

Deputy Superintendent-BOE Update- August 2025

August

4th-

- Engaged with directors and SLL BOCES staff during site visits at the ESC.
- Arranged meetings with program directors and coordinated weekly and monthly task lists.
- Coordinated with CSOs to schedule school celebration visits for September.
- Reviewed files related to the Deputy Superintendent.

5th-

- Participated in the quarterly Health Care Consortium meeting.
- Engaged with Jeff-Lewis Safety personnel to discuss threat assessment training opportunities.
- Reviewed files of Deputy Superintendents.
- Coordinated with NYSCOSS representatives to secure a position on the Legislative Advocacy Committee.
- Completed registration for NYSCOSS membership.

6th-

- Attended Minnowbrook Superintendent Conference.
- Received a legal update from Ferrara Fiorenza Law Firm.

7th-

- Participated in the Minnowbrook Superintendent Conference
- Attended the first CSO meeting of the year
- Received updates from the NYSED team
- Engaged in a leadership session titled "Leading in a Time of Uncertainty" with former NYSED Commissioner MaryEllen Elia

8th-

- Attended Minnowbrook Superintendent Conference
- NYSCOSS Team Update

11th-

- Completed a superintendent leadership exercise focused on various leadership styles.
- Collaborated with Human Resources to develop and enhance the New Employee Orientation program.
- Reviewed the agenda for the upcoming New Employee Orientation session and reviewed the accompanying presentation slides.
- Meetings held with administrative assistants and Mr. Saiff to finalize and review the Opening Day schedule for staff at OFA.

- Coordinated with the Primary Principal Chairperson and Mr. Hershey to plan and organize the monthly principal meetings.

12th-

- Held a meeting with Mrs. Ashley to review the budget and CO-SER items.
- Attended a discussion session with Mr. Perretta regarding facilities and operational matters.
- Conferenced with Mr. Fiese to address labor relations issues.
- Revised and reviewed Deputy Superintendent files.

13th-

- Met with the Adult Education and Workforce Development department.
- Collaborated with the CSO chairperson to establish the agenda and scheduling dates for the upcoming CSO meeting in September.

14th-

- Held a meeting with the Special Education Director to discuss the department's programming and its needs.
- Met with the Capital Region BOCES Communications Director and Mr. Saiff.
- Collaborated with the Assistant Deputy Commissioner of Special Education from NYSED on the PLAN Pilot program.

15th-

- Met with Mr. Hershey to review the assessment data for the region from March 8th.
- Consulted with Mr. Saiff regarding CO-SER 5860 concerning the early college access program.
- Communicated with the school attorney and Mr. Saiff regarding a residential matter.
- Coordinated maternity leave arrangements for the Exploratory Enrichment CO-SER and Arts in Education CO-SER programs.
- Participated in the Board of Education agenda review alongside the Board President, Vice President, and Mr. Saiff.

18th-

- Participated in the Secondary Principal meeting with Mr. Hershey and the Chairperson to establish the school year schedule and review agenda items.
- Prepared materials and correspondence for the upcoming New Board of Education training on September 17.
- Reached out to ASI representatives from Jeff-Lewis and FEH BOCES.
- Coordinated with SUNY Canton regarding Early College Access opportunities.
- Reviewed the New Employee Orientation program.

19th-

- Collaborated with the Chairperson to develop the CSO agenda.
- Confirmed and scheduled subcommittee meeting dates in coordination with Mrs. Colburn.
- Began coordinating New Student board member training
- Designed a survey to CSOs to gather feedback on professional development and the 2026-2027 school year retreat.
- Collaborated with Kim Moritz to develop a comprehensive training overview for superintendents at SLL BOCES and Jeff-Lewis BOCES on Portrait of a Graduate.