



2022-23 Points of Contact

Please direct questions or concerns about the following topics to:

Types of Questions	Role/Person
Classroom content and/or instruction Occurrences in the classroom Class work Behavioral concerns from the classroom Teacher and classroom expectations General questions	Teachers Lower school, middle school, upper school
Liaison between: <ul style="list-style-type: none"> • teachers and students • teachers, parents, students • teachers, parents, students, administration Social issues Adjustment issues, especially for new students Student expectations General questions	Upper School Advisors Middle School Advisors
Student issues that include but are not limited to: classes, schedules, teacher/student relations, student activities, student expectations, academic integrity	Director of Middle and Upper School Jessica Barbieri jbarbieri@capecodacademy.org
Student issues that include but are not limited to: behavior, dress code, student handbook, school policies, attendance, student expectations, academic integrity	Director of Student Accountability Phil Kenney pkenney@capecodacademy.org
Athletic games and practices Transportation Coach/student relations Extracurricular requirement Athletic-related issues (social, adjustment, expectations)	Director of Athletics Jeff Conlon jconlon@capecodacademy.org
Personalized Approach to Learning (PAL) program management	Director of Personalized Learning Nancy Boyle nboyle@capecodacademy.org
Learning support for students in grades 5-12 Recent evaluations Current learning plans	Learning Specialist Amy Powers apowers@capecodacademy.org
Learning Support for students in grades K-4 Recent evaluations Current learning plans	Learning Specialist Mary Gail Wareham mgwareham@capecodacademy.org
College counseling	Director of College Counseling & Special Events Meg Farley mfarley@capecodacademy.org



Admissions inquiries and processes Parent Association liaison Enrollment contracts	Admissions and Advancement Associate Katie Newhall knewhall@capecodacademy.org
Admissions inquiries and processes Emergency & Crisis Response System Grant opportunities	Associate Director of Admissions & Advancement Ian Carr iancarr@capecodacademy.org
Newsletter submissions Social media questions	Director of Marketing & Communications Martha Popoloski mpopoloski@capecodacademy.org
Annual fund contributions Gifts	Advancement Office Hellie Swartwood hswartwood@capecodacademy.org
Buildings & grounds issues Maintenance	Facilities Director Joe Flynn bgdirector@capecodacademy.org maintenance@capecodacademy.org
Tuition SMART Tuition Billing	Business Office Christine Coryer ccoryer@capecodacademy.org
Student absence, dismissals, illness Operational questions Message/information for students	Reception Office Carol Williams reception@capecodacademy.org
Social and emotional programming and support for K-12	School Counselor Office Nanci Barnett nbarnett@capecodacademy.org
Student illness or injury: new diagnosis Physical restrictions Underlying medical conditions COVID-19 status	Health Office Gina Smith nurse@capecodacademy.org
Unresolved issues or concerns after discussion at other levels (teacher, student, school-wide expectations, etc.)	Associate Head of School Lisa Kowaleski lkowaleski@capecodacademy.org
Unresolved issues or concerns after discussion at other levels; financial questions, advancement	Head of School Jeffrey Thompson jthompson@capecodacademy.org