

**Toms River Regional School District**  
**Office of the Superintendent**  
**Michael Citta**

**Chain of Communication / How to Effectively Communicate with School Officials**  
**2022 -2023 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:***

<b>1. Classroom Teacher</b>			
<b>2. Guidance Counselor or Case Manager</b>			
<b>3. Supervisor</b>			
<b>4. Principal</b>			
SCHOOL	SUPERVISOR	PRINCIPAL	
Beachwood	Mr. James Klass <a href="mailto:jklass@trschoools.com">jklass@trschoools.com</a>	Mrs. Kimberly Muir <a href="mailto:kmuir@trschoools.com">kmuir@trschoools.com</a>	732-505-5820
Cedar Grove	Mr. Thomas Lanza <a href="mailto:flanza@trschoools.com">flanza@trschoools.com</a>	Ms. Stacey Monetti <a href="mailto:smonetti@trschoools.com">smonetti@trschoools.com</a>	732-505-5830
Joseph A. Citta	Mrs. Tonya Rivera <a href="mailto:trivera@trschoools.com">trivera@trschoools.com</a>	Ms. Shannon Brown <a href="mailto:slbrown@trschoools.com">slbrown@trschoools.com</a>	732-818-8550
East Dover	Ms. JoAnn Nocera <a href="mailto:jnocera@trschoools.com">jnocera@trschoools.com</a>	Mr. Matthew Gray <a href="mailto:mgray@trschoools.com">mgray@trschoools.com</a>	732-505-5840
Hooper Avenue	Ms. Christine Manna <a href="mailto:cmanna@trschoools.com">cmanna@trschoools.com</a>	Mr. Jason Hughes <a href="mailto:jhughes@trschoools.com">jhughes@trschoools.com</a>	732-505-5850
North Dover	Ms. Dina O’Donnell <a href="mailto:dodonnell@trschoools.com">dodonnell@trschoools.com</a>	Ms. Colleen McGrath <a href="mailto:cmcgrath@trschoools.com">cmcgrath@trschoools.com</a>	732-505-5860
Pine Beach	Ms. Catherine Mellon <a href="mailto:cmellon@trschoools.com">cmellon@trschoools.com</a>	Mrs. Tricia Moran Tutzauer <a href="mailto:tmoran@trschoools.com">tmoran@trschoools.com</a>	732-505-5870
Silver Bay	Ms. Courtney Norcross <a href="mailto:cnorcross@trschoools.com">cnorcross@trschoools.com</a>	Mr. Michael DeVita <a href="mailto:mdevita@trschoools.com">mdevita@trschoools.com</a>	732-505-5880
South Toms River	Mrs. Nikole Mustica <a href="mailto:nmustica@trschoools.com">nmustica@trschoools.com</a>	Mr. Dennis Holzapfel <a href="mailto:dholzapfel@trschoools.com">dholzapfel@trschoools.com</a>	732-505-5890
Walnut Street	Ms. Jacqueline Citta <a href="mailto:jcitta@trschoools.com">jcitta@trschoools.com</a>	Mr. Kevin McCann <a href="mailto:kmcann@trschoools.com">kmcann@trschoools.com</a>	732-505-5900
Washington Street	Ms. Kathryn Melson <a href="mailto:kmelson@trschoools.com">kmelson@trschoools.com</a>	Mr. Jeffrey Ryan <a href="mailto:jryan@trschoools.com">jryan@trschoools.com</a>	732-505-5910
West Dover	Mrs. Wendy Dravis <a href="mailto:wdravis@trschoools.com">wdravis@trschoools.com</a>	Mr. Michael Pallen <a href="mailto:mpallen@trschoools.com">mpallen@trschoools.com</a>	732-505-5920
<b>5. Director of Elementary Curriculum</b>			
Director of Elementary Curriculum	Ms. Rachel Cicala	<a href="mailto:rcicala1@trschoools.com">rcicala1@trschoools.com</a>	732-505-5500 x 500051

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

<b>1. Classroom Teacher</b>			
<b>2. Case Manager</b>			
<b>3. Principal (Building Level)</b>			
<b>4. Supervisor of Special Services (K-21)</b>	Ms. Dana Weber	<a href="mailto:dweber@trschoools.com">dweber@trschoools.com</a>	732-505-5900 x 300051
<b>5. Supervisor of Special Services (CST/Pre K-21)</b>	Ms. Kelly Umbach	<a href="mailto:kumbach@trschoools.com">kumbach@trschoools.com</a>	732-505-3900 x 260081
<b>5. Supervisor of Special Services (Pre K/Autistic)</b>	Ms. Anna Kasper	<a href="mailto:akasper@trschoools.com">akasper@trschoools.com</a>	732-818-8570
<b>6. Director of Special Services</b>	Ms. Joy Forrest	<a href="mailto:jforrest@trschoools.comn">jforrest@trschoools.comn</a>	732-505-5500 x 500043

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

<b>Assistant Superintendent (elementary)</b>	Cara DiMeo	<a href="mailto:cdimeo@trschoools.com">cdimeo@trschoools.com</a>	732-505-5500 x 500006
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**D. To resolve all matters only after you have followed the levels outlined above:**

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