

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. **The main number is 732-505-5702. See extensions/numbers listed below.**

High School North

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

1. Classroom Teacher			
2. Guidance Counselor or Case Manager			
3. Building Supervisor of Instruction – Matt Malagiere			
4. Content Supervisor (see below)			
	Mr. Matt Malagiere Supervisor	mmalagiere@trschoos.com	732-505-5665 x 220085
5. Principal			
Principal	Mr. Edward Keller	ekeller@trschoos.com	x 220011
6. Director of Secondary Curriculum			
Director of Secondary Curriculum	Ms. Adrienne Gold	agold@trschoos.com	732-505-5500 x 500052

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

1. Classroom Teacher			
2. Case Manager (732 505-5719) or Guidance Counselor			
3a. Supervisor of Special Education (Pre K/Autism)all Pre-K	Anna Kasper	akasper@trschoos.com	732-818-8570
3b. Supervisor of Special Education (CST/Pre K-21)	Catherine Mellon	cmellon@trschoos.com	732-505-3900 x260081
3c. Supervisor of Special Education (K-21)	Dana Weber	dweber@trschoos.com	732-505-5900 x300051
4. Principal, Mr. Edward Keller			
5. Director of Special Education	Ms. Joy Forrest	jforrest@trschoos.com	732-505-5500 x 500043

C. On matters involving High School Athletics first contact:

1. Coach			
2. Athletic Coordinator	Mr. Keith Stryker	kstryker@trschoools.com	x 220128
3. Assistant Principal	Mr. David Fazzini	dfazzini@trschoools.com	x 220002
4. Principal	Mr. Edward Keller	ekeller@trschoools.com	x 220011
5. District Athletic Coordinator	Mr. Edward Gillen	egillen@trschoools.com	x 215621

High School Extra-Curricular/Clubs first contact:

1. Advisor			
2. Assistant Principal	Ms. Heather Golla DeGrandis	hdegrandis@trschoools.com	x 220004
3. Principal	Mr. Edward Keller	ekeller@trschoools.com	x 220011

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

1. Classroom Teacher			
2. Guidance Counselor or Case Manager			
3. Appropriate Assistant Principal (see below)			
Assistant Principal: Grade 10	Mr. David Fazzini	dfazzini@trschoools.com	x 220002
Assistant Principal: Grade 11	Ms. Heather Golla DeGrandis	hdegrandis@trschoools.com	x 220004
Assistant Principal: Grade 9	Mr. Christopher Blessing	cblessing@trschoools.com	x 220003
Assistant Principal: Grade 12	Mr. Christopher Madigan	cmadigan@trschoools.com	x 220005
4. Principal: All Grades			
Principal	Mr. Edward Keller	ekeller@trschoools.com	x 220011

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

Assistant Superintendent (intermediate, high school)	Mr. Patrick Thomas	pthomas@trschoools.com	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	mcitta@trschoools.com	732-505-5500 x 500005
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