



Communications Protocols

In order to ensure prompt attention to your concerns and your daughter's needs, we are sharing these communications protocols. In each case, the person you contact will follow up with anyone else that needs to know. Following these protocols will ensure that the right people are informed immediately of important information and that your questions and concerns are addressed in an expeditious manner.

Topic	Who to Contact	Email	Phone #
Coursework - after your daughter has spoken with her teacher	Your daughter's teacher for that subject	See OakcrestConnect or printed directory	
Distance learning resources	Elizabeth Black	ebblack@oakcrest.org	(571) 459-2734
General concerns regarding your daughter	Your daughter's mentor	See OakcrestConnect	
Your daughter has special learning needs	Caroline vanKampen Learning Specialist	cvankampen@oakcrest.org	(571) 459-2778
OakcrestConnect help	Marty Lerner Director of Communications and Events	mlerner@oakcrest.org	(571) 459-2759
Re-enrollment contracts	Matt Buonocore CFO	mbuonocore@oakcrest.org	(571) 459-2776
Course Pre-registration (March 20-30)	Michele Bulger Registrar	mbulger@oakcrest.org	(571) 459-2736
Your daughter's participation on an athletic team	The head coach for that team	See OakcrestConnect	
Receiving school communications and notifications	Marty Lerner Director of Communications and Events	mlerner@oakcrest.org	(571) 459-2759
Questions about access to school building to pick up books, instruments, etc.	Matt Buonocore CFO	mbuonocore@oakcrest.org	(571) 459-2776
Questions about accessing Google Meet or virtual meeting technology	Roger Porres IT Specialist	rporres@oakcrest.org	(571) 459-2741