

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.

ELEMENTARY

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

1. Classroom Teacher			
2. Guidance Counselor or Case Manager			
3. Supervisor			
4. Principal			
SCHOOL	SUPERVISOR	PRINCIPAL	
Beachwood	Mr. James Klass jklass@trschoools.com	Mrs. Kimberly Muir kmuir@trschoools.com	732-505-5820
Cedar Grove	Mr. Thomas Lanza tlanza@trschoools.com	Mr. Jeff Ryan jryan@trschoools.com	732-505-5830
Joseph A. Citta	Ms. Shannon Brown sbrown@trschoools.com	Mrs. Mallory Kennedy mkennedy@trschoools.com	732-818-8550
East Dover	Ms. JoAnn Nocera jnocera@trschoools.com	Mr. Matthew Gray mgray@trschoools.com	732-505-5840
Hooper Avenue	Ms. Christine Manna cmanna@trschoools.com	Mr. Jason Hughes jhughes@trschoools.com	732-505-5850
North Dover	TBD	Ms. Colleen McGrath cmcgrath@trschoools.com	732-505-5860
Pine Beach	Ms. Catherine Mellon cmellon@trschoools.com	Mrs. Tricia Moran Tutzauer tmoran@trschoools.com	732-505-5870
Silver Bay	Ms. Courtney Norcross cnorcross@trschoools.com	Mr. Michael DeVita mdevita@trschoools.com	732-505-5880
South Toms River	Mrs. Nikole Mustica nmustica@trschoools.com	Mr. Dennis Holzapfel dholzapfel@trschoools.com	732-505-5890
Walnut Street	Mrs. Stacey DeCesare Monetti smonetti@trschoools.com	Mr. Richard Fastnacht rfastnacht@trschoools.com	732-505-5900
Washington Street	Mrs. Rachel Cicala rcicala1@trschoools.com	Mrs. Kelly Kernasovic kkernasovic@trschoools.com	732-505-5910
West Dover	Mrs. Wendy Dravis wdravis@trschoools.com	Mr. Michael Pallen mpallen@trschoools.com	732-505-5920
5. Director of Elementary Curriculum			
Director of Elementary Curriculum	Ms. Cara Dimeo	cdimeo@trschoools.com	732-505-5500 x 500052

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

1. Classroom Teacher			
2. Case Manager			
3. Principal (Building Level)			
4. Supervisor of Special Services	Ms. Helen Rupp	hrupp@trschoools.com	732-505-5500 x 500043
5. Supervisor of Special Services (PSD/Autistic)	Ms. Anna Kasper	akasper@trschoools.com	732-818-8570
6. Director of Special Services	Ms. Joy Forrest	jforrest@trschoools.comn	732-505-5500 x 500043

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

Assistant Superintendent (elementary)	Mrs. Debra McKenna	dmckenna@trschoools.com	732-505-5500 x 500006
Assistant Superintendent (Special Education Only Issues)	Mr. James Ricotta, Jr.	jricotta@trschoools.com	732-505-5500 x 500006

D. 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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