



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

2008-2009

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,

William L. Ryan, Superintendent  
August 2008

## ELEMENTARY SCHOOLS

| <b>NATURE OF CONCERN</b>          | <b>CATEGORY</b>                                 | <b>INITIAL CONTACT</b>   | <b>REFERRAL</b>   |
|-----------------------------------|---|--|---|
| <b>Policy</b>                     | Schoolwide                                      | Principal  | Superintendent  |
| <b>Pupil Placement</b>            | Early Admission to Kindergarten                 | Coordinator of Special Ed.   | Director of Pupil Services  |
|                                   | Kindergarten Registration/<br>Placement         | Registrar  | Director of Personnel and<br>Administrative Services  |
|                                   | Classroom                                       | Principal  | Superintendent  |
| <b>Student Records</b>            | Content/Availability                            | Principal  | Director of Pupil Services  |
| <b>Transfers</b>                  | Within School District<br>(Not Out of District) | Principal/Coordinator of Special Education                                       | Director of Pupil Services/<br>Director of Personnel and Admin. Services  |
| <b>Transportation</b>             | Busing/Crossing Guards                          | Principal  | Director of Facilities and<br>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  |
|                                   | Content/Policy                                  | Special Subject Teacher  | Specialist/Curriculum Coordinator<br>Department Head/<br>Assistant Superintendent   |
|                                   | Policy  | Teacher  | Principal/Assistant Superintendent for<br>Curriculum and Instruction  |
| <b>Special Learning Needs</b>     | Regular Education/ Special Needs                | Counselor/Special Educator   | Counseling Chairperson/Coordinator<br>of Special Education/ Director of<br>Pupil Services                                     |
|                                   | APS Preschool Screening<br>Transportation       | Coordinator of Early Childhood<br>Special Educator                               | Director of Pupil Services<br>Early Childhood Coordinator/<br>Coordinator of Special Education/<br>Director of Pupil Services |
|                                   | Kindergarten Screening                          | Kindergarten Teacher   | Principal/Director of Pupil Services  |
| <b>Counseling</b>                 | Program/Performance                             | Counselor  | Principal/Counseling Chairperson/<br>Director of Pupil Services   |
| <b>Instrumental Music</b>         | In-school Lessons                               | Instrumental Music Specialist  | Director of Music   |
| <b>Extended Day Opportunities</b> | Programs<br>Registration Information            | Community Education  | Community Education Director/<br>Assistant Superintendent for<br>Curriculum and Instruction                                   |
| <b>Private Tutoring</b>           | Referrals                                       | On-line Tutoring Database<br><a href="http://ab.mec.edu/">http://ab.mec.edu/</a> | Assistant Superintendent for<br>Curriculum and Instruction  |
| <b>Health</b>                     | Medical Issues                                  | School Nurse   | Chairperson of Nursing/<br>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>Policy</b>  | School-related   | Principal  | Superintendent  |
| <b>Administrative Decision</b>   | School-related   | Principal  | Superintendent  |
| <b>Information</b>   | Schoolwide/Systemwide  | Principal  | Superintendent  |
| <b>Discipline</b>  | School-related (including attendance and tardiness)  | Assistant Principal  | Principal   |
| <b>Transportation</b>  | Regular  | Assistant Principal  | Director of Facilities and Transportation   |
|  | Special Needs  | Counselor/Special Educator   | Coordinator of Special Education/<br>Director of Pupil Services                                       |
| <b>Personal or school-related issues that may impact educational performance</b>                                   | Counseling   | Counselor or Assistant Principal   | Counseling Department Chairperson/<br>Director of Pupil Services<br>Assistant Principal/Principal     |
| <b>Student Records</b>   | Content/Availability   | Counselor  | Counseling Chairperson<br>Coordinator of Special Education<br>Director of Pupil Services              |
| <b>Student Progress</b>  | Classroom issues:<br>grades/academic concerns;<br>pupil/teacher relationships              | Classroom Teacher  | Counselor/Department Leader<br>Assistant Principal  |
| <b>Scheduling</b>  | Placement/programs: schedules, placement, college/postgraduate admissions, career planning | Counselor  | Counseling Department Chairperson/<br>Director of Pupil Services<br>Assistant Principal/Principal     |
| <b>Special Learning Needs</b>  | Regular Education and Special Needs  | Counselor/Special Educator   | Counseling Department Chairperson/<br>Coordinator of Special Education/<br>Director of Pupil Services |
| <b>Curriculum: course content</b><br><b>Placement: policy information and advice</b><br><b>Approval for credit</b> | Departmental   | RDL (Regional Department Leader)<br>BDL (Building Department Leader)             | Assistant Superintendent for Curriculum and Instruction   |
| <b>Health</b>  | Medical Issues   | School Nurse   | Chairperson of Nursing/<br>Director of Pupil Services   |
| <b>Athletics</b>   | Schedules<br>Team Activities   | Coach  | Athletic Director   |
| <b>Curriculum and Instruction</b>  | Systemwide   | Assistant Superintendent for Curriculum and Instruction                          | Superintendent  |
| <b>Private Tutoring</b>  | Referrals  | On-line Tutoring Database<br><a href="http://ab.mec.edu/">http://ab.mec.edu/</a> | Assistant Superintendent for Curriculum and Instruction   |
| <b>Home/Hospital Programming</b>   | Regular Education and Special Needs  | Counselor/Special Educator   | Counseling Department Chairperson/<br>Director of Pupil Services<br>Assistant Principal/Principal     |
| <b>On-line 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 Coordinator, K-12: Deborah Bookis  
Curriculum Specialist, K-6: Eileen Sullivan

#### SPECIAL SUBJECTS

Reading Specialists: Melany Appelle, Amy Barrett,  
Judy Hause, Laurie Jaffe, 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,  
Tom Kamataris, Mary O'Brien  
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: Nancy Kolb, Interim  
Merriam School: Ed Kaufman

#### PROGRAM MANAGERS

Elementary Principals: See above  
Title I Coordinator: Susan Horn, Asst. Superintendent  
Special Needs/ESL: Lynn Mulrooney, 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: Christopher Clinton  
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, Interim  
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

William L. Ryan, Superintendent of Schools  
email address: [bryan@mail.ab.mec.edu](mailto:bryan@mail.ab.mec.edu)