# Marlborough Elementary School Chain of Communication

## Whom do I contact with concerns or suggestions?

The Marlborough Elementary School communication protocol helps to promote timely interactions so that questions or concerns can be addressed quickly and effectively. The communication protocol starts with the staff member closest to the situation as that person will usually have the most information. At times, additional personnel are needed to resolve situations.

### Issues Pertaining to My Child or Instructional Questions

STEP 1: Teacher; if not resolved…
STEP 2: Building Administrator of child's classroom; if not resolved…
STEP 3: Superintendent of Schools

### Budget and Business Operations

STEP 1: Business Manager; if not resolved…
STEP 2: Superintendent of Schools

### Human Resources/ Employment Opportunities

STEP 1: Admin. Assistant to Superintendent; if not resolved…
STEP 2: Superintendent of Schools

### Residency

STEP 1: School Secretary; if not resolved…
STEP 2: Admin. Assistant to Superintendent; if not resolved…
STEP 3: Director of Pupil Services; if not resolved…
STEP 4: Superintendent of Schools

### Health/Medical Concerns

STEP 1: School Nurse; if not resolved…
STEP 2: Building Administrator of child's classroom; if not resolved…
STEP 3: Director of Pupil Services; if not resolved…
STEP 4: Superintendent of Schools

### Special Education

STEP 1: Special Education Teacher or Related Service; if not resolved…
STEP 2: Building Administrator of child's classroom; if not resolved…
STEP 3: Director of Pupil Services; if not resolved…
STEP 4: Superintendent of Schools

### Transportation (pickup, route problems, etc.)

STEP 1: School Secretary; if not resolved…
STEP 2: Director of Operations; if not resolved…
STEP 3: Superintendent of Schools

### Other Transportation Concerns (Behavior on school buses)

STEP 1: Classroom teacher; if not resolved…
STEP 2: Building Administrator of child's classroom; if not resolved…
STEP 3: Director of Operations; if not resolved…
STEP 4: Superintendent of Schools

### Building Use Requests by Community Users

STEP 1: Admin. Assistant to Superintendent; if not resolved…
STEP 2: Director of Operations (if needed)

**Building Administrator Assignments 2025-26:** Kristen Trahan (KT) and Paula Graef (PG)

**PRE-SCHOOL**
K. Filosa - KT
S. Bednarz - PG

**KINDERGARTEN**
A. Cone - KT
K. Craig - PG
A. Farrior - PG

**GRADE 1**
P. Farrington - KT
R. Kniep - KT
B. Laws - PG
D. Wasserman - PG

**GRADE 2**
M. Cochefski - KT
M. Dehm - PG
J. Wall - KT

**GRADE 3**
A. Connolly - PG
L. Harbec - PG
K. Spooner - KT

**GRADE 4**
T. Barbone - PG
K. Cooper - KT
M. Cunningham - PG
S. Young - KT

**GRADE 5**
S. Bobbi - KT
S. Pazul - KT
J. Weiss - PG

**GRADE 6**
T. D'Auteuil - PG
M. Hanratty - KT
P. Uccello - PG
L. Haddad - KT

**SPECIALS**
C. Allison - KT
D. Arseneault - KT
B. Schwartz - PG
J. Tackett - PG
T. Underwood - KT

**SPECIALISTS**
M. Aljian - PG
J. Bergeron - PG
J. Caron - KT
J. Jacques - KT
D. Lord - PG
M. Mirando - PG
C. Pilkington - PG
A. Phillips - KT
L. Seeley - PG

**SPECIALISTS cont.**
J. Warner - KT
K. Zmeskal - KT