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 Command",** or where to begin the communication sequence regarding their child's problem**.** ***Parents should only contact the Case Manager or Director of Special Services if the parent has a child that is classified.***

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 command. 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 732-505-5500. See extensions listed below.**

SUPPORT DEPARTMENTS

A. On matters involving Facilities or Buildings and Grounds first contact:
(Building maintenance / custodial / grounds maintenance)

1. **Building Principal**			
2. **Director of Operations & Inf.**	Mr. Bryan Madigan	**bmadigan@trschools.com**	x 500216
3. **Business Administrator**	Mr. William Doering	**wdoering@trschools.com**	x 500081

B. *On matters involving Transportation first contact:*

1. **Transportation Coordinator**	Ms. Laurel Venberg	**lvenberg@trschools.com**	x 500401
2. **Business Administrator**	Mr. William Doering	**wdoering@trschools.com**	x 500081
3. **Asst. Supt.**	Mr. Pat Thomas (secondary) Ms. Cara DiMeo (elementary)	**pthomas@trschools.com** **Cdimeo@trschools.com**	x 500004 x 500002

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

Superintendent of Schools	Mr. Michael Citta	**mcitta@trschools.com**	X 500005