



# LACEY TOWNSHIP SCHOOL DISTRICT

*A Tradition Of Pride · A Tradition Of Excellence*

VANESSA P. CLARK, PH.D.  
SUPERINTENDENT OF SCHOOLS

## Communication Chart (How to Effectively Communicate with School Officials)

The purpose of this document is to assist parents with the communication sequence so that concerns or issues can be handled quickly and effectively during the school year. Parents are often discouraged when they attempt to communicate with the central office administrators and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To promote positive interactions with school administrators, parents can become informed about the “Communication Chart”, or where to begin the communication sequence regarding the concern or issue.

Many parental questions can be addressed effectively by communicating directly with the educator in charge of the class or program. Each situation should be first addressed at whatever level the initial action was taken with appeals moving onto the next level on the communication chart. The easiest way to communicate would be by email (*Email format*: first initial, last name @laceyschools.org). A phone call would be the next preferable way to communicate:

## ELEMENTARY

### A. On Elementary School Matters: Kindergarten through Grade 6 - first contact:

<b>1. CLASSROOM TEACHER</b>			
<b>2. GUIDANCE COUNSELOR</b>			
<b>3. SUPERVISOR</b>			
<b>4. PRINCIPAL</b>			
School	Supervisor	Principal	Phone
Cedar Creek	Joanie Donohue jdonohue@laceyschools.org	Jacqueline Ranuska jranuska@laceyschools.org	609-971-5850
Forked River	Jessica Cellini jcellini@laceyschools.org	Eric Fiedler efiedler@laceyschools.org	609-971-2080
Lanoka Harbor	Mary DeFilippis mdefilippis@laceyschools.org	Jeffrey Brewer jbrewer@laceyschools.org	609-971-2090
Mill Pond	Paul O’Neill poneill@laceyschools.org	Holly Niemiec hniemiec@laceyschools.org	609-971-2070

<b>5. OFFICE OF CURRICULUM &amp; INSTRUCTION</b>			
<b>Supervisor</b>	<b>Department</b>	<b>E-mail</b>	<b>Phone</b>
Michelle Amos	K-6 District Supervisor	mamos@laceyschools.org	609-971-2000 x1019
William Zylinski	7-12 District Supervisor	wzylinski@laceyschools.org	609-971-2000 x1019
TBD	Asst. Superintendent		609-971-2000 x1003
<b>6. OFFICE OF SPECIAL SERVICES (Child Study Team)</b>			
Joseph Bond	Special Services Director	jbond@laceyschools.org	609-971-2000 x1021

## **MIDDLE SCHOOL OR HIGH SCHOOL**

***B. On Matters Involving Instruction, (High School or Middle School) - first contact:***

<b>1. CLASSROOM TEACHER</b>			
<b>2. GUIDANCE COUNSELOR</b>			
<b>3. DEPARTMENT SUPERVISOR</b>			
<b>Supervisor</b>	<b>Department</b>	<b>E-mail</b>	<b>Phone</b>
Julie Ciccarone	Guidance	jciccarone@laceyschools.org	609-971-2020 x2012
Paul Groben	Social Studies, Business, Family and Consumer Sciences, Industrial Technology, Music & Art	pgroben@laceyschools.org	609-971-2000 x3014
Mary Esch	Special Education & World Language	mesch@laceyschools.org	609-971-2000 x2212
Margaret Molloy	Math & Science	mmolloy@laceyschool.org	609-971-2000 x2039
<b>4. ASSISTANT PRINCIPAL</b>			
Timothy Dowd	Grades 10 & 12	tdowd@laceyschools.org	609-971-2020 x2006
Mark Angelo	Grades 9 & 11	mangelo@laceyschools.org	609-971-2020 x2034
Edward Subokow	Grades 7 & 8	esubokow@laceyschools.org	609-242-2100 x3005
<b>5. PRINCIPAL</b>			
Gregory Brandis	High School	gbrandis@laceyschools.org	609-971-2020 x 2005
Jason King	Middle School	jking@laceyschools.org	609-242-2100 x3003
<b>6. OFFICE OF CURRICULUM &amp; INSTRUCTION</b>			
<b>Supervisor</b>	<b>Department</b>	<b>E-mail</b>	<b>Phone</b>
Michelle Amos	K-6 District Supervisor	mamos@laceyschools.org	609-971-2000 x1019
William Zylinski	7-12 District Supervisor	wzylinski@laceyschools.org	609-971-2000 x1019
TBD	Asst. Superintendent		609-971-2000 x1003
<b>7. OFFICE OF SPECIAL SERVICES (Child Study Team)</b>			
Joseph Bond	Special Services Director	jbond@laceyschools.org	609-971-2000 x1021

**C. On Matters Involving Athletics of Co-curricular Activities (High School or Middle School) first contact:**

<b>1. COACH OR CO-CURRICULAR ADVISOR</b>			
<b>2. ATHLETIC DIRECTOR (for athletic matters)</b>			
<b>3. ACTIVITIES COORDINATOR(for co-curricular activities)</b>			
<b>Supervisor</b>	<b>Department</b>	<b>E-mail</b>	<b>Phone</b>
Aimee DelVento-Evans	Athletic Director	adelvento@laceyschools.org	609-971-2000 x2043
Timothy Dowd	Activities Coordinator	tdowd@laceyschools.org	609-971-2000 x2006
<b>4. PRINCIPAL</b>			
Gregory Brandis	High School	gbrandis@laceyschools.org	609-971-2020 x2005
Jason King	Middle School	jking@laceyschools.org	609-242-2100 x3003

**D. On Matters involving Student Discipline (High School or Middle School) - first contact:**

<b>1. CLASSROOM TEACHER</b>			
<b>2. GUIDANCE COUNSELOR</b>			
<b>3. ASSISTANT PRINCIPAL</b>			
<b>Asst. Principal</b>	<b>Department</b>	<b>E-mail</b>	<b>Phone</b>
Timothy Dowd	Grades 10 & 12	tdowd@laceyschools.org	609-971-2020 x2006
Mark Angelo	Grades 9 & 11	mangelo@laceyschools.org	609-971-2020 x2034
Edward Subokow	Grades 7 & 8	esubokow@laceyschools.org	609-242-2100 x3005
<b>4. PRINCIPAL</b>			
Gregory Brandis	High School	gbrandis@laceyschools.org	609-971-2020 x2005
Jason King	Middle School	jking@laceyschools.org	609-242-2100 x3003
<b>5. ASSISTANT SUPERINTENDENT</b>			
TBD	Central Office		609-971-2000 x1003

***E. On Matters Involving Facilities or Building & Grounds - first contact:***

<b>1. PRINCIPAL</b>			
<b>School</b>	<b>Principal</b>	<b>E-mail</b>	<b>Phone</b>
Cedar Creek	Jacqueline Ranuska	jranuska@laceyschools.org	609-971-5850 x5002
Forked River	Eric Fiedler	efiedler@laceyschools.org	609-971-2080 x7002
Lanoka Harbor	Jeffrey Brewer	jbrewer@laceyschools.org	609-971-2090 x6002
Mill Pond	Holly Niemiec	hniemiec@laceyschools.org	609-971-2070 x4002
Middle School	Jason King	jking@laceyschools.org	609-242-2100 x3003
High School	Gregory Brandis	gbrandis@laceyschools.org	609-971-2020 x2005

***F. On Matters Involving Transportation - first contact:***

<b>1. TRANSPORTATION COORDINATOR</b>		
Edward Hannan	ehannan@laceyschools.org	609-971-2000 x1043
<b>2. BUSINESS ADMINISTRATOR/BOARD SECRETARY</b>		
Patrick DeGeorge	pdegeorge@laceyschools.org	609-971-2000 x1001

***G. On Matters Involving Security - first contact:***

<b>1. PRINCIPAL</b>			
<b>School</b>	<b>Principal</b>	<b>E-mail</b>	<b>Phone</b>
Cedar Creek	Jacqueline Ranuska	jranuska@laceyschools.org	609-971-5850 x5002
Forked River	Eric Fiedler	efiedler@laceyschools.org	609-971-2080 x7002
Lanoka Harbor	Jeffrey Brewer	jbrewer@laceyschools.org	609-971-2090 x6002
Mill Pond	Holly Niemiec	hniemiec@laceyschools.org	609-971-2070 x4002
Middle School	Jason King	jking@laceyschools.org	609-242-2100 x3003
High School	Gregory Brandis	gbrandis@laceyschools.org	609-971-2020 x2005

***H. To Resolve All Matters Only After You Have Followed the Levels Outlined Above***

Appeals and continued concerns you feel have not been addressed through the communication chart must be submitted in writing to either:

Superintendent of Schools.....Dr. Vanessa P. Clark.....609-971-2000 ext.1002  
Business Administrator/Board Secretary.....Patrick DeGeorge.....609-971-2000 ext. 1001