



Wachusett Regional
School District

Communication Plan

Updated June 2026



Table of Contents

Table of Contents	1
Introduction	2
Our Vision	2
Our Mission	2
Our Core Values	2
District Administration	3
School Committee	3
School Administration	4
Organizational Structure	5
Points of Contact	6
District Communication Protocols	7
Communication Method Details	8
Feedback	9



Introduction

As indicated in the Wachusett Regional School District Strategic Plan, effective communication with all stakeholders is vital to our work as a school district. This plan is intended to provide clarity on the flow of information between our schools and the WRSD community and to guide stakeholders in effective protocols for contacting school and district personnel.

Communication Plan Goals

- Set clear expectations for families, staff, and community members
- Provide details on communication methods in use throughout the district
- Ensure that communication practices support transparency and accountability
- Provide context for identifying potential areas for improvement in communication

Our Vision

A safe, supportive, and inspiring learning community where our students grow to be creative and independent thinkers, compassionate and kind individuals, responsible and empowered citizens, and curious life-long learners

Our Mission

To ensure a vibrant, inclusive, and respectful educational community in which we:

- Foster a safe, nurturing, and welcoming environment
- Provide all students with equitable opportunities for deep and meaningful learning through multiple pathways
- Empower all students to develop and apply their unique strengths, passions, and curiosities
- Partner with our community to meet our goals while optimizing the effective and efficient use of our resources

Our Core Values

Collaboration
Empathy
Inclusivity

Integrity
Perseverance
Responsibility

District Administration

James Reilly, *Superintendent*

Jon Krol, *Deputy Superintendent*

Michelle Grisé, *Director of Business and Finance*

William Beando, *Director of Human Resources*

Barry Sclar, *Director of Technology and Communication*

Joan DeAngelis, *Director of Special Education and Student Services*

Lara DeRose, *Director of Curriculum, Assessment, and Instruction*

Ace Thompson, *Director of Student Support*

School Committee

Linda Woodland, (Chair) Sterling	Kumara Govardhan, Rutland
Shannon Poole (Vice Chair), Holden	Maleah Gustafson, Holden
Brett Beardmore, Rutland	Dana Lorway, Princeton
Natalie Borreson, Rutland	Paula Leftwich, Sterling
Jana Brennan, Holden	Meredith Pugh / Holden
Brian Cline, Sterling	Scott Runstrom, Paxton
Paul DuBois, Princeton	Lauren Salmon-Garrett, Holden
Bill Fisher, Holden	Ann Marie Stoica / Paxton



School Administration

Holden

Davis Hill Elementary School

Jay Norton, *Principal*

Robert Berthiaume, *Assistant Principal*

Dawson Elementary School

Joy Wilde, *Principal*

Joe Yaskis, *Assistant Principal*

Mayo Elementary School

Kristin Moffat, *Principal*

Melissa Provost, *Assistant Principal*

Mountview Middle School

Erik Githmark, *Principal*

Karen Hughes, *Assistant Principal*

Brian McCarthy, *Assistant Principal*

Paxton

Paxton Center School

Kathryn Miville, *Interim Principal*

Tammy Martin-Allison, *Assistant Principal*

Princeton

Thomas Prince School

Ace Thompson, *Principal*

John Okie, *Assistant Principal*

Rutland

Central Tree Middle School

David Cornacchioli, *Principal*

Angela Greene, *Assistant Principal*

Glenwood Elementary School

Andy Hall, *Principal*

Matthew Gauvin, *Assistant Principal*

Naquag Elementary School

Kristina Pelczarski, *Principal*

Jamie Wheeler, *Assistant Principal*

Sterling

Houghton Elementary School & Chocksett Middle School

Tina Boss, *Principal*

Kerrie Flynn, *Assistant Principal*

Lauren Marien, *Assistant Principal*

District-Wide

Early Childhood Center

Corinne Balyk, *Interim Principal*

Wachusett Regional High School

Michael Pratt, *Principal*

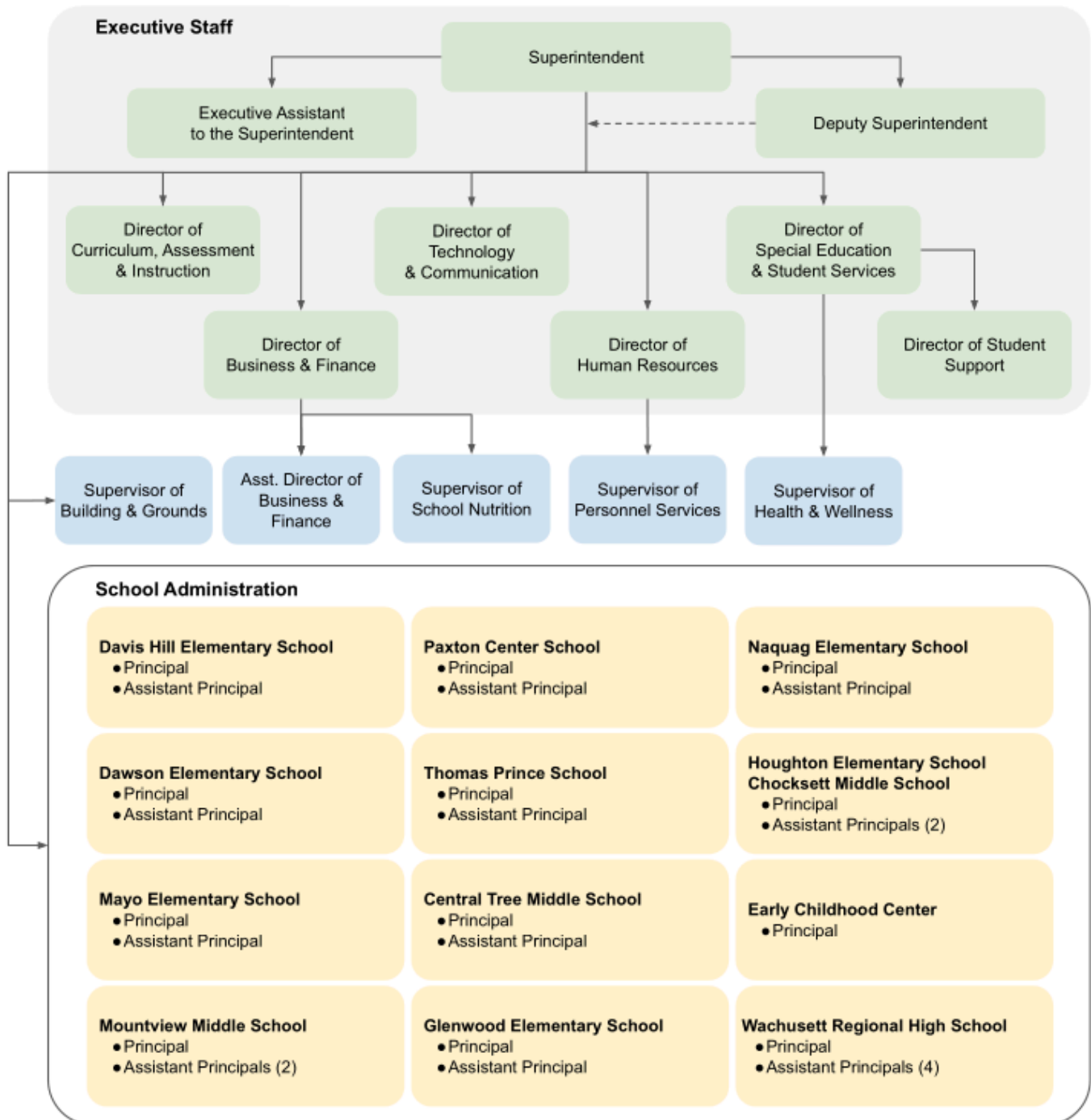
Shelby Boisvert, *Assistant Principal*

Josh Delgado, *Assistant Principal*

Matthew Lane, *Assistant Principal*

Lori Stattenfield, *Assistant Principal*

Organizational Structure



Points of Contact

The table below is intended to guide families and members of the public in the most effective progression of contacts based on the type of questions or concerns they may have. For each category, the points of contact are arranged in sequence from left to right, with the recommended initial contact listed first.

Category	Contact Progression				
General Ed Instruction Grades PreK to 8	Teacher	School Administrator			Superintendent's Office
General Ed Instruction Grades 9-12	Teacher	Department Head	School Administrator		Superintendent's Office
Special Ed Instruction Grades PreK to 8	Teacher or Service Provider	School Administrator	Special Education Office		Superintendent's Office
Special Ed Instruction Grades 9-12	Teacher or Service Provider	School Counselor	School Administrator	Special Education Office	Superintendent's Office
Student Discipline	Teacher	School Administrator			Superintendent's Office
Athletics	Coach or Advisor	School Administrator	Athletic Director (WRHS Only)		Superintendent's Office
Transportation (Buses)	Bus Provider	Transportation Coordinator	School Administrator		Superintendent's Office
Transportation (Vans)	Van Provider	Special Education Office			Superintendent's Office
Facilities	Head Custodian	School Administrator	Facilities Manager		Superintendent's Office

Please note, while these recommendations are intended to streamline communication channels, we recognize that there may be circumstances which require alternative strategies. Parents and guardians are encouraged to take whatever action they feel is appropriate to ensure that their concerns are addressed in a timely and satisfactory manner.

District Communication Protocols

The table below indicates the specific methods typically used based on the type of information to be shared. Please note that certain situations may cause communication methods to differ from what is shown in the table.

Comm. Type	Broadcast Email	Broadcast Phone Message	SMS Text Message	District & School Websites	Internal Email	Public Meetings/ Presentations	Social Media
Academic Notices	✓	✓		✓			
Administrative Items				✓	✓	✓	
Athletics and Extracurricular	✓			✓			✓
Community Interest Items	✓			✓		✓	✓
District-Wide News	✓			✓			
Emergency Situations	✓	✓	✓	✓	✓		
Requests for Feedback	✓			✓		✓	
School Closures and Delays	✓	✓	✓	✓			
School-Specific News	✓	✓		✓	✓		✓
Staff Notices	✓	✓		✓	✓		

Communication Method Details

Broadcast Email

- Broadcast email is the most frequently used method of communication between WRSD and families. This includes The Peak monthly newsletter.
- By default, all parent and guardian email addresses in PowerSchool are synchronized with the District's notification system on a nightly basis.
- Email addresses for staff are updated weekly.
- All recipients of broadcast emails may opt out by clicking the unsubscribe link provided at the bottom of each message.
- All District and school administrators have access to email broadcasts for the purposes of communicating with families and staff.

Broadcast Phone Messages

- Broadcast phone messages are used less frequently than email in order to minimize disruptions for families.
- Phone messages are generally reserved for the most time-sensitive information such as school closings and attendance reporting.
- By default, parent and guardian phone numbers in PowerSchool are synchronized with the District's notification system on a nightly basis.
- Urgent phone messages, related to emergency situations that disrupt school or busing, are sent to all phone numbers on file.
- Phone numbers for staff are updated weekly.
- All District and school administrators have access to phone broadcasts for the purposes of communicating with families and staff.

SMS Text Messages

- District and school communications may occasionally be delivered via text (SMS) messages
- While this is often a convenient platform for communication, not all parents and staff members have their contact preferences set to receive text messages.
- Any important message sent via text will always be accompanied by another notification method, most often email, to maximize delivery.

District & School Websites

- Each school, as well as the Central Office, maintains a public website for the purposes of making essential information readily available to all stakeholders.
- Personnel designated by the principal at each school are responsible for maintaining and updating the school's website.
- To the extent practicable, the types of information presented, as well as the navigational structure of each website, will follow a standard format, though some styles will differ.
- All events affecting school operating hours are posted on all District websites in a timely manner.
- All District websites are ADA compliant and were reviewed by the U.S. Department of Education Office for Civil Rights in January 2021.

Internal Email

- All District employees and members of the school committee are issued a "wrsd.net" email account to be used for all District-related email correspondence.
- Various email groups are maintained which allow for efficient communication with staff members by location and/or department.
- All staff members have the ability to send messages to most email groups.
- Only members of the WRSD Executive Staff have the ability to send messages to all employees.

Public Meetings & Presentations

- All meetings of the Wachusett Regional School District Committee and its subcommittees are open to the public.
- The Superintendent frequently presents slideshows during full committee meetings which typically highlight items from the Superintendent's report.
- District representatives may also present information at various public meetings hosted by member towns.

Social Media

- Social media platforms may be used by District and school administrators to share items of public interest.
- Social media posts are intended to enhance the delivery of information between our schools and communities and will not be used as a sole source of important information.

Feedback

If you have suggestions that may improve this plan, please send them to: feedback@wrsd.net