

Toms River Regional School District

Office of the Superintendent

Thomas Gialanella

Chain of Communication / How to Effectively Communicate with School Officials

2020-2021 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 732-505-5775. See below for extensions/numbers.**

Intermediate East

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 – Christy Downs			
4. Content Supervisor (see below)			
Mathematics	Ms. Heather Pentifallo Supervisor	hpentifallo@trschoos.com	x 240084
Science	Mrs. Kelly Kirk Supervisor	kkirk@trschoos.com	x 240084
Language Arts, Media	Mrs. Christy Downs Supervisor	cdowns@trschoos.com	x 240084
Social Studies	Mr. Matt Malagiere Supervisor	mmalagiere@trschoos.com	x 240084
World Language (K-12), ESL	Ms. Adrienne Gold Supervisor	agold@trschoos.com	x 240084
Health/Phys. Education, Art, Music	Mrs. Debbie Schwartz Supervisor	dschwartz@trschoos.com	x 240084
Educational Technology, Careers (CTE, Life Skills, Business	Mrs. Tiffany Lucey Supervisor of Educational Technology	tlucey@trschoos.com	x 500107
5. Appropriate Assistant Principal (see below)			
Grade 8	Mr. Bryan Madigan	bmadigan@trschoos.com	x 240005
Grade 7	Mr. James Cleveland	jcleveland@trschoos.com	x 240003
Grade 6	Mr. William Baxter	wbaxter@trschoos.com	x 240004

6. Principal			
Principal	Mr. Bryan Madigan	bmadigan@trschoools.com	x 240005
7. Director of Secondary Curriculum			
Director of Secondary Curriculum	Estee Mailot, Ed.D.	emailot@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	hpentifallo@trschoools.com	x 240084
	Kelly Kirk – Science	kkirk@trschoools.com	x 240084
3. Appropriate Assistant Principal (see below)			
Grade 8	Mr. Bryan Madigan	bmadigan@trschoools.com	x 240005
Grade 7	Mr. James Cleveland	jcleveland@trschoools.com	x 240003
Grade 6	Mr. William Baxter	wbaxter@trschoools.com	x 240004
1. Principal			
Principal	Mr. Bryan Madigan	bmadigan@trschoools.com	x 240005
5a. Supervisor of Special Education	Ms. Kelly Umbach	kumbach@trschoools.com	732-505-5500 x 500046
6. Director of Special Education	Ms. Joy Forrest	jforrest@trschoools.com	732-505-5500 x 500043

C. On matters involving Intermediate School Athletics first contact:

1. Coach			
2. Athletic Coordinator	Mr. Michaelann Dietlmeier	mdietlmeier@trschoools.com	732-505-5775
3. Assistant Principal	Mr. William Baxter	wbaxter@trschoools.com	x 240004
4. Principal	Mr. Bryan Madigan	bmadigan@trschoools.com	x 240001
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	Mr. James Cleveland	jcleveland@trschoools.com	x 240003
3. Principal	Mr. Bryan Madigan	bmadigan@trschoools.com	x 240005

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 8	Mr. Bryan Madigan	bmadigan@trschoools.com	x 240005
Grade 7	Mr. James Cleveland	jcleveland@trschoools.com	x 240003
Grade 6	Mr. William Baxter	wbaxter@trschoools.com	x 240004
4. Principal: All Grades			
All Grades and all Students	Mr. Bryan Madigan	bmadigan@trschoools.com	x 240005

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

Assistant Superintendent (intermediate, high school)	Ms. Cara DiMeo	cdimeo@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:

Interim Superintendent of Schools	Mr. Thomas Gialanella	tgialanella@trschoools.com	732-505-5500 x 500005
-----------------------------------	-----------------------	--	--------------------------