

**Toms River Regional School District**  
**Office of the Superintendent**  
**David M. Healy**

**Chain of Communication / How to Effectively Communicate with School Officials**  
**2018-2019 School Year**

Parents are often discouraged when they attempt to communicate with 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 prevent that frustration, parents can become informed about the “**Chain of Communication**”, or where to begin the communication sequence regarding their child’s problem. *Parents of children with special needs should refer to the **Special Education section below.***

Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of communication. The easiest way to communicate would be by email (please see the respective e-mail addresses listed below). A phone call would be the next preferable way to communicate. The main number is 732-505-5734. See extensions/numbers listed below.

## *High School South*

**A. On matters involving High School Curriculum and Instruction first contact:**

<b>1. Classroom Teacher</b>			
<b>2. Guidance Counselor or Case Manager</b>			
<b>3. Building Supervisor of Instruction – Helen Crowley or Debbie Schwartz</b>			
<b>4. Content Supervisor (see below)</b>			
Mathematics	Mrs. Helen Crowley Supervisor	<a href="mailto:hcrowley@trschoools.com">hcrowley@trschoools.com</a>	732-505-5665 x 210082
Science	Mr. Charles Evers Supervisor	<a href="mailto:cevers@trschoools.com">cevers@trschoools.com</a>	732-505-5665 x 210086
English	Ms. Tonya Rivera Supervisor	<a href="mailto:trivera@trschoools.com">trivera@trschoools.com</a>	732-505-5665 x 210085
Social Studies	Mr. Linuel Lloyd Supervisor	<a href="mailto:llloyd@trschoools.com">llloyd@trschoools.com</a>	732-505-5665 x 210084
World Language (K-12)	Ms. Adrienne Gold Supervisor	<a href="mailto:agold@trschoools.com">agold@trschoools.com</a>	732-505-5665 x 210083
Health/Phys. Education	Mrs. Debbie Schwartz Supervisor	<a href="mailto:dschwartz@trschoools.com">dschwartz@trschoools.com</a>	732-505-5665 x 210081
Career Tech/Technology	Mrs. Tiffany Lucey Supervisor of Educational Technology	<a href="mailto:tlucey@trschoools.com">tlucey@trschoools.com</a>	732-505-5500 x 500107
Fine Arts	Mr. Michael S. Citta Principal	<a href="mailto:mcitta@trschoools.com">mcitta@trschoools.com</a>	x 230005
<b>4. Principal</b>			
Principal	Mr. Michael S. Citta	<a href="mailto:mcitta@trschoools.com">mcitta@trschoools.com</a>	x 230005
<b>5. Director of Secondary Curriculum</b>			
Director of Secondary Curriculum	Ms. Norma DeNoia	<a href="mailto:ndenoia@trschoools.com">ndenoia@trschoools.com</a>	732-505-5500 x 500052

***B. On matters involving Special Education (high school level) first contact:***

<b>1. Classroom Teacher</b>			
<b>2. Case Manager (732-505-5916) or Guidance Counselor, Linda Rutter, (732-505-5745)</b>			
<b>3. Special Education Supervisor, Ms. Heather Mills, (732-505-5575)</b>			
<b>4. Principal, Mr. James Ricotta, Jr.</b>			
<b>5. Director of Special Education</b>	Ms. Joy Forrest	<a href="mailto:jforrest@trschoools.com">jforrest@trschoools.com</a>	732-505-5500 x 500043

***C. On matters involving High School Athletics first contact:***

<b>1. Coach</b>			
<b>2. Athletic Coordinator</b>	Mr. William Madigan	<a href="mailto:wmadigan@trschoools.com">wmadigan@trschoools.com</a>	x 230131
<b>3. Assistant Principal</b>	Mr. John Oberti	<a href="mailto:joberti@trschoools.com">joberti@trschoools.com</a>	x 230004
<b>4. Principal</b>	Mr. Michael S. Citta	<a href="mailto:mcitta@trschoools.com">mcitta@trschoools.com</a>	x 230005
<b>5. District Athletic Coordinator</b>	Mr. Edward Gillen	<a href="mailto:egillen@trschoools.com">egillen@trschoools.com</a>	732-505-5665 x 215621

***High School Extra-Curricular/Clubs first contact:***

<b>1. Club Advisor</b>			
<b>2. Assistant Principal</b>	Mr. Christopher Peck	<a href="mailto:cpeck@trschoools.com">cpeck@trschoools.com</a>	x 230002
<b>3. Principal</b>	Mr. Michael S. Citta	<a href="mailto:mcitta@trschoools.com">mcitta@trschoools.com</a>	x 230005

***D. On matters involving High School Student Discipline first contact:***

<b>1. Classroom Teacher</b>			
<b>2. Guidance Counselor or Case Manager</b>			
<b>3. Appropriate Assistant Principal (see below)</b>			
Assistant Principal: Grade 9 & Grade 10 N-Z	Mr. Mark Sullivan	<a href="mailto:msulliva@trschoools.com">msulliva@trschoools.com</a>	x 23003
Assistant Principal: Grade 10 Fi - M and Grade 12	Mr. John Oberti	<a href="mailto:joberti@trschoools.com">joberti@trschoools.com</a>	x 230004
Assistant Principal: Grade 10 A-Fe and Grade 11	Mr. Christopher Peck	<a href="mailto:cpeck@trschoools.com">cpeck@trschoools.com</a>	x 230002
<b>4. Principal: All Grades</b>			
Principal	Mr. Michael S. Citta	<a href="mailto:mcitta@trschoools.com">mcitta@trschoools.com</a>	x 230005

***E. To resolve all matters only after you have followed the levels outlined above please contact:***

<b>Assistant Superintendent (intermediate, high school)</b>	Dr. Marc Natanagara	<a href="mailto:mnatanaganara@trschoools.com">mnatanagara@trschoools.com</a>	732-505-5500 x 500007
<b>Assistant Superintendent (special education)</b>	Mr. James Ricotta, Jr.	<a href="mailto:jricotta@trschoools.com">jricotta@trschoools.com</a>	732-505-5500 x 500006

**F. To resolve all matters only after you have followed the levels outlined above:**

<b>Superintendent of Schools</b>	Mr. David Healy	<a href="mailto:dhealy@trschoools.com">dhealy@trschoools.com</a>	732-505-5500 x 500005
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