Discipline, Bullying, Harassment</b>	School-related (including attendance and tardiness)	<b>HS:</b> Dean of Students → Associate Principal // <b>JHS:</b> Assistant Principal	Principal
<a href="#"><u>Transportation</u></a>	Regular  Special Needs	<b>HS:</b> Dean of Students → Associate Principal // <b>JHS:</b> Assistant Principal  Counselor/Special Educator	Transportation Manager/Director of School Operations  Special Education Team Leader/ IEP Team Chair/Director of Special Education
<a href="#"><u>Personal or school-related issues that may impact educational performance</u></a>	Counseling	<b>HS:</b> Counselor → Dean of Students → Associate Principal  <b>JHS:</b> Counselor or Assistant Principal	Counseling Department Chairperson/ Special Education Team Leader  Principal
<a href="#"><u>Student Records</u></a>	Content/Availability Special Education Records	Counselor	Counseling Chairperson Special Education Team Leader
<b>Student Progress</b>	Classroom issues: grades/academic concerns; pupil/teacher relationships	Classroom Teacher	Counselor/Department Leader Assistant or Associate Principal/ Principal
<a href="#"><u>Scheduling</u></a>	Placement/programs: schedules, placement, college/postgraduate admissions, career planning	Counselor	Counseling Department Chairperson Assistant or Associate Principal/ Principal
<a href="#"><u>Learning Concerns</u></a>	Regular Education and Special Needs	Counselor/Special Educator	Counseling Department Chair/ Special Education Team Leader
<a href="#"><u>Curriculum: course content</u></a> <b>Placement: policy information and advice</b> <b>Approval for credit</b>	Departmental	RDL (Regional Department Leader) JHDL (Junior High Department Leader)	Assistant Superintendent for Teaching and Learning
<a href="#"><u>Health</u></a>	Medical Issues	School Nurse	Chairperson of Nursing
<a href="#"><u>JH Athletics</u></a> <a href="#"><u>HS Athletics</u></a>	Schedules / Team Activities	Coach	Athletic Director
<b>Teaching and Learning</b>	Systemwide	Assistant Superintendent for Teaching and Learning	Superintendent
<b>Home/Hospital Programming</b>	Systemwide	Counselor/Special Educator	Counseling Department Chairperson Director of Special Education
<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

Curriculum Coordinators: Heather Haines – PreK-6  
Mathematics; Peggy Harvey – PreK-12 Digital Literacy;  
Jean Oviatt-Rothman –PreK-6 Science; Sharon Ryan – PreK-2  
Literacy/Social Studies; Dora Sanchez, Gr. 3-6 Literacy/  
Social Studies  
Elementary Library/Media Specialist: Connie Long

### SPECIAL SUBJECTS

Reading Specialists: Sandy Baron, Kerry Cusick, Danielle Healy,  
Amy Omo, Ann Marie Pastor, Noel Powers, Stacey Smith  
Art Teachers: Eileen Barnett, Melissa Hayes, Celia Knight,  
Heidi Kupferman, Allyson Simes, Beth Warner  
Music Teachers: Peter Broggi, Margie Callaghan, Marlee Cassel,  
Kerrin Stewart, Kim Ward, Christine Wysokowski  
Physical Education Teachers: Kathleen Ammendolia,  
William Chan, Robert Guilmette, Peter Knowles,  
Mary O'Brien, Jill Reed  
Special Education Staff: Check with each building  
ELE Staff: Check with each building

### BUILDING LEADERS

Blanchard School Principal: Dana Labb  
Blanchard School Assistant Principal: Leigh Whiting-Jones  
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: Juliana Schneider  
Merriam School Assistant Principal: Bryant Amitrano

### PROGRAM MANAGERS

Counseling/Psychological Services: Hilary Bonnell, Chairperson  
Special Education Director: Pam Smith  
Special Education Coordinator: Lynne Laramie (Douglas, Gates)  
IEP Team Chairpersons: Margo Austein (Merriam),  
Allison Leahy (McCarthy-Towne); Barbara Maglione  
(Blanchard, Conant)  
Preschool Services: Joseph Gibowicz, Early Childhood  
Coordinator  
English Language Services, PK-12: Maryann Young, ELE Chair.  
Nursing Services: Diane Spring, Chairperson  
Visual Arts: Leo Muellner, Director  
Performing Arts: George Arsenaault, Director  
Physical Education/Health: David James, Director  
Out-of-District Coordinators: Matthew Kidder, Lynne Laramie  
Coordinator of Food Services: Kirsten Nelson

### SECONDARY CONTACTS

#### Department Leaders at the High School

English Language Arts: Dianne Telicki  
Mathematics: Bill Noeth  
Science: David Baumritter  
Social Studies: David Green  
World Languages: Sinikka Savukoski

#### Junior High Department Coordinators

English Language Arts: Christine Bryan  
Mathematics: Lisa Nichols  
Science: Elizabeth Broadwater  
Social Studies: Kellie Carter  
World Languages: Jean Diesso

### BUILDING LEADERS

Interim High School Principal: Larry Dorey  
High School Associate Principal: Beth Baker  
Interim High School Associate Principal: Maurin O'Grady  
Interim High School Dean: Fred Hohn  
High School Dean: Michael Csorba  
Junior High School Principal: Andrew Shen  
Junior High School Asst. Principal: David Lawrence, Gr. 8  
Junior High School Asst. Principal: Jim Marcotte, Gr. 7  
Junior High School Asst. Principal: Allison Warren

### PROGRAM MANAGERS

Counseling/Psychological Services: Todd Chicko, Chairperson  
Psychological Services: Susan Root, Chairperson  
Special Education Director: Pam Smith  
English Language Services, PK-12: Maryann Young, ELE Chair.  
ABRHS Special Education Team Leader: Susan Bohmiller  
RJGrey Special Education Team Leader: Tara Kirousis  
Nursing Services: Diana McNicholas, Chairperson  
Visual Arts: Leo Muellner, Director  
Music/Performing Arts: George Arsenaault, Director  
Physical Education/Health: David James, Director  
Athletics: Steve Martin, Director  
Summer School: Jessica Janus, Director  
Out-of-District Coordinators: Matthew Kidder, Lynne Laramie  
Coordinator of Food Services: Kirsten Nelson

### CENTRAL OFFICE

Marie Altieri, Deputy Superintendent  
Deborah E. Bookis, Assistant Superintendent for Teaching and Learning  
Dawn G. Bentley, Ed.D., Assistant Superintendent for Student Services  
David Verdolino, Director of Finance

Amy Bisiewicz, Director of Educational Technology  
John D. Head, Director of School Operations  
Erin Bettez, Director of Community Education

[Peter Light](mailto:plight@abschools.org), Superintendent of Schools  
[plight@abschools.org](mailto:plight@abschools.org)