

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

**Chain of Communication / How to Effectively Communicate with School Officials**

***2023-2024 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 732-505-5665. See extensions/numbers below.**

## ***High School East***

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

<b>1. Classroom Teacher</b>			
<b>2. Guidance Counselor or Case Manager</b>			
<b>3. Building Supervisor of Instruction – Kelly Kirk</b>			
<b>4. Content Supervisor (see below)</b>			
	Ms. Tiffany Lucey Supervisor	<a href="mailto:tlucev@trschoools.com">tlucev@trschoools.com</a>	x 210081
<b>5. Principal</b>			
Principal	Ms. Erin Anders	<a href="mailto:eanders@trschoools.com">eanders@trschoools.com</a>	x 210007
<b>6. Director of Secondary Curriculum</b>			
Director of Secondary Curriculum	Ms. Adrienne Gold	<a href="mailto:agold@trschoools.com">agold@trschoools.com</a>	732-505-5500 x 500052

***B. On matters involving Special Education (high school level) first contact:***

<b>1. Classroom Teacher</b>			
<b>2. Case Manager - 732-505-5665 Guidance Counselor</b>			
<b>3a. Supervisor of Special Education (PreK/Autism) all Pre-K</b>	Anna Kasper	<a href="mailto:akasper@trschoools.com">akasper@trschoools.com</a>	732-818-8570
<b>3b. Supervisor of Special Education (CST/Pre K-21)</b>	Catherine Mellon	<a href="mailto:cmellon@trschoools.com">cmellon@trschoools.com</a>	732-505-5900 x 500046
<b>3c. Supervisor of Special Education (K-21)</b>	Dana Weber	<a href="mailto:dweber@trschoools.com">dweber@trschoools.com</a>	732-505-5900 x300051
<b>4. Principal, Ms. Erin Anders</b>			
<b>5. Director of Special Education</b>	Ms. Joy Forrest	<a href="mailto:jforrest@trschoools.com">jforrest@trschoools.com</a>	732-505-5500 x 500043

**C. On matters involving High School Athletics first contact:**

<b>1. Coach</b>			
<b>2. Athletic Coordinator</b>	Mr. Brian Cerbone	<a href="mailto:bcerbone@trschoools.com">bcerbone@trschoools.com</a>	x 215681
<b>3. Assistant Principal</b>	Charles Labarca	<a href="mailto:clabarca@trschoools.com">clabarca@trschoools.com</a>	x 210002
<b>4. Principal</b>	Ms. Erin Anders	<a href="mailto:eanders@trschoools.com">eanders@trschoools.com</a>	x 210007
<b>5. District Athletic Coordinator</b>	Mr. Edward Gillen	<a href="mailto:egillen@trschoools.com">egillen@trschoools.com</a>	x 215621

**High School Extra-Curricular/Clubs first contact:**

<b>1. Club Advisor</b>			
<b>2. Assistant Principal</b>	Ms. Stephanie Hines	<a href="mailto:shines@trschoools.com">shines@trschoools.com</a>	x210004
<b>3. Principal</b>	Ms. Erin Anders	<a href="mailto:eanders@trschoools.com">eanders@trschoools.com</a>	x 210007

**D. On matters involving High School Student Discipline first contact:**

<b>1. Classroom Teacher</b>			
<b>2. Guidance Counselor or Case Manager</b>			
<b>3. Appropriate Assistant Principal (see below)</b>			
Assistant Principal: Grade 12 10 A-K	Ms. Stephanie Hines	<a href="mailto:shines@trschoools.com">shines@trschoools.com</a>	x 210004
Assistant Principal: Grade 11 10 L-Q	Charles Labarca	<a href="mailto:clabarca@trschoools.com">clabarca@trschoools.com</a>	x 210003
Assistant Principal: Grade 9 10 R-Z	Dr. Angela Palumbo	<a href="mailto:apalumbo@trschoools.com">apalumbo@trschoools.com</a>	x 210002
<b>4. Principal: All Grades</b>			
Principal	Ms. Erin Anders	<a href="mailto:eanders@trschoools.com">eanders@trschoools.com</a>	x 210007

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

Assistant Superintendent (intermediate, high school)	Mr. Patrick Thomas	<a href="mailto:pthomas@trschoools.com">pthomas@trschoools.com</a>	732-505-5500 x 500007
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**F. To resolve all matters only after you have followed the levels outlined above:**

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