

Contacting School Staff (By Staff Member)

<i>Contact ...</i>	<i>For help with ...</i>
<p>Amanda Brown Campus Coordinator; Childcare Licensing Director, Great Northern 323-2313 amandab@austinmontessori.org</p>	<ul style="list-style-type: none"> • Arrival / departure protocol, including late arrival/early departure (Great Northern campus) • Building and grounds, Great Northern campus • Clubhouse (after-school, Great Northern campus) • Casita (after-school, Great Northern campus) • Outdoor Environment Day, Great Northern campus • Departure changes w/o prior notice (GN campus) • Hearing and vision testing (GN campus)
<p>Amber Miller Director of Admissions 892-0253 ext. 21 amberm@austinmontessori.org</p>	<ul style="list-style-type: none"> • Transition to the next level • New student enrollment applications • Food policy / nutrition • Scheduling observation in classroom communities not currently your own • Referral to school counselor (all but elementary) • Observations by outside professionals/consultants (all but elementary)
<p>Barbara Weiss Fiesta Coordinator 784-5031 barbaraw@austinmontessori.org</p>	<ul style="list-style-type: none"> • Fiesta Auction
<p>Dawn Glasgow Administrative Executive 892-0253 ext. 10 dawng@austinmontessori.org</p>	<ul style="list-style-type: none"> • School policy and procedures • School mission and goals • Financial aid • Expense reimbursements • Safety and security • School calendar • Returning student re-enrollment forms • In-kind donations; equipment donations • Shuttle service concerns • Health policy • School closure • Dress standards • Marketing and public relations • Personnel changes • Employment opportunities • Building and grounds, Sunset/Jones & Gaines Creek campuses • School photographs • Annual Fund donations • Fundraising events • Fundraising strategies • Grandparent relations • Alumni relations

<p>Laura Yero Campus Coordinators, Sunset Trail/Jones Road Campus 892-0253 ext. 22 lauray@austinmontessori.org</p>	<ul style="list-style-type: none"> • Arrival / departure protocol, including late arrival/early departure (Sunset/Jones campus) • Outdoor Environment Day, Sunset/Jones campus • <i>Conversations With Donna Bryant Goertz</i> series • Hearing & vision screening • After-School Sports programs (Soccer Shots; Marathon Kids; etc.) • Reserving the Community Center for events
<p>GNPA Representatives (Call the GN Campus Coordinator for current list of representatives)</p>	<ul style="list-style-type: none"> • GNPA (north campus parent assoc.)
<p>John Snyder Assistant to the Executive Director 892-0253 ext. 26 johns@austinmontessori.org</p>	<ul style="list-style-type: none"> • Annual Report • Alumni relations • Requests for standardized test scores (<i>all levels</i>) • Questions about standardized testing • <i>Study of the Child</i> (Upper Elementary) • <i>New Life program</i> (Early Elementary) • <i>Study of Human Development</i> (Upper Elementary)
<p>Leslie Grove Elementary Mentor & School Counselor 448-5100 leslieg@austinmontessori.org</p>	<ul style="list-style-type: none"> • Elementary program questions • Elementary observations by outside professionals/consultants • Elementary social/emotional development
<p>Lois O'Brien Office Manager 892-0253 ext. 11 loiso@austinmontessori.org</p>	<ul style="list-style-type: none"> • "How to Talk" & "Siblings" series registration • Tuition payment and billing • Transfer of records • Student medical records • School forms (including allergy form) • Parent contract updates • Emergencies • Shuttle service registration • Enrolling in music lessons (you may also contact the music teacher directly) • Departure changes w/o prior notice (Sunset/Jones campus)
<p>Lori Friedman Assistant to Director of Admissions 892-0253 ext. 20 lorif@austinmontessori.org</p>	<ul style="list-style-type: none"> • School showings for prospective parents • Prospective Parent Education • Level Introductions • Fall Festival • Website content
<p>Mandy Klein Clubhouse Leader; Childcare Licensing Director, Sunset/Jones 892-0253 mandyk@austinmontessori.org</p>	<ul style="list-style-type: none"> • Clubhouse (after-school), Sunset/Jones • Casita (after-school), Sunset/Jones
<p>Sonal Bowness Librarian; Communications Coordinator 892-0253 sonalb@austinmontessori.org</p>	<ul style="list-style-type: none"> • <i>The Weekly Bulletin & The AMS Newsletter</i> • Parent Lending Library • Read-Aloud Book Club • Annual Book Drive

Your Community PALS Reps (Contact the main office for a list of current representatives and PALS Coordinators)	<ul style="list-style-type: none"> ● PALS (Sunset/Jones campus parent assoc.)
Your Guide	<ul style="list-style-type: none"> ● Community parent gatherings/meetings ● Parent/guide conference schedules ● Student medications & other health issues ● Absence / attendance issues ● Scheduling classroom observation in your child's current community ● Questions about children's academic, social, & emotional development, challenges, etc.
Your Commons Leader	<ul style="list-style-type: none"> ● Arrival / departure changes with prior notice
Your Guide; then Level Mentor; then Executive Director*	<ul style="list-style-type: none"> ● Children's developmental progress ● Academic curriculum ● Social/emotional curriculum ● School culture questions / advice ● Going Out & Field Trip protocol

* For questions or concerns about these issues, contact your guide first. If you have further concerns after consulting your guide, contact Leslie Grove (elementary) or Amber Miller (all other levels) next, then the Executive Director (Don Goertz). Please contact the Assistant to the Executive Director (John Snyder) to schedule a meeting with the Executive Director.

Contacting School Staff (by Topic of Inquiry)

<i>For help with ...</i>	<i>Contact ...</i>
<ul style="list-style-type: none"> Absence / attendance issues 	Your Guide
<ul style="list-style-type: none"> Academic curriculum* 	Your Guide; then Level Mentor; then Executive Director
<ul style="list-style-type: none"> After-School Sports programs (Soccer Shots; Marathon Kids; etc.) 	Elizabeth Suggs / Erin Boardman 892-0253 ext. 22
<ul style="list-style-type: none"> Alumni relations 	John Snyder 892-0253 ext. 26
<ul style="list-style-type: none"> Annual Book Drive 	Sonal Bowness 892-0253
<ul style="list-style-type: none"> Annual Fund donations 	Dawn Glasgow 892-0253 ext. 10
<ul style="list-style-type: none"> Annual Report 	John Snyder 892-0253 ext. 26
<ul style="list-style-type: none"> Arrival / departure changes with prior notice 	Your Commons Leader
<ul style="list-style-type: none"> Arrival / departure protocol, including late arrival/early departure (Great Northern campus) 	Amanda Brown 323-2313
<ul style="list-style-type: none"> Arrival / departure protocol, including late arrival/early departure (Sunset/Jones campus) 	Elizabeth Suggs / Erin Boardman 892-0253 ext. 22
<ul style="list-style-type: none"> Building and grounds, Great Northern campus 	Amanda Brown 323-2313
<ul style="list-style-type: none"> Building and grounds, Sunset/Jones & Gaines Creek campuses 	Dawn Glasgow 892-0253 ext. 10
<ul style="list-style-type: none"> Casita (after-school, Great Northern campus) 	Amanda Brown 323-2313
<ul style="list-style-type: none"> Casita (after-school), Sunset/Jones 	Mandy Klein 892-0253
<ul style="list-style-type: none"> Children's developmental progress* 	Your Guide; then Level Coordinator; the Donna Bryant Goertz
<ul style="list-style-type: none"> Clubhouse (after-school, Great Northern campus) 	Amanda Brown 323-2313
<ul style="list-style-type: none"> Clubhouse (after-school), Sunset/Jones 	Mandy Klein 892-0253
<ul style="list-style-type: none"> Community parent gatherings/meetings 	Your Guide
<ul style="list-style-type: none"> <i>Conversations With Donna Bryant Goertz</i> series 	Elizabeth Suggs / Erin Boardman 892-0253 ext. 22
<ul style="list-style-type: none"> Departure changes w/o prior notice (GN campus) 	Amanda Brown 323-2313
<ul style="list-style-type: none"> Departure changes w/o prior notice (Sunset/Jones campus) 	Lois O'Brien 892-0153 ext. 11
<ul style="list-style-type: none"> Dress standards 	Dawn Glasgow 892-0253 ext. 10
<ul style="list-style-type: none"> Elementary program questions 	Leslie Grove 448-5100
<ul style="list-style-type: none"> Emergencies 	Lois O'Brien 892-0153 ext. 11
<ul style="list-style-type: none"> Employment opportunities 	Dawn Glasgow 892-0253 ext. 10
<ul style="list-style-type: none"> Enrolling in music lessons (you may also contact the music teacher directly) 	Lois O'Brien 892-0153 ext. 11
<ul style="list-style-type: none"> Expense reimbursements 	Dawn Glasgow 892-0253 ext. 10

• Fall Festival	Lori Friedman 892-0253 ext. 20
• Fiesta Auction	Barbara Weiss 784-5031
• Financial aid	Dawn Glasgow 892-0253 ext. 10
• Food policy / nutrition	Amber Miller 892-0253 ext. 21
• Fundraising events	Dawn Glasgow 892-0253 ext. 10
• Fundraising strategies	Dawn Glasgow 892-0253 ext. 10
• GNPA (north campus parent assoc.)	GNPA Representatives (Call the GN Campus Coordinator for a current list of representatives)
• Going Out & Field Trip protocol*	Your Guide; then Level Mentor; then Executive Director
• Grandparent relations	Dawn Glasgow 892-0253 ext. 10
• Health policy	Dawn Glasgow 892-0253 ext. 10
• Hearing & vision screening	Elizabeth Suggs / Erin Boardman 892-0253 ext. 22
• Hearing and vision testing (GN campus)	Amanda Brown 323-2313
• "How to Talk" & "Siblings" series registration	Lois O'Brien 892-0153 ext. 11
• In-kind donations; equipment donations	Dawn Glasgow 892-0253 ext. 10
• Level Introductions	Lori Friedman 892-0253 ext. 20
• Marketing and public relations	Dawn Glasgow 892-0253 ext. 10
• Montessori pedagogy across all planes of development	Donna Bryant Goertz 892-0253 ext. 14
• <i>New Life program</i> (Early Elementary)	John Snyder 892-0253 ext. 26
• New student enrollment applications	Amber Miller 892-0253 ext. 21
• Observations by outside professionals/consultants	Leslie Grove 448-5100
• Observations by outside professionals/consultants (all but elementary)	Amber Miller 892-0253 ext. 21
• Outdoor Environment Day, Great Northern campus	Amanda Brown 323-2313
• Outdoor Environment Day, Sunset/Jones campus	Elizabeth Suggs / Erin Boardman 892-0253 ext. 22
• PALS (Sunset/Jones campus parent assoc.)	PALS Community Reps (Contact the main office for a list of current representatives and PALS Coordinators)
• Parent contract updates	Lois O'Brien 892-0153 ext. 11
• Parent Lending Library	Sonal Bowness 892-0253
• Parent/guide conference schedules	Your Guide

<ul style="list-style-type: none"> • Personnel changes 	Dawn Glasgow 892-0253 ext. 10
<ul style="list-style-type: none"> • Prospective Parent Education 	Lori Friedman 892-0253 ext. 20
<ul style="list-style-type: none"> • Questions about children's academic, social, & emotional development, challenges, etc. 	Your Guide
<ul style="list-style-type: none"> • Questions about standardized testing 	John Snyder 892-0253 ext. 26
<ul style="list-style-type: none"> • Read-Aloud Book Club 	Sonal Bowness 892-0253
<ul style="list-style-type: none"> • Referral to school counselor (all but elementary) 	Amber Miller 892-0253 ext. 21

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