

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 732-505-5800. See below for extensions/numbers.**

Intermediate North

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

1. Classroom Teacher			
2. Guidance Counselor or Case Manager			
3. Building Supervisor of Instruction – Debbie Schwartz			
4. Content Supervisor (see below)			
	Mrs. Debbie Schwartz Supervisor	dschwartz@trschoools.com	732-505-5800 x 250081
5. Appropriate Assistant Principal (see below)			
Grade 6 Grade 7 Cycles 72, 74	Dave Fanslau	dfanslau@trschoools.com	x 250002
Grade 7 Cycles 71, 73, 75 Grade 8	Mr. Brian Blake	bblake@trschoools.com	x 250003
6. Principal			
Principal	Mrs. Lynn Fronzak	lfronzak@trschoools.com	x 250004
7. Director of Secondary Curriculum			
Director of Secondary Curriculum	Ms. Adrienne Gold	agold@trschoools.com	732-505-5500 x 500052

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

1. Classroom Teacher			
2a. For Programs and IEP	Case Manager		x 245787
	Debbie Schwartz	dschwartz@trschoools.com	x250081
3. Appropriate Assistant Principal (see below)			
	Mr. Brian Blake	bblake@trschoools.com	x 250003

1. Principal			
Principal	Mrs. Lynn Fronzak	lfronzak@trschoools.com	x 250004
5a. Supervisor of Special Education (PreK/Autistic) all Pre-K	Ms. Anna Kasper	akasper@trschoools.com	732-818-8570
5b. Supervisor of Special Education (CST/Pre K-21)	Ms. Catherine Mellon	kumbach@trschoools.com	732-505-3900 x 260081
5c. Supervisor of Special Education (K-21)	Ms. Dana Weber	dweber@trschoools.com	732-505-5900 x 300051
6. Director of Special Education	Ms. Joy Forrest	jforrest@trschoools.com	732-505-5500 x500043

C. On matters involving Intermediate School Athletics first contact:

1. Coach			
2. Athletic Coordinator	Ms. Deb Gustimbelli	dgustimbelli@trschoools.com	908-600-9525
3. Assistant Principal	Mr. Brian Blake	bblake@trschoools.com	x 250003
4. Principal	Mrs. Lynn Fronzak	lfronzak@trschoools.com	x 250004
5. District Athletic Coordinator	Mr. Edward Gillen	egillen@trschoools.com	732-505-5665 x 215621

Intermediate Extra-Curricular/Clubs first contact:

1. Club Advisor			
2. Assistant Principal	Mr. Brian Blake	bblake@trschoools.com	732-505-5800
3. Principal	Mrs. Lynn Fronzak	lfronzak@trschoools.com	732-505-5800

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

1. Classroom Teacher			
2. Guidance Counselor or Case Manager			
3. Appropriate Assistant Principal (see below)			
Grade 6 Grade 7 Cycles 72, 74	Dave Fanslau	dfanslau@trschoools.com	x 250002
Grade 7 Cycles 71, 73, 75 Grade 8	Mr. Brian Blake	bblake@trschoools.com	x 250003
4. Principal: All Grades			
All Grades and all Students	Mrs. Lynn Fronzak	lfronzak@trschoools.com	x 250004

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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