



# Who Should I Contact?

Have a question and/or concern? By following this chain of communication, parents, students and community members can get their questions and concerns addressed quickly and efficiently.

## ATHLETICS

- Step 1: Coach; if not resolved...
- Step 2: Coordinator of Health, Physical Education, and Athletics (631-434-2512); if not resolved...
- Step 3: Matthew Gengler, Assistant Superintendent for Secondary Education; if not resolved...
- Step 4: Wanda Ortiz-Rivera, Superintendent of Schools

## BUDGET

- Step 1: Stacy O'Connor, Assistant Superintendent for Finance and Operations; if not resolved...
- Step 2: Wanda Ortiz-Rivera, Superintendent of Schools

## BUILDINGS AND GROUNDS

- Step 1: Miguel Cruz, Plant Facilities Administrator (631-434-2291); if not resolved...
- Step 2: Stacy O'Connor, Assistant Superintendent for Finance and Operations; if not resolved...
- Step 3: Wanda Ortiz-Rivera, Superintendent of Schools

## INSTRUCTIONAL ACTIVITIES AND PROGRAMS

- Step 1: Activity Adviser; if not resolved...
- Step 2: Building Principal; if not resolved...
- Step 3: Ann Palmer, Assistant Superintendent for Elementary Education or Matthew Gengler, Assistant Superintendent for Secondary Education; if not resolved...
- Step 4: Wanda Ortiz-Rivera, Superintendent of Schools

## CURRICULUM AND INSTRUCTION

- Step 1: Classroom Teacher; if not resolved...
- Step 2: High School Department Chairperson (if applicable); if not resolved...
- Step 3: Building Principal, if not resolved...
- Step 4: Ann Palmer, Assistant Superintendent for Elementary Education or Matthew Gengler, Assistant Superintendent for Secondary Education; if not resolved...
- Step 5: Wanda Ortiz-Rivera, Superintendent of Schools

## EMPLOYMENT AND CERTIFICATION

- Step 1: Nicole Valente, School Personnel Officer (631-434-2331); if not resolved...
- Step 2: Wanda Ortiz-Rivera, Superintendent of Schools

## FOOD SERVICE CONCERNS

- Step 1: Beth Sather, Food Services Manager (631-434-2316); if not resolved...
- Step 2: Erik Karlund, Director of Operations (631-434-2311); if not resolved...
- Step 3: Stacy O'Connor, Assistant Superintendent for Finance and Operations; if not resolved...
- Step 4: Wanda Ortiz-Rivera, Superintendent of Schools

## GUIDANCE

- Step 1: Guidance Counselor; if not resolved...
- Step 2: Building Principal; if not resolved...
- Step 3: Wayne Abenes, Coordinator of District Guidance (631-434-2394); if not resolved...
- Step 4: Ann Palmer, Assistant Superintendent for Elementary Education or Matthew Gengler, Assistant Superintendent for Secondary Education; if not resolved...
- Step 5: Wanda Ortiz-Rivera, Superintendent of Schools

## MEDICAL CONCERNS, K – 12

- Step 1: School Nurse, if not resolved...
- Step 2: Building Principal; if not resolved...
- Step 3: Sean Coffin, Coordinator of Health, Psychological, and Social Work Services (631-434-2583); if not resolved...
- Step 4: Rhonda Young, Assistant Superintendent of Special Services; if not resolved...
- Step 5: Wanda Ortiz-Rivera, Superintendent of Schools

## REGISTRATION AND RESIDENCY

- Step 1: Central Registration Office (631-434-2301); if not resolved...
- Step 2: Marlene Ramos-Velita, Coordinator of Central Registration & Census (631-434-2301); if not resolved...
- Step 3: Wanda Ortiz-Rivera, Superintendent of Schools

## SCHOOL PERSONNEL

- Step 1: Building Principal; if not resolved...
- Step 3: Nicole Valente, School Personnel Officer (631-434-2331); if not resolved...
- Step 2: Ann Palmer, Assistant Superintendent for Elementary Education or Matthew Gengler, Assistant Superintendent for Secondary Education; if not resolved...
- Step 4: Wanda Ortiz-Rivera, Superintendent of Schools

## SECURITY

- Step 1: Byron McCray, Director of School Safety (631-434-2500); if not resolved...
- Step 2: Stacy O'Connor, Assistant Superintendent for Finance and Operations; if not resolved...
- Step 3: Wanda Ortiz-Rivera, Superintendent of Schools

If your issue has not been resolved after following all of the appropriate steps in the communication protocol, you may contact the Board of Education by sending an email to the District Clerk at (631) 434-2327 or [khoey@bufsd.org](mailto:khoey@bufsd.org). Community members may also attend any scheduled Board meeting. Please note, the Board will not entertain public comments of a personal or personnel concern.

## SPECIAL EDUCATION

- Step 1: Teacher; if not resolved...
- Step 2: High School Special Services Department Chairperson (if applicable); if not resolved...
- Step 3: April Seneus, Coordinator of Special Services, Secondary (631-434-2144); if not resolved...
- Step 4: Rhonda Young, Assistant Superintendent of Special Services; if not resolved...
- Step 5: Wanda Ortiz-Rivera, Superintendent of Schools

## TECHNOLOGY CONCERNS

- Step 1: Building's School Communications Aide; if not resolved...
- Step 2: IT Hotline (631-972-1300); if not resolved...
- Step 3: Candice Cheng, IT Coordinator (631-972-1300); if not resolved...
- Step 4: Stacy O'Connor, Assistant Superintendent for Finance and Operations; if not resolved...
- Step 5: Wanda Ortiz-Rivera, Superintendent of Schools

## TRANSPORTATION CONCERNS

- Step 1: Bus Driver; if not resolved...
- Step 2: Building Principal; if not resolved...
- Step 3: Erik Karlund, Director of Operations (631-434-2311); if not resolved...
- Step 4: Stacy O'Connor, Assistant Superintendent for Finance and Operations; if not resolved...
- Step 5: Wanda Ortiz-Rivera, Superintendent of Schools

## CENTRAL ADMINISTRATION

Wanda Ortiz-Rivera, Superintendent of Schools  
(631) 434-2325 | [wortiz@bufsd.org](mailto:wortiz@bufsd.org)

Stacy O'Connor, Assistant Superintendent for Finance and Operations  
(631) 434-2311 | [soconnor@bufsd.org](mailto:soconnor@bufsd.org)

Ann Palmer, Assistant Superintendent for Elementary Education  
(631) 434-2496 | [apalmer@bufsd.org](mailto:apalmer@bufsd.org)

Matthew Gengler, Assistant Superintendent for Secondary Education  
(631) 434-2498 | [mgengler@bufsd.org](mailto:mgengler@bufsd.org)

Rhonda Young, Assistant Superintendent of Special Services  
(631) 434-2401 | [ryoung@bufsd.org](mailto:ryoung@bufsd.org)

