



330 Mount Laurel Road • Mount Laurel, NJ 08054 • Phone: 856-235-3387 • Fax: 856-235-1837

*Inspiring potential. Enriching futures.*

## CHAIN OF COMMAND

### Communication Levels of Authority

Mount Laurel Township School District desires to respond to stakeholders concerns and/or questions as quickly and effectively as possible. In Mount Laurel, the chain of command refers to communication levels of authority in the school district. The value of having an established Chain of Command is an efficient tool that provides a roadmap when reporting concerns or communicating with school staff members.

#### FREQUENTLY ASKED QUESTIONS:

##### What is “Chain of Command”?

In Mount Laurel Township Schools, the chain of command refers to communication levels of authority in the school district. It is important to begin the process at the lowest level. Many questions are quickly and completely answered by communicating directly with the affected staff person. Mount Laurel Township Schools use the Chain of Command as an essential tool in guiding the community to the best person to speak with regarding questions that arise in a school system.

##### Why can't I start right at the top with the Board of Education (BOE)?

The Board of Education (BOE) is purposefully the last link in the chain or roadmap. The BOE must be able to make an impartial judgment in the concerns brought to them for consideration. If the BOE has prior knowledge or has made a judgment, then the employee or student will not get a fair process and the concern could be dismissed. BOE will only review concerns that are unresolved after completing the Chain of Command process.

We look forward to assisting you. Please click on the link that best relates to the matter that you would like to resolve.

##### **\*\*If your concern is not listed here, please start with your child's school:**

Countryside Elementary School	856.234.2750
Fleetwood Elementary School	856.235.3004
Hillside Elementary School	856.235.1341
Larchmont Elementary School	856.273.3700
Parkway Elementary School	856.235.3364
Springville Elementary School	856.231.4140
Mount Laurel Hartford School	856.231.5899
Thomas E. Harrington Middle School	856.234.1610

# My Child's Educational Needs

For matters related to your child's educational needs please follow the Chain of Command detailed below. We encourage you to send an email describing the issue you are seeking to resolve. We look forward to assisting you.

## Step 1: Contact Teacher

<https://www.mtlaurelschools.org/StaffDirectory.aspx>

## Step 2: Contact Guidance Counselor

- Locate your counselor in PowerSchool - <https://www.mtlaurelschools.org/PowerSchoolLink.aspx>
- Guidance Staff - <https://www.mtlaurelschools.org/StaffDirectory.aspx>

## Step 3: Contact Supervisor (if curriculum matter, otherwise go to step 4)

<https://www.mtlaurelschools.org/DistrictCurriculum.aspx>

## Step 4: Contact Principal

- Countryside – Mrs. Lori Zataveski [lzatavestki@mtlaurelschools.org](mailto:lzatavestki@mtlaurelschools.org)
- Fleetwood – Dr. Nate' Switzer [nswitzer@mtlaurelschools.org](mailto:nswitzer@mtlaurelschools.org)
- Hillside – Mrs. Shannon Sonnie [ssonnie@mtlaurelschools.org](mailto:ssonnie@mtlaurelschools.org)
- Larchmont – Dr. Patrice Clark [pclark@mtlaurelschools.org](mailto:pclark@mtlaurelschools.org)
- Parkway – Mr. Louis Conti [lconti@mtlaurelschools.org](mailto:lconti@mtlaurelschools.org)
- Springville – Dr. Gailen Mitchell [gmitchell@mtlaurelschools.org](mailto:gmitchell@mtlaurelschools.org)
- Hartford – Mr. Marques Stanard [mstanard@mtlaurelschools.org](mailto:mstanard@mtlaurelschools.org)
- Harrington – Mr. Drew Besler [dbesler@mtlaurelschools.org](mailto:dbesler@mtlaurelschools.org)

**Step 5: Contact Assistant Superintendent – Mridula Bajaj** [mbajaj@mtlaurelschools.org](mailto:mbajaj@mtlaurelschools.org)

**Step 6: Contact Superintendent – George J. Rafferty, Ed.D.** [grafferty@mtlaurelschools.org](mailto:grafferty@mtlaurelschools.org)

**Step 7: Contact Board of Education President – Danielle Stoffo** – [dstuffo@mtlaurelschools.org](mailto:dstuffo@mtlaurelschools.org)

# Special Education

For matters related to Special Education please follow the Chain of Command detailed below. We encourage you to send an email describing the issue you are seeking to resolve. We look forward to assisting you.

## Step 1: Contact Teacher

- <https://www.mtlaurelschools.org/StaffDirectory.aspx>

## Step 2: Contact Case Manager

- <https://www.mtlaurelschools.org/ChildStudyTeam.aspx>

## Step 3: Contact Principal

- Countryside – Mrs. Lori Zataveski [lzatavestki@mtlaurelschools.org](mailto:lzatavestki@mtlaurelschools.org)
- Fleetwood – Dr. Nate' Switzer [nswitzer@mtlaurelschools.org](mailto:nswitzer@mtlaurelschools.org)
- Hillside – Mrs. Shannon Sonnie [ssonnie@mtlaurelschools.org](mailto:ssonnie@mtlaurelschools.org)
- Larchmont – Dr. Patrice Clark [pclark@mtlaurelschools.org](mailto:pclark@mtlaurelschools.org)
- Parkway – Mr. Louis Conti [lconti@mtlaurelschools.org](mailto:lconti@mtlaurelschools.org)
- Springville – Dr. Gailen Mitchell [gmitchell@mtlaurelschools.org](mailto:gmitchell@mtlaurelschools.org)
- Hartford – Mr. Marques Stanard [mstanard@mtlaurelschools.org](mailto:mstanard@mtlaurelschools.org)
- Harrington – Mr. Drew Besler [dbesler@mtlaurelschools.org](mailto:dbesler@mtlaurelschools.org)

## Step 4: Contact Director of Special Services and CST – Dr. Diane Willard

- [dwillard@mtlaurelschools.org](mailto:dwillard@mtlaurelschools.org)

## Step 5: Contact Superintendent – Dr. George J. Rafferty

- [grafferty@mtlaurelschools.org](mailto:grafferty@mtlaurelschools.org)

## Step 5: Contact Board of Education President – Danielle Stoffo

- [dstuffo@mtlaurelschools.org](mailto:dstuffo@mtlaurelschools.org)

# 504 Plans

For matters related to 504 Plans please follow the Chain of Command detailed below. We encourage you to send an email describing the issue you are seeking to resolve. We look forward to assisting you.

## Step 1: Contact Counselor

- Locate your counselor in PowerSchool - <https://www.mtlaurelschools.org/PowerSchoolLink.aspx>
- Guidance Staff - <https://www.mtlaurelschools.org/StaffDirectory.aspx>

## Step 2: Contact Principal

- Countryside – Mrs. Lori Zataveski [lzatavestki@mtlaurelschools.org](mailto:lzatavestki@mtlaurelschools.org)
- Fleetwood – Dr. Nate' Switzer [nswitzer@mtlaurelschools.org](mailto:nswitzer@mtlaurelschools.org)
- Hillside – Mrs. Shannon Sonnie [ssonnie@mtlaurelschools.org](mailto:ssonnie@mtlaurelschools.org)
- Larchmont – Dr. Patrice Clark [pclark@mtlaurelschools.org](mailto:pclark@mtlaurelschools.org)
- Parkway – Mr. Louis Conti [lconti@mtlaurelschools.org](mailto:lconti@mtlaurelschools.org)
- Springville – Dr. Gailen Mitchell [gmitchell@mtlaurelschools.org](mailto:gmitchell@mtlaurelschools.org)
- Hartford – Mr. Marques Stanard [mstanard@mtlaurelschools.org](mailto:mstanard@mtlaurelschools.org)
- Harrington – Mr. Drew Besler [dbesler@mtlaurelschools.org](mailto:dbesler@mtlaurelschools.org)

## Step 3: Contact Assistant Superintendent – Mrs. Mridula Bajaj

- [mbajaj@mtlaurelschools.org](mailto:mbajaj@mtlaurelschools.org)

## Step 4: Contact Superintendent – Dr. George J. Rafferty

- [grafferty@mtlaurelschools.org](mailto:grafferty@mtlaurelschools.org)

## Step 5: Contact Board of Education President – Danielle Stoffo

- [dstuffo@mtlaurelschools.org](mailto:dstuffo@mtlaurelschools.org)

# Discipline

For matters related to discipline please follow the Chain of Command detailed below. We encourage you to send an email describing the issue you are seeking to resolve. We look forward to assisting you.

## **Step 1: Contact Teacher (if applicable) or Assistant Principal**

- <https://www.mtlaurelschools.org/StaffDirectory.aspx>

OR

## **Step 2: Contact Principal**

- Countryside – Mrs. Lori Zataveski [lzatavestki@mtlaurelschools.org](mailto:lzatavestki@mtlaurelschools.org)
- Fleetwood – Dr. Nate' Switzer [nswitzer@mtlaurelschools.org](mailto:nswitzer@mtlaurelschools.org)
- Hillside – Mrs. Shannon Sonnie [ssonnie@mtlaurelschools.org](mailto:ssonnie@mtlaurelschools.org)
- Larchmont – Dr. Patrice Clark [pclark@mtlaurelschools.org](mailto:pclark@mtlaurelschools.org)
- Parkway – Mr. Louis Conti [lconti@mtlaurelschools.org](mailto:lconti@mtlaurelschools.org)
- Springville – Dr. Gailen Mitchell [gmitchell@mtlaurelschools.org](mailto:gmitchell@mtlaurelschools.org)
- Hartford – Mr. Marques Stanard [mstanard@mtlaurelschools.org](mailto:mstanard@mtlaurelschools.org)
- Harrington – Mr. Drew Besler [dbesler@mtlaurelschools.org](mailto:dbesler@mtlaurelschools.org)

**Step 3: Contact Assistant Superintendent** – Mrs. Mridula Bajaj [mbajaj@mtlaurelschools.org](mailto:mbajaj@mtlaurelschools.org)

**Step 4: Contact Superintendent** – Dr. George J. Rafferty [grafferty@mtlaurelschools.org](mailto:grafferty@mtlaurelschools.org)

**Step 5: Contact Board of Education President** – Mrs. Danielle Stoffo [dstuffo@mtlaurelschools.org](mailto:dstuffo@mtlaurelschools.org)

# Transportation

For matters related to Transportation please follow the Chain of Command detailed below. We encourage you to send an email describing the issue you are seeking to resolve. We look forward to assisting you.

**Step 1: Contact Transportation Supervisor** – Ms. Marilyn Albanese  
[malbanese@mtlaurelschools.org](mailto:malbanese@mtlaurelschools.org)

**Step 2: Contact Business Administrator** – Mr. Robert Wachter [rwachter@mtlaurelschools.org](mailto:rwachter@mtlaurelschools.org)

**Step 3: Contact Superintendent** – Dr. George J. Rafferty [grafferty@mtlaurelschools.org](mailto:grafferty@mtlaurelschools.org)

**Step 4: Contact Board of Education President** – Mrs. Danielle Stuffo  
[dstuffo@mtlaurelschools.org](mailto:dstuffo@mtlaurelschools.org)

# Facilities

For matters related to Facilities ([Click here](#) if you have a school facilities use request) please follow the Chain of Command detailed below. We encourage you to send an email describing the issue you are seeking to resolve. We look forward to assisting you.

## **Step 1: Contact Principal**

- Countryside – Mrs. Lori Zataveski [lzatavestki@mtlaurelschools.org](mailto:lzatavestki@mtlaurelschools.org)
- Fleetwood – Dr. Nate' Switzer [nswitzer@mtlaurelschools.org](mailto:nswitzer@mtlaurelschools.org)
- Hillside – Mrs. Shannon Sonnie [ssonnie@mtlaurelschools.org](mailto:ssonnie@mtlaurelschools.org)
- Larchmont – Dr. Patrice Clark [pclark@mtlaurelschools.org](mailto:pclark@mtlaurelschools.org)
- Parkway – Mr. Louis Conti [lconti@mtlaurelschools.org](mailto:lconti@mtlaurelschools.org)
- Springville – Dr. Gailen Mitchell [gmitchell@mtlaurelschools.org](mailto:gmitchell@mtlaurelschools.org)
- Hartford – Mr. Marques Stanard [mstanard@mtlaurelschools.org](mailto:mstanard@mtlaurelschools.org)
- Harrington – Mr. Drew Besler [dbesler@mtlaurelschools.org](mailto:dbesler@mtlaurelschools.org)

**Step 2: Director of Buildings and Grounds** – Mr. Jeffrey Gies [jgies@mtlaurelschools.org](mailto:jgies@mtlaurelschools.org)

**Step 3: Contact Business Administrator** – Mr. Rob Wachter [rwachter@mtlaurelschools.org](mailto:rwachter@mtlaurelschools.org)

**Step 4: Contact Superintendent** – Dr. George J. Rafferty [grafferty@mtlaurelschools.org](mailto:grafferty@mtlaurelschools.org)

**Step 5: Contact Board of Education President** – Mrs. Danielle Stoffo [dstuffo@mtlaurelschools.org](mailto:dstuffo@mtlaurelschools.org)