

**Grafton Public Schools**  
**Special Education Department**  
30 Providence Road  
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Phone: 508-839-5421 - Fax: 508-839-4033

Nicole MacDonald & Chris Kitchell  
Special Education Administrators

August 20, 2023

Dear Parents / Guardians:

Welcome back to the 2023-2024 school year! We are sending you this letter in the hopes that you had a wonderful summer. With this new school year comes some new announcements. Bob Wall has decided to retire from his position as the Special Education Director. We truly wish Bob all the relaxation and enjoyment in his retirement by the lake! Nicole MacDonald will be taking on the new role as the Special Education Director. We are also pleased to welcome Chris Kitchell as the Assistant Special Education Administrator. Chris joins us from Maynard Public Schools where he has been a team chairperson and out of district coordinator for the last seven years. Grafton Public Schools is happy to welcome Chris to the Special Education team! Lastly and certainly not least AnneMarie Balogh De Galantha will join Candace Dunn in the special education office as our Administrative Assistant.

In the coming weeks, parents and guardians of students who receive Special Education support will be contacted by their Special Education Liaisons. This person will be your primary contact regarding matters involving your child's special education services. We also have TEAM Chairpersons at each building who are available to answer any questions you may have about the IEP process. Attached is an outline of each TEAM Chairperson's assignment for your reference. We do continue to have the option for in person or virtual team meetings this school year. If you are opting for virtual meetings, please see the [Special Education & 504 Parent Notice of Remote Meetings](#)

The Parent's Notice of Procedural Safeguards are provided to parents on an annual basis. The document can be found electronically here: <https://www.doe.mass.edu/sped/prb/>. Paper copies are also available at the special education office located at 30 Providence Rd. Grafton, MA 01519 or available at your child's school. Parent involvement is critical to ensuring our programs achieve our goals for all students receiving Special Education services. To that end, we invite each of you to participate in the Special Education Parent Advisory Council (SEPAC). Our SEPAC is an active and invested committee dedicated to the improvement of the Special Education Department. The SEPAC Calendar is attached to this document; it can also be accessed through the Grafton Public Schools SEPAC website: <https://www.graftonps.org/Page/378>. The Grafton SEPAC Facebook page can be found here: [www.facebook.com/graftonsepac/?ref=br\\_rs](https://www.facebook.com/graftonsepac/?ref=br_rs).

After much anticipation, we will be implementing an electronic signature option for parents this year. This will enable parents to receive their special education documents via email, sign them electronically making the process much more efficient for the special education office and parent/guardians. We will be sending out an instructional handout as the school year begins to support your use of the electronic documentation. If you would rather continue to receive your child's individual special education documents [IEPs, Evaluation Consents, Chapter 688 referrals, for example] by mail, please opt out here: <https://forms.gle/oxGniC5VqtPt88pj8>

Best wishes to all students and families in the upcoming school year!

Sincerely,

**Nicole MacDonald**

Nicole MacDonald, M.A, BCBA, LABA, LMHC  
Special Education Administrator  
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**Chris Kitchell**

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Special Education Administrator  
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**Team Chairperson Listing By Building:**

Nicole MacDonald, Special Education Administrator/Out of District Coordinator  
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Meaghann Babineau, Grafton High School (Grades 9-12)  
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Kelly DeCaire, Grafton Middle School/Millbury Street Elementary School (Grade 6, 7, 8)  
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Kelly Kulla, Millbury Street Elementary School (Grades 2-5)  
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Lisa Rice, North Street Elementary School (Grades 2-6)  
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Jane Mason, North Grafton Elementary School/South Grafton Elementary School (Grades K-1)  
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