

COMMUNICATION MATRIX

Parents/Patrons should use the matrix below to address questions or concerns. Issues should be addressed beginning at level 1. If the issue cannot be resolved, it is appropriate to move to the next level with the inquiry.

Areas of Concern	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Academics, Curriculum, Instruction & Assessment	Teacher	Dr. Lisa Cross Asst. Principal	Jane Martin Principal	Dr. John Nguyen Asst. Superintendent	Dr. Jessica Dain Superintendent	Board of Education
Activities & Athletics	Sponsor	Dr. Lisa Cross Asst. Principal	Jane Martin Principal	Dr. Jessica Dain Superintendent	Board of Education	
Discipline	Teacher	Dr. Lisa Cross Asst. Principal	Jane Martin Principal	Dr. Jessica Dain Superintendent	Board of Education	
Facilities	Dr. Lisa Cross Asst. Principal	Jane Martin Principal	Mike Williams Director of Facilities	Dr. Jessica Dain Superintendent	Board of Education	
Food Service	School Kitchen Manager	Kitty Mullins Director of Food Service	Regan Agre Student Information Specialist	Kim Buckner Director of Business	Dr. Jessica Dain Superintendent	Board of Education
General Concerns	Teacher	Dr. Lisa Cross Asst. Principal	Jane Martin Principal	District Level Directors	Dr. Jessica Dain Superintendent	Board of Education
Guidance, Social Emotional Learning & Mental Health	Nicole Dugan or Morgan Crusoe Counselors	Dr. Lisa Cross Asst. Principal	Jane Martin Principal	Dr. John Nguyen Asst. Superintendent	Dr. Jessica Dain Superintendent	Board of Education
Maintenance & Grounds	Dr. Lisa Cross Asst. Principal	Jane Martin Principal	Mike Williams Director of Facilities	Dr. Jessica Dain Superintendent	Board of Education	
Special Education	Teacher	Jane Martin Principal	Diane Fleming Special Education Coordinator	Darcey Bast Director of Student Services	Dr. Jessica Dain Superintendent	Board of Education
Transportation	Dr. Lisa Cross Asst. Principal	Jane Martin Principal	DS Bus Lines Director of Transportation	Kim Buckner Director of Business	Dr. Jessica Dain Superintendent	Board of Education
504	Nicole Dugan or Morgan Crusoe Counselors	Dr. Lisa Cross Asst. Principal	Jane Martin Principal	Darcey Bast Director of Student Services	Dr. Jessica Dain Superintendent	Board of Education