

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 732-505-5734. See extensions/numbers listed below.

High School South

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 – Heather Pentifallo			
4. Content Supervisor (see below)			
	Mrs. Heather Pentifallo Supervisor	hpentifallo@trschoools.com	732-505-5734 x 230081
4. Principal			
Principal	Mr. Kevin Raylman	kraylman@trschoools.com	x 230007
5. Director of Secondary Curriculum			
Director of Secondary Curriculum	Ms. Adrienne Gold	agold@trschoools.com	732-505-5500 x500052

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

1. Classroom Teacher			
2. Case Manager (732-505-5916) or Guidance Counselor, Ricky Maldonado, (732-505-5745)			
3. Special Education Supervisor, Ms. Adrienne Gold, (732-505-5575)			
3a. Supervisor of Special Education (Pre K/Autism) all Pre-K	Anna Kasper	akasner@trschoools.com	732-505-8570
3b. Supervisor of Special Education (CST/Pre K-21)	Catherine Mellon	cmellon@trschoools.com	732-505-3900 x 260081
3c. Supervisor of Special Education (K-21)	Dana Weber	dweber@trschoools.com	732-505-5900 x 300051
4. Principal, Mr. Kevin Raylman			
5. Director of Special Education	Joy Forrest	jforrest@trschoools.com	732-505 -5500 x 500043

C. On matters involving High School Athletics first contact:

Coach			
2. Athletic Coordinator	Mr. William Madigan	wmadigan@trschoools.com	x 230131
3. Assistant Principal	Mr. John Oberti	joberti@trschoools.com	x 230004
4. Principal	Mr. Kevin Raylman	kraylman@trschoools.com	x 230005
5. District Athletic Coordinator	Mr. Edward Gillen	egillen@trschoools.com	732-505-5665 x 215621

High School Extra-Curricular/Clubs first contact:

1. Club Advisor			
2. Assistant Principal	Mr. Christopher Peck	cpeck@trschoools.com	x 230002
3. Principal	Mr. Kevin Raylman	kraylman@trschoools.com	x 230005

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 9 & Grade 10	Mr. Mark Sullivan	msulliva@trschoools.com	x 230003
Assistant Principal: Grade 12	Mr. John Oberti	joberti@trschoools.com	x 230004
Assistant Principal: and Grade 11	Mr. Christopher Peck	cpeck@trschoools.com	x 230002
4. Principal: All Grades			
Principal	Mr. Kevin Raylman	kraylman@trschoools.com	x 230005

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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