

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

## Intermediate East

***A. On matters involving Intermediate 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 – Christy Downs</b>			
<b>4. Content Supervisor (see below)</b>			
	Mrs. Christy Downs Supervisor	<a href="mailto:cdowns@trschoools.com">cdowns@trschoools.com</a>	x 240084
<b>5. Appropriate Assistant Principal (see below)</b>			
Grade 7 (61, 62, MD)	Mr. James Cleveland	<a href="mailto:jcleveland@trschoools.com">jcleveland@trschoools.com</a>	x 240003
Grade 8 (63, 64)	Mr. William Baxter	<a href="mailto:wbaxter@trschoools.com">wbaxter@trschoools.com</a>	x 240004
<b>6. Principal</b>			
Principal	Mr. Bryan Madigan	<a href="mailto:bmadigan@trschoools.com">bmadigan@trschoools.com</a>	x 240005
<b>7. 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 (elementary and intermediate level) first contact:***

<b>1. Classroom Teacher</b>			
<b>2a. For Programs and IEP</b>	Case Manager		x 245787
<b>2b. For Classroom Issues: Supervisor of Teacher</b>	Christy Downs	<a href="mailto:cdowns@trschoools.com">cdowns@trschoools.com</a>	x 240084
<b>3. Appropriate Assistant Principal (see below)</b>			
Grade 7 (61, 62, MD)	Mr. James Cleveland	<a href="mailto:jcleveland@trschoools.com">jcleveland@trschoools.com</a>	x 240003
Grade 8 (63, 64)	Mr. William Baxter	<a href="mailto:wbaxter@trschoools.com">wbaxter@trschoools.com</a>	x 240004
<b>4. Principal</b>			
Principal	Mr. Bryan Madigan	<a href="mailto:bmadigan@trschoools.com">bmadigan@trschoools.com</a>	x 240005
<b>5a. Supervisor of Special Education(Pre K/Autism) all Pre-K</b>	Ms. Anna Kasper	<a href="mailto:akasper@trschoools.com">akasper@trschoools.com</a>	732-818-8570
<b>5b. Supervisor of Special Education (CST/Pre K-21)</b>	Ms. Catherine Mellon	<a href="mailto:cmellon@trschoools.com">cmellon@trschoools.com</a>	732-505-3900 x 260081
<b>5c. Supervisor of Special Education (K-21)</b>	Ms. Dana Weber	<a href="mailto:dweber@trschoools.com">dweber@trschoools.com</a>	732-505-5900 x 300051
<b>6. 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 Intermediate School Athletics first contact:***

<b>1. Coach</b>			
<b>2. Athletic Coordinator</b>	Mr. Michaelann Dietlmeier	<a href="mailto:mdietlmeier@trschoools.com">mdietlmeier@trschoools.com</a>	732-505-5775
<b>3. Assistant Principal</b>	Mr. William Baxter	<a href="mailto:wbaxter@trschoools.com">wbaxter@trschoools.com</a>	x 240004
<b>4. Principal</b>	Mr. Bryan Madigan	<a href="mailto:bmadigan@trschoools.com">bmadigan@trschoools.com</a>	x 240001
<b>5. District Athletic Coordinator</b>	Mr. Edward Gillen	<a href="mailto:egillen@trschoools.com">egillen@trschoools.com</a>	732-505-5665 x 215621

***Intermediate Extra-Curricular/Clubs first contact:***

<b>1. Club Advisor</b>			
<b>2. Assistant Principal</b>	Mr. James Cleveland	<a href="mailto:jcleveland@trschoools.com">jcleveland@trschoools.com</a>	x 240003
<b>3. Principal</b>	Mr. Bryan Madigan	<a href="mailto:bmadigan@trschoools.com">bmadigan@trschoools.com</a>	x 240005

***D. On matters involving Intermediate 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>			
Grade 7 (61, 62, MD)	Mr. James Cleveland	<a href="mailto:jcleveland@trschoools.com">jcleveland@trschoools.com</a>	x 240003
Grade 8 (63, 64)	Mr. William Baxter	<a href="mailto:wbaxter@trschoools.com">wbaxter@trschoools.com</a>	x 240004
<b>4. Principal: All Grades</b>			
All Grades and all Students	Mr. Bryan Madigan	<a href="mailto:bmadigan@trschoools.com">bmadigan@trschoools.com</a>	x 240005

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

<b>Assistant Superintendent (intermediate, high school)</b>	Mr. Patrick Thomas	<a href="mailto:pthomas@trschoools.com">pthomas@trschoools.com</a>	732-505-5500 x 500007
-----------------------------------------------------------------	--------------------	--------------------------------------------------------------------	--------------------------

**F. 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
----------------------------------	-------------------	------------------------------------------------------------------	--------------------------