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

Intermediate East

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 – Catherine Mellon			
4. Content Supervisor (see below)			
	Ms. Catherine Mellon Supervisor	**cmellon@trschools.com**	x 240084
5. Appropriate Assistant Principal (see below)			
Grade 7 (61, 62)	Mr. Joseph Schafer	**jschafer@trschools.com**	x 240003
Grade 8 (63, 64,)	Dr. Angela Palumbo	apalumbo@trschools.com	x 240004

6. Principal			
Principal (MD)	Mr. James Cleveland	**jcleveland@trschools.com**	x 240001
7. 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 (elementary and intermediate level) first contact:

1. **Classroom Teacher**			
2a. For Programs and IEP	Case Manager		x 245787
2b. For Classroom Issues: Supervisor of Teacher	Catherine Mellon	**cmellon@trschools.com**	x 240084
3. Appropriate Assistant Principal (see below)			
Grade 7 (61, 62,)	Mr. Joseph Schafer	**jschafer@trschools.com**	x 240003
Grade 8 (63, 64)	Dr. Angela Palumbo	apalumbo@trschools.com	x 240004
4. Principal			
Principal	Mr. James Cleveland	**jcleveland@trschools.com**	x 240001
5a. Supervisor of Special Education(Pre K/Autism) all Pre-K	Ms. Michael DeVita	**mdevita@trschools.com**	732-818-8570
5b. Supervisor of Special Education (CST/ K-5)	Mr. Kevin Huff	**khuff@trschools.com**	732-505-3900 x 370109
5c. Supervisor of Special Education (6-21)	Ms. Ann Marie Gingerelli-Drake	**agingerelli1@trschools.com**	732-505-5500 x 260081
6. Director of Special Education	Ms. Dana Weber	**dweber@trschools.comn**	732-505-5500 x 500040

C. On matters involving Intermediate School Athletics first contact:

1. Coach			
2. Athletic Coordinator	Mr. Michaelann Dietlmeier	**mdietlmeier@trschools.com**	732-505-5775
3. Assistant Principal	Mr. Joseph Schafer	**jschafer@trschools.com**	x 240003
4. Principal	Mr. James Cleveland	**jclevelenad@trschools.com**	x 240001
5. District Athletic Coordinator	Mr. Edward Gillen	**egillen@trschools.com**	732-505-5665 x 215621

Intermediate Extra-Curricular/Clubs first contact:

1. Club Advisor			
2. Assistant Principal	Dr. Angela Palumbo	**apalumbo@trschools.com**	x 240004
3. Principal	Mr. James Cleveland	**jcleveland@trschools.com**	x 240001

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 7 (61, 62, MD)	Mr. Joseph Schafer	**jschafer@trschools.com**	x 240003
Grade 8(63, 64)	Dr. Angela Palumbo	**apalumbo@trschools.com**	x 240004
4. Principal: All Grades			
All Grades and all Students	Mr. James Cleveland	**jcleveland@trschools.com**	x 240001

E. ***To resolve all matters <u>only</u> 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 <u>only</u> after you have followed the levels outlined above*:**

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