

Norman E. Day School

Information Directory

“Who you gonna call??”

We ask that you use these avenues first, but the Day School administration is always available to handle your questions and concerns.

If you have a question about:	Person/Position	Number/Address
Accounts payable	Debi Baranauskas, Secretary	978-692-5591 ext. 10
Bus Passes	Sandy Krenitsky	978-692-5560 ext. 2100
Student Classroom assignment	Kevin Regan, Principal	978-692-5591 x11 or kregan@westfordk12.us
Computer technology	Technology integration specialist, Marianne Butterline	978-692-5591 ext. 604
Distribution of information	Nina Mangan then Gina Mardany	692-5560, ext. 2102 then 978-692-5591
Donations	Kevin Regan, Principal or Donna Pobuk, Ass't Principal	978-692-5591 or kregan@westfordk12.us dpobuk@westfordk12.us
Early Arrival Option	Debi Baranauskas or Gina Mardany	978-692-5591
Employment opportunities	Kevin Regan, Principal; website; wps, Day	978-692-5591 x11 or kregan@westfordk12.us
Field trips	Child's teacher	978-692-5591
Food services	Patti Donahue or Kathy Thompson, Food Service Coordinator	692-5560, ext. 2109 or 2110
General Information	School Web Page	http://westfordk12.us
Gr 5 Environmental Camp	Camp Director, Carol Shestok	978-692-5560 ext 2122
Guidance/ Student transition	Trish Sampson, Guidance Counselor	978-692-5591 ext. 12
Health and medication	Linda Lawlor, School Nurse	978-692-5591 ext. 13
Homework	Classroom teacher	978-692-5591
Band program	Dan Kaminsky, Band Instructor	978-692-5591 ext. 621
Library/Media Program	Librarian, Audrey Alenson	978-692-5591 ext. 15
Lost and found	School office	978-692-5591
Lunch menu	School web page	http://westfordk12.us
MCAS/Standardized testing	Kevin Regan, Principal or Donna Pobuk, Ass't Principal	978-692-5591 or KRegan@westfordk12.us dpobuck@westfordk12.us
Open enrollment	Superintendent of Schools	978-692-5560 x2102
PTO	Danielle Lorette, Judi Morrison	978-692-0309, 978-392-9315
Retention	Kevin Regan, Principal	978-692-5591 x11 or kregan@westfordk12.us
School absences	Gina Mardany, Secretary	978-692-5591 ext. 17
School Advisory Council	Kevin Regan, Principal	978-692-5591 x11 or kregan@westfordk12.us
School calendar	School web page	http://westfordk12.us
School cancellation	Radio/Cable	WBZ AM 1030/ Channel 8
School tours	Gina Mardany, Secretary	978-692-5591 ext. 17
Special education	Special Education teacher or team chairperson; TBD	978-692-5591 or 692-5560 x2123
Strings program	Todd Hamelin, Strings Instructor	978-692-5591 ext. 619
Student behavior	Teacher then guidance counselor	978-692-5591
Student bus behavior	Kevin Regan, Principal or Donna Pobuk, Ass't Principal	978-692-5591 ex or KRegan@westfordk12.us dpobuk@westfordk12.us
Student permanent record	Gina Mardany, Secretary	978-692-5591 ext. 17
Student progress report	Classroom teacher	978-692-5591
Transportation	Renee; Dispatcher at Dee Bus	978-392-8639
Use of facility	Debbie Baranauskas, Secretary	978-692-5591 ext. 10
Vehicle Identification Cards	Gina Mardany, Secretary	978-692-5591 ext. 17
Volunteer opportunities	Classroom teacher	978-692-5591