



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

Tele: (978) 264-4700
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PARENT COMMUNICATION MAP

2019-2020

August 2019

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) 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

PRE-SCHOOL AND ELEMENTARY LEVELS

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

SECONDARY SCHOOLS

NATURE OF CONCERN	CATEGORY	INITIAL CONTACT	SECONDARY CONTACT
Student Registration	School-related	Registrar in School Counseling Office	Principal
Policy Administrative Decision	School-related School-related	Principal Principal	Superintendent
Discipline, Bullying, Harassment	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	Transportation Manager/Director of School Operations Special Education Coordinator/ 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/ Special Education Coordinator Principal
Student Records	Content/Availability Special Education Records	Counselor	Counseling Chairperson Special Education Coordinator
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 Coordinator
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
JH Athletics HS 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
PowerSchool Online Emergency Contacts	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

SPECIAL SUBJECTS

Reading Specialists: Kerry Cusick, Danielle Healy,
Amanda Montero, Amy Omo, Ann Marie Pastor,
Noel Powers, Maureen O'Brien
Art Teachers: Eileen Barnett, Melissa Mastrolia, 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 Services: Hilary Bonnell, Chairperson
Psychological Services: Heather Stouch
Interim Special Education Director: Deborah Dixon
IEP Team Chairpersons: Valery Gransewicz (Douglas,
Gates), Renee Limauro (McCarthy-Towne, Merriam);
Barbara Maglione (Blanchard, Conant)
Preschool Services: Joseph Gibowicz, Early Childhood Coord.
English Language Services, PK-12: Maryann Young, ELE Chair
Nursing Services: Diane Spring, Chairperson
Visual Arts: Leo Muellner, Director
Performing Arts: George Arsenault, Director
Physical Education/Health: David James, Director
Out-of-District Coordinator: Matthew Kidder
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: Heather Haines
Science: Elizabeth Broadwater
Social Studies: Kellie Carter
World Languages: Jean Diesso

BUILDING LEADERS

High School Principal: Larry Dorey
High School Associate Principal: Beth Baker
High School Associate Principal: Maurin O'Grady
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 Services: Todd Chicko, Chairperson
Psychological Services: Susan Root, Chairperson
Interim Special Education Director: Deborah Dixon
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 Arsenault, Director
Physical Education/Health: David James, Director
Athletics: Steve Martin, Director
Summer School: Jessica Carrabellese, Director
Out-of-District Coordinator: Matthew Kidder
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
Diversity, Equity, and Inclusion

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