

The Maynard Public Schools are committed to a superior academic experience for Maynard's students that prepare them to be productive citizens in an interconnected technological world.



MAYNARD PUBLIC SCHOOLS
3R Tiger Drive Maynard, Massachusetts 01754

Robert J. Gerardi, Jr. Ph.D.

Superintendent of Schools

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978-897-2222

Communication Map

The communication map was designed to help our school community know the most efficient means for solving specific problems. Should you have concerns that are not identified in the communication map it is best to follow the channeling of complaints as suggested in School Committee Policy #215 Public Complaints/Concerns as follows:

"The Maynard School Committee believes that: a. complaints are best received and resolved on a person-to-person basis as close to the origin of the concern as possible; and b. the professional staff should be given every opportunity to consider the issues and attempt to resolve a problem prior to involvement by the School Committee. Therefore, the proper channeling of complaints involving personnel, curriculum, or school operations, will be the administrative staff identified in items 1 to 4 in the list below, with the Superintendent being the highest position of authority on these matters. The proper channeling of complaints involving school finance, school committee policy, or the supervision and hiring of the Superintendent will start at the person to person level with successive remedies sought through the full list 91 to 5) below with the School Committee as the ultimate authority on these matters:

1. *Citizen to Teacher/staff member*
2. *Citizen to Building Administrator, Special Education Department Chair*
3. *Citizen to Assistant Superintendent/Curriculum Director, Director of Student Services or Business Manager, (as appropriate)*
4. *Citizen to Superintendent*
5. *Citizen to School Committee"*

(Excerpt from the School Committee Policy #215 Public Complaints/Concerns)

The complete policy can be found on line at the following link:

<http://www.maynard.k12.ma.us/board-of-education/school-committee-policies>

Area

1 contact

2 contact

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|-----------------------------------|-----------------------------|---|
| Policy | Principal | Director of Student Services/Superintendent |
| Curriculum | Teacher | Principal/Curriculum Director |
| Staffing | Principal | Director of Student Services/Superintendent |
| Student Progress | Teacher | Principal |
| Student Progress | Special Educator | Team Chair/Director of Student Services |
| Scheduling | Teacher/Guidance Counselor | Principal |
| Student Records | Building Secretary | Principal |
| Student Records, Special Ed | Student Services Admin Asst | Team Chair/Director of Student Services |
| Transportation, Dee | Principal | Superintendent Admin Asst |
| Transportation, Special | Teacher | Student Services Admin Asst |
| Class Placement | Teacher | Principal |
| Preschool Screening | Early Childhood Coordinator | Director of Student Services |
| Kindergarten Screening | Principal | Director of Student Services |
| Special Education Referral | Team Chair/Principal | Director of Student Services |
| Special Education IEP/IEP Process | Team Chair | Director of Student Services |
| 504 Referral/Plan/Process | 504 Coordinator | Director of Student Services |
| Health/Medical Issues | Nurse | Principal/Director of Student Services |
| Bullying/Harassment | Asst Principal/Principal | Director of Student Services |
| Emotional/Behavioral Concerns | Teacher/Counselor | Principal |
| Sports | Coach | Athletic Director |
| Extra Curricular Activities | Activity Advisor | Principal |
| Food Services | Food Service Director | Principal |

District Contacts:

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|------------------------------|-------------------------------|
| Superintendent | Robert Gerardi, (978)978-2222 |
| Director of Student Services | Jill Greene, (978)897-2138 |
| Early Childhood Coordinator | Kate Markowitz (978)897-2138 |
| Curriculum Director | Jennifer Gaudet (978)897-2222 |
| Athletic Director | Kevin Caruso (978)897-6168 |
| Food Service Director | Chris Piercey (978)-897-6100 |

Building Contacts:

| | Green Meadow School (978)897-8246 | Fowler School (978)897-6700 | Maynard High School (978)897-8891 |
|-------------------------------------|--------------------------------------|--------------------------------|--------------------------------------|
| Principal | Donna Dankner | Jeff Mela | Charles Caragianes |
| Assistant Principal | Deborah Bresnick | Christopher Fleming | Kevin Caruso |
| Special Education Team Chair | Karen Kanter/Kate Markowitz | Karen Kanter/Debbie Clarke | Debbie Clarke |
| Nurse | Leslie Dowst | Mary Ferranti | Patricia Trahman |
| 504 Coordinator | Cecilia Tatem-Small | Julie Danforth/Brenna Cotter | Renee Muise |
| Adjustment Counselor | Cecilia Tatem-Small | Arlene Fuchs | Lisa McLean |
| Guidance Counselor | Cecilia Tatem-Small | Julie Danforth/Brenna Cotter | Renee Muise/Chris Devine |

Email staff – using lowercase first name initial/last name@maynard.k12.ma.us