Toms River Regional School District
Office of the Superintendent
Michael Citta

Chain of Communication / How to Effectively Communicate with School Officials

2026-2027 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:

1. **Classroom Teacher**			
2. **Guidance Counselor or Case Manager**			
3. Building Supervisor of Instruction – Jennifer Fazzini			
4. Content Supervisor (see below)			
	Ms. Jennifer Fazzini Supervisor	**jfazzini@trschools.com**	x 210085
5. Principal			
Principal	Ms. Erin Anders	eanders@trschools.com	x 210007
6. Director of Secondary Curriculum			
Director of Secondary Curriculum	Ms. Adrienne Gold	agold@trschools.com	732-505-5500 x 500052

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

1. **Classroom Teacher**			
2. Case Manager - 732-505-5665 Guidance Counselor			
3a. Supervisor of Special Education (PreK/Autism) all Pre-K	Michael DeVita	mdevita@trschools.com	732-818-8570
3b. Supervisor of Special Education (CST/K-5)	Mr. Kevin Huff	**khuff@trschools.com**	732-505-5900 x 370109
3c. Supervisor of Special Education (6-21)	Ms. Ann Marie Gingerelli-Drake	agingerelli1@trschools.com	732-505-5500 x260081
4. Principal, Ms. Erin Anders			
5. Director of Special Education	Ms. Dana Weber	**dweber**@trschools.com	732-505-5500 x 500040

C. On matters involving High School Athletics first contact:

1. Coach			
2. Athletic Coordinator	Mr. Brian Cerbone	bcerbone@trschools.com	x 215681
3. Assistant Principal	Charles Labarca	clabarca@trschools.com	x 210002
4. Principal	Ms. Erin Anders	eanders@trschools.com	x 210007
5. District Athletic Coordinator	Mr. Edward Gillen	egillen@trschools.com	x 215621

High School Extra-Curricular/Clubs first contact:

1. Club Advisor			
2. Assistant Principal	Ms. Stephanie Hines	shines@trschools.com	x210004
3. Principal	Ms. Erin Anders	eanders@trschools.com	x 210007

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 12 10 A-F	Ms. Stephanie Hines	shines@trschools.com	x 210002
Assistant Principal: Grade 11 10 G-N	Charles Labarca	clabarca@trschools.com	x 210004
Assistant Principal: Grade 9 10 O-Z	Matt Smith	msmith@trschool.com	x 210003
4. **Principal: All Grades**			
Principal	Ms. Erin Anders	eanders@trschools.com	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	pthomas@trschools.com	732-505-5500 x 500007

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

Superintendent of Schools	Mr. Michael Citta	mcitta@trschools.com	732-505-5500 x 500005