

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 732-505-3900. See extensions/numbers below.**

Intermediate South

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 – Kelly Kirk			
4. Content Supervisor (see below)			
Mathematics	Ms. Heather Pentifallo Supervisor	hpentifallo@trschoools.com	x 260088
Science	Mrs. Kelly Kirk Supervisor	kkirk@trschoools.com	x 260082
Language Arts	Mrs. Christy Downs Supervisor	cdowns@trschoools.com	x 260087
Social Studies	Mr. Linuel Lloyd Supervisor	lloyd@trschoools.com	x 260089
World Language (K-12)	Ms. Adrienne Gold Supervisor	agold@trschoools.com	x 260085
Health/Phys. Education	Mrs. Debbie Schwartz Supervisor	dschwartz@trschoools.com	x 260081
Life Skills/Technology	Mrs. Tiffany Lucey Supervisor of Educational Technology	tlucey@trschoools.com	732-505-5500 x 500107
Fine Arts	TBD	TBD	
5. Appropriate Assistant Principal (see below)			
Grade 6 (63) Grade 7	Dr. Beverlee Tegeder	btegeder@trschoools.com	x 260003
Grade 6 (61, 62, 64 & 65) Grade 8	Mr. Charles LaBarca	clabarca2@trschoools.com	x 260002
6. Principal			
Principal	Mr. Paul Gluck	pgluck@trschoools.com	x 260005
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 263913
2b. For Classroom Issues: Supervisor of Teacher	Christy Downs – Self-Contained LA/SS Grs. 6-8	cdowns@trschoools.com	x 260087
	Heather Pentifallo – Math Science Grs. 6-8	hpentifallo@trschoools.com	x 260088
	ICR – Kelly Kirk	kkirk@trschoools.com	x 260082
3. Appropriate Assistant Principal (see below)			
Grade 6 (63) Grade 7 & MD/CI, BD, Autistic	Dr. Beverlee Tegeder	btegeder@trschoools.com	x 260003
Grades 6 (61) Grade 8	Mr. Charles LaBarca	clabarca2@trschoools.com	x 260002
4. Principal			
Principal	Mr. Paul Gluck	pgluck@trschoools.com	x 260005
5a. Supervisor of Special Education	Ms. Kelly Umback	kumbach@trschoools.com	732-505-5500 x 500046
5b. Supervisor of Special Education (PSD/Autistic)	Ms. Anna Kasper	akasper@trschoools.com	732-505-550 x 500500
6. Director of Special Education	Ms. Joy Forrest	jforrest@trschoools.com	732-505-5500 x 500043

C. On matters involving Intermediate School Athletics:

1. Coach			
2. Athletic Coordinator	Mr. Matthew Smith	masmith@trschoools.com	732-505-3900
3. Principal	Mr. Paul Gluck	pgluck@trschoools.com	x 260005
4. District Athletic Coordinator	Mr. Edward Gillen	egillen@trschoools.com	732-505-5665 x 215621

Extra-Curricular/Clubs first contact:

1. Clubs			
2. Appropriate Advisor	Varies per club		732-505-3900
3. Assistant Principal	Dr. Beverlee Tegeder	btegeder@trschoools.com	x 260003
4. Principal	Mr. Paul Gluck	pgluck@trschoools.com	x 260005

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 (63) Grade 7	Dr. Beverlee Tegeder	btegeder@trschoools.com	x 260003
Grade 6 (61, 62, 64 & 65) Grade 8	Mr. Charles LaBarca	clabarca2@trschoools.com	x 260002
4. Principal: All Grades			
All Grades and all Students	Mr. Paul Gluck	pgluck@trschoools.com	x 260005

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

Assistant Superintendent (intermediate, high school)	Dr. Marc Natanagara	mnananagara@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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