



Oyster Bay – East Norwich Central School District

Oyster Bay, New York 11771

CHAIN OF COMMUNICATION

The Oyster Bay East Norwich Central School District has established procedures to respond effectively to questions, suggestions, and concerns from parents and residents. The procedures start with the person closest to the situation and then works through the steps until a resolution is reached. If you have a question pertaining to the school district or your child’s progress, we encourage you to contact us. We welcome questions from parents and residents concerning school matters. **In the event that additional clarification is necessary or if you have not received a response in 24 hours, please follow the steps for communication below:**

ACADEMIC

Students

We encourage our students to express their questions and concerns directly with their corresponding teacher. If needed, they are also encouraged to seek clarification from guidance counselors, discipline supervisors, and administrators.



Parents

Parents who have concerns about an issue involving their child’s education, classroom experience, or teacher are encouraged to communicate their concerns directly to the teacher.



How to Contact a Teacher

Our teaching staff welcome communication from students and parents. You may leave a message for a teacher by calling their corresponding main office or you can email your child’s teacher directly using the address found on our [staff directory](#). In order to allow teachers to respond in a timely manner, indicate times when you can be reached. Due to teaching assignments, teachers may only be available to call you back at specific times throughout the school day.



Building Related Matter

Principal Tami McElwee: Grades K-2nd
516-624-6573 TMcelwee@obenschools.org

Assistant Principal Rebecca Menuzzo: Grades 3rd-6th
516-624-6562 RMenuzzo@obenschools.org

Assistant Principal Dr. Ryan O’Hara: Grades 7th-9th
516-624-6596 ROhara@obenschools.org

Assistant Principal Jaclyn Gibbons Grades 10th-12th
516-624-6537 JGibbons@obenschools.org



Curriculum Related Matter Department Supervisors

[English Language Art, Reading & Library Media](#) TBD
516-624-6533

[Fine & Performing Arts](#) **Anthony Femino**
516-624-6534 AFemino@obenschools.org

[Mathematics](#) **Jack Bixhorn**
516-861-3294 JBixhorn@obenschools.org

[Physical Education & Health](#) **Kevin Trentowski**
516-624-6557 KTrentowski@obenschools.org

[Science & Technology](#) **Dr. Janna Ostroff**
516-624-6544 JOstroff@obenschools.org

[Social Studies, Business, Home & Careers](#) TBD
516-624-6597

[Special Services](#) **Lynette Abruzzo**
516-624-3200 LABruzzo@obenschools.org

[World Languages & English as New Language \(ENL\)](#) **Rachel Green**
516-624-6552 RGreen@obenschools.org



If further discussion is desired, please contact the
Principal’s Office

Theodore Roosevelt Elementary School
Tami McElwee 516-624-6573 TMcelwee@obenschools.org

James H. Vernon School
Dr. Valerie Vacchio 516-624-6562 VVacchio@obenschools.org

Oyster Bay High School
Sharon Lasher 516-624-6524 SLasher@obenschools.org

NON-ACADEMIC

<p><u>Health & Safety</u></p> <p>Step 1: Building Assistant Principal</p> <p>Step 2: Building Principal</p> <p>Step 3: Maureen Raynor Deputy Superintendent 516-624-6510</p>	<p><u>Guidance</u></p> <p>Step 1: Guidance Counselor</p> <p>Step 2: Melissa Argaman Supervisor for Counseling Service 516-624-6526</p> <p>Step 3: Building Principal</p> <p>Step 4: Dr. Joseph Pesqueira, Assistant Superintendent for Curriculum and Instruction 516-624-6506</p>
<p><u>Medical</u></p> <p>Step 1: School Building Nurse</p> <p>Step 2: Building Assistant Principal</p> <p>Step 3: Building Principal</p> <p>Step 4: Kevin Trentowski, Athletic Director 516-624-6557</p> <p>Step 5: Maureen Raynor Deputy Superintendent 516-624-6510</p>	<p><u>Special Education</u></p> <p>Step 1: Special Education Teacher</p> <p>Step 2: Building Assistant Principal</p> <p>Step 3: Building Principal</p> <p>Step 4: Lynette Abruzzo, Director of Special Services 516-624-3200</p> <p>Step 5: Dr. Joseph Pesqueira, Assistant Superintendent for Curriculum and Instruction 516-624-6506</p>
<p><u>Transportation</u></p> <p>Step 1: Building Assistant Principal/Principal</p> <p>Step 2: Joanne Weber, Transportation Coordinator 516-624-6501</p> <p>Step 3: Maureen Raynor Deputy Superintendent 516-624-6510</p>	<p><u>Athletics</u></p> <p>Step 1: Coach</p> <p>Step 2: Kevin Trentowski Director of Athletics 516-624-6557</p> <p>Step 3: Dr. Joseph Pesqueira, Assistant Superintendent for Curriculum and Instruction 516-624-6506</p>

If a matter remains unresolved after the above steps have been followed, parents and residents are welcome to contact Dr. Francesco Ianni, Superintendent of Schools.