

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 732-505-5800. See below for extensions/numbers.**

Intermediate North

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

1. Classroom Teacher			
2. Guidance Counselor or Case Manager			
3. Building Supervisor of Instruction – Heather Pentifallo			
4. Content Supervisor (see below)			
Mathematics	Ms. Heather Pentifallo Supervisor	hpentifallo@trschoools.com	x 250085
Science	Mrs. Kelly Kirk Supervisor	kkirk@trschoools.com	x 250082
Language Arts	Mrs. Christy Downs Supervisor	cdowns@trschoools.com	x 250087
Social Studies	Mr. Linuel Llyod Supervisor	lloyd@trschoools.com	732-505-5775 x 240084
World Language (K-12)	Ms. Adrienne Gold Supervisor	agold@trschoools.com	732-505-5775 x 240084
Health/Phys. Education	Mrs. Debbie Schwartz Supervisor	dschwartz@trschoools.com	732-505-5775 x 240084
Life Skills/Technology	Mrs. Tiffany Lucey Supervisor of Educational Technology	tlucey@trschoools.com	732-505-5500 x 500107
Fine Arts	Mr. Brian Blake	bblake@trschoools.com	x 250003
5. Appropriate Assistant Principal (see below)			
Grade 6 Grade 7 Cycles 71, 73, 75	Ms. Janine Lange	jlange@trschoools.com	x 250002
Grade 7 Cycles 72, 74 Grade 8	Mr. Brian Blake	bblake@trschoools.com	x 250003
6. Principal			
Principal	Mrs. Lynn Fronzak	lfronzak@trschoools.com	x 250004
7. Director of Secondary Curriculum			
Director of Secondary Curriculum	Ms. Norma DeNoia	ndenoia@trschoools.com	732-505-5500 x 500052

B. On matters involving Special Education (elementary and intermediate level) first contact:

1. Classroom Teacher			
2a. For Programs and IEP	Case Manager		x 245787
2b. For Classroom Issues: Supervisor of Teacher	Christy Downs – Self-Contained LA/SS Grs. 6-8	cdowns@trschoools.com	x 240084
	Heather Pentifallo – Math Science Grs. 6-8	hpentifallo@trschoools.com	x 240084
	ICR – Heather Pentifallo	hpentifallo@trschoools.com	x 240084
3. Appropriate Assistant Principal (see below)			
Grade 6 Grade 7 Cycles 71, 73, 75	Ms. Janine Lange	jlange@trschoools.com	x 250002
Grade 7 Cycles 72 & 74 Grade 8	Mr. Brian Blake	bblake@trschoools.com	x 250003
1. Principal			
Principal	Mrs. Lynn Fronzak	lfronzak@trschoools.com	x 250004
5a. Supervisor of Special Education	Ms. Kelly Umbach	kumbach@trschoools.com	732-505-5500 x 500046
5b. Supervisor of Special Education (PSD/Autistic)	Ms. Anna Kasper	akasper@trschoools.com	732-505-5500 x 500500
6. Director of Special Education	Ms. Joy Forrest	jforrest@trschoools.com	732-505-5500 x500043

C. On matters involving Intermediate School Athletics first contact:

1. Coach			
2. Athletic Coordinator	Ms. Deb Gustimbelli	dgustimbelli@trschoools.com	908-600-9525
3. Assistant Principal	Mr. Brian Blake	bblake@trschoools.com	x 250003
4. Principal	Mrs. Lynn Fronzak	lfronzak@trschoools.com	x 250004
5. District Athletic Coordinator	Mr. Edward Gillen	egillen@trschoools.com	732-505-5665 x 215621

Intermediate Extra-Curricular/Clubs first contact:

1. Club Advisor			
2. Assistant Principal	By grade level – see administrator below		732-505-5800
Grade 6 Grade 7 Cycles 71, 73, 75	Ms. Janine Lange	jlange@trschoools.com	732-505-5800
Grade 7 Cycles 72, 74 Grade 8	Mr. Brian Blake	bblake@trschoools.com	732-505-5800
3. Principal	Mrs. Lynn Fronzak	lfronzak@trschoools.com	732-505-5800

D. On matters involving Intermediate School Student Discipline first contact:

1. Classroom Teacher			
2. Guidance Counselor or Case Manager			
3. Appropriate Assistant Principal (see below)			
Grade 6 Grade 7 Cycles 71, 73, 75	Ms. Janine Lange	jlange@trschoools.com	x 250002
Grade 7 Cycles 72, 74 Grade 8	Mr. Brian Blake	bblake@trschoools.com	x 250003
4. Principal: All Grades			
All Grades and all Students	Mrs. Lynn Fronzak	lfronzak@trschoools.com	x 250004

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

Assistant Superintendent (intermediate, high school)	Dr. Marc Natanagara.	mnatanaganara@trschoools.com	732-505-5500 x 500007
Assistant Superintendent (special education)	Mr. James Ricotta, Jr.	jricotta@trschoools.com	732-505-5500 x 500006

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

Superintendent of Schools	Mr. David Healy	dhealy@trschoools.com	732-505-5500 x 500005
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