



ACTON PUBLIC SCHOOLS
ACTON-BOXBOROUGH REGIONAL SCHOOLS
16 Charter Road, Acton, MA 01720
<http://ab.mec.edu/>

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

PARENT COMMUNICATION MAP

2009-2010

Dear Acton and Acton-Boxborough Parents,

The school districts always seek to promote good communication – with parents, the civic and business community, the Town, and within and among the schools themselves. This *Parent Communication Map* is a tool that facilitates good communication.

While some types of communication – for example, congratulations – engender little or no confusion, other categories can sometimes lead to unnecessary misunderstanding, conflict, or frustration. The purpose of the "map" is to prevent some of the more avoidable communication problems.

We expect that the *parent communication map* will help parents to obtain assistance when they have questions, comments or concerns about the educational program or some aspect of their children's school experience. The map indicates where parents should begin with various kinds of queries, concerns or ideas. Many issues can be addressed through this initial contact. In the "referral" column, the map also lays out the next step parents may take if their problem is not resolved or their question cannot be answered through the initial contact. The structure of the map is grounded in one underlying principle: If the solution to a problem is achieved at the level closest to that problem, the result will be more effective and lasting.

The Acton Public Schools and the Acton-Boxborough Regional School District are two distinct entities. This *communication map* indicates how you should pursue questions or concerns within each of these two distinct organizational structures. If you know the name of the person you are supposed to contact, you may call (978) 264-4700 and connect to that individual through our automated telephone system, or you may call your school directly.

We would like to emphasize the importance of the map structure when it comes to classroom inquiries. At fall open houses and back-to-school nights, or even earlier via memo or other communication, your children's teachers will provide you with information about how to contact them. Please bring to the teacher first any question related to classroom issues. Supervisors and administrators are willing to listen to questions and concerns related to classroom issues, but if you haven't spoken to the teacher yet, they will ask you to begin there. Most problems can be resolved when parents take this initial step. Teachers are interested in the concerns of parents and want to address those concerns in an open and professional manner.

If you have any suggestions after you have "road tested" our map, please don't hesitate to share them with us. Thank you.

I wish you well in the upcoming school year.

Sincerely,

Stephen E. Mills, Superintendent
August 2009

ELEMENTARY SCHOOLS

NATURE OF CONCERN	CATEGORY	INITIAL CONTACT	REFERRAL
Policy	Schoolwide	Principal	Superintendent
Pupil Placement	Early Admission to Kindergarten	Coordinator of Special Education	Director of Pupil Services
	Kindergarten Registration/ Placement	Registrar	Director of Personnel and Administrative Services
	Classroom	Principal	Superintendent
Student Records	Content/Availability	Principal	Director of Pupil Services
Transfers	Within School District (Not Out of District)	Principal/Coordinator of Special Education	Director of Pupil Services/ Director of Personnel and Admin. Services
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
	Content/Policy	Special Subject Teacher	Specialist/Curriculum Coordinator Department Head/ Assistant Superintendent
	Policy	Teacher	Principal/Assistant Superintendent for Curriculum and Instruction
Special Learning Needs	Regular Education/ Special Needs	Counselor/Special Educator	Counseling Chairperson/Coordinator of Special Education/ Director of Pupil Services
	APS Preschool Screening Transportation	Coordinator of Early Childhood Special Educator	Director of Pupil Services Early Childhood Coordinator/ Coordinator of Special Education/ Director of Pupil Services
	Kindergarten Screening	Kindergarten Teacher	Principal/Director of Pupil Services
Counseling	Program/Performance	Counselor	Principal/Counseling Chairperson/ Director of Pupil Services
Instrumental Music	In-school Lessons	Instrumental Music Specialist	Director of Music
Extended Day Opportunities	Programs Registration Information	Community Education	Community Education Director/ Assistant Superintendent for Curriculum and Instruction
Private Tutoring	Referrals	On-line Tutoring Database http://ab.mec.edu/	Assistant Superintendent for Curriculum and Instruction
Health	Medical Issues	School Nurse	Chairperson of Nursing/ Director of Pupil Services
On-line Emergency Card	School-related	Principal	Information Management Specialist

SECONDARY SCHOOLS

NATURE OF CONCERN	CATEGORY	INITIAL CONTACT	REFERRAL
Policy	School-related	Principal	Superintendent
Administrative Decision	School-related	Principal	Superintendent
Information	Schoolwide/Systemwide	Principal	Superintendent
Discipline	School-related (including attendance and tardiness)	Assistant Principal	Principal
Transportation	Regular	Assistant Principal	Director of Facilities and Transportation
	Special Needs	Counselor/Special Educator	Coordinator of Special Education/ Director of Pupil Services
Personal or school-related issues that may impact educational performance	Counseling	Counselor or Assistant Principal	Counseling Department Chairperson/ Director of Pupil Services Assistant Principal/Principal
Student Records	Content/Availability	Counselor	Counseling Chairperson Coordinator of Special Education Director of Pupil Services
Student Progress	Classroom issues: grades/academic concerns; pupil/teacher relationships	Classroom Teacher	Counselor/Department Leader Assistant Principal/Principal
Scheduling	Placement/programs: schedules, placement, college/postgraduate admissions, career planning	Counselor	Counseling Department Chairperson/ Director of Pupil Services Assistant Principal/Principal
Special Learning Needs	Regular Education and Special Needs	Counselor/Special Educator	Counseling Department Chairperson/ Coordinator of Special Education/ Director of Pupil Services
Curriculum: course content Placement: policy information and advice Approval for credit	Departmental	RDL (Regional Department Leader) BDL (Building Department Leader)	Assistant Superintendent for Curriculum and Instruction
Health	Medical Issues	School Nurse	Chairperson of Nursing/ Director of Pupil Services
Athletics	Schedules Team Activities	Coach	Athletic Director
Curriculum and Instruction	Systemwide	Assistant Superintendent for Curriculum and Instruction	Superintendent
Private Tutoring	Referrals	On-line Tutoring Database http://ab.mec.edu/	Assistant Superintendent for Curriculum and Instruction
Home/Hospital Programming	Regular Education and Special Needs	Counselor/Special Educator	Counseling Department Chairperson/ Director of Pupil Services Assistant Principal/Principal
On-line 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 – SYSTEMWIDE SPECIALISTS

Curriculum Coordinator, K-12: Deborah Bookis
Curriculum Specialist, K-6: Eileen Sullivan

SPECIAL SUBJECTS

Reading Specialists: Melany Appelle, Amy Barrett,
Laurie Jaffe, Renee Luttati, Sharon Ryan
Art Teachers: Melissa Hayes, Celia Knight, Anne Kress,
Heidi Kupferman, Hilary Tolan
Music Teachers: Peter Broggi, Judy Melillo, Chris Porth,
Karen Sheppard, Kim Ward
Physical Education Teachers: William Chan, David James,
Mary O'Brien, Jill Reed
Special Education Staff: Check with each building

LEVEL II – PRINCIPALS

Conant School: Christine Price
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: Susan Horn, Asst. Superintendent
Special Needs/ESL: Lynne Laramie, Coordinator of
Special Education
Counseling/Psychological Services: Ginny Conway,
Chairperson
Preschool Services: Carol Huebner, Coordinator
Nursing Services: Jenny Gormley, Chairperson
Health Education: Susan Horn, Asst. Superintendent
World Languages: Claire Dix, RDL, ABRHS
Visual Arts: Diana Woodruff, Director
Music: Mark Hickey, Director
Physical Education: Susan Horn, Asst. Superintendent
Out-of-District Coordinator: Matthew Kidder

SECONDARY CONTACTS

LEVEL I – SYSTEMWIDE SPECIALISTS

Curriculum Coordinator, K-12: Deborah Bookis

Regional Department Leaders located at the High School

English Language Arts RDL: Dianne Telicki
Math RDL: Bill Noeth
Science RDL: David Palmer
Social Studies RDL: Pam Lynn
World Languages RDL: Claire Dix
Special Education BDL: Cheryl Alfieri-Simmons

Building Department Leaders located at the Junior High

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

LEVEL II – PROGRAM MANAGERS

High School Principal: Alixe Callen
High School Assistant Principal: Susan Atwater-Rhodes
High School Assistant Principal: Larry Dorey
High School Assistant Principal: Jim Marcotte
Junior High School Principal: Craig Hardimon
Junior High School Asst. Principal: Andrew Shen
Junior High School Asst. Principal: Allison Warren
Title I Coordinator: Susan Horn, Asst. Superintendent
Special Needs/ESL/Academic Support: Mary Emmons
Coordinator of Special Education
Counseling/Psych. Svcs: Stephen Hitzrot, Chairperson
Nursing Services: Diana McNicholas, Chairperson
Visual Arts: Diana Woodruff, Director
Music/Performing Arts: Mark Hickey, Director
Athletics: Steve Desy, Director
Summer School: Chris Clinton, Director
Physical/Health Education: Susan Horn, Asst. Superintendent
Out-of-District Coordinator: Matthew Kidder

OTHER (ELEMENTARY AND SECONDARY)

Information Technology Services: Steve Hall, Director
Technology Integration & Instruction:
Priscilla Kotyk, Director

Food Services: Kirsten Nelson, Coordinator
Community Education: Erin Bettez, Director

LEVEL III – CENTRAL OFFICE

Susan Horn, Assistant Superintendent for
Curriculum and Instruction/Community Education
Marie Altieri, Director of Personnel and
Administrative Services

Sharon Summers, Director of Finance
Liza Huber, Director of Pupil Services
John D. Head, Director, Transportation and Facilities
Marty Finnegan, CASE Transportation Administrator

Stephen E. Mills, Superintendent of Schools
email address: smills@mail.ab.mec.edu