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 732-505-3900. See extensions/numbers below.**

Intermediate South

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 – Kelly Kirk			
4. Content Supervisor (see below)			
	Ms. Kelly Kirk	kkirk@trschools.com	x 260085
5. Appropriate Assistant Principal (see below)			
Grade 6 (63) Grade 7 Special Ed	Ms. Leigh Madigan	**lmadigan**@trschools.com	x 260003
Grade 6 (61, 62) Grade 8	Ms Casey Daniel	cdaniel1@trschools.com	x 260002
6. Principal			
Principal	Mr. Paul Gluck	pgluck@trschools.com	x 260005
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 263913
3. Appropriate Assistant Principal (see below)			
Grade 6 (63) Grade 7	Ms. Leigh Madigan	**lmadigan**@trschools.com	x 260003
Grades 6 (61,62) Grade 8	Ms. Casey Daniel	cdaniel1@trschools.com	x 260002

4. Principal			
Principal	Mr. Paul Gluck	pgluck@trschools.com	x 260005
5a. Supervisor of Special Education (PreK-Autistic)all Pre-K	Mr. 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:

1. Coach			
2. Athletic Coordinator	Ms. Leigh Madigan	**lmadigan**@trschools.com	732-505-3900
3. Principal	Mr. Paul Gluck	pgluck@trschools.com	x 260005
4. District Athletic Coordinator	Mr. Edward Gillen	egillen@trschools.com	732-505-5665 x 215621

Extra-Curricular/Clubs first contact:

1. Clubs			
2. Assistant Principal	Ms. Leigh Madigan	**lmadigan**@trschools.com	x 260003
3. Principal	Mr. Paul Gluck	pgluck@trschools.com	x 260005

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 (63) Grade 7	Ms. Leigh Madigan	**lmadigan**@trschools.com	x 260003
Grade 6 (61, 62) Grade 8	Ms. Casey Daniel	cdaniel1@trschools.com	x 260002
4. Principal: All Grades			
All Grades and all Students	Mr. Paul Gluck	pgluck@trschools.com	x 260005

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