

## Deputy Superintendent BOE Update August 19- September 8

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.

20th-

- Worked with CSO Chairperson on feedback survey for the Superintendent group.
- Coordinated with Jeff-Lewis ASI to arrange meeting times for mentorship sessions in my capacity as Deputy Superintendent.

21st-

- Met with HR to review New Employee Orientation items
- Consulted with DS on Deputy roles and responsibilities
- Registered for Legislative Advocacy Meeting through NYSOCSS
- Registered for NYSCOSS fall institute
- Met with directors on scheduling facilities meetings
- Participated in and provided a report during the Board of Education meeting.

22nd

- Helped to lead the New Employee Orientation at SLL BOCES
- Collaborated with SUNY Canton on Early College Access Strategies

25th

- Reviewed and updated BOCES-wide goals for the 2025-2026 academic year
- Prepared and coordinated materials for the staff opening day on September 3rd
- Coordinated with SUNY Canton to gather information regarding Early College Access
- Contributed to the finalization of the Literacy Attestation
- Consulted with owner of APL associates on Effective Teaching professional development

26th

- Attended a meeting with the Facility Director to review and support operational procedures for the Children's Home.
- Collaborated with DS and CBO to provide an overview of the CO-SER initiatives in support of district efforts.
- Engaged with area Superintendents to share best practices for effective teaching coaching strategies and identify cost-effective services within the region.
- Consulted with an area Business Official regarding CO-SER 5860 related to Early College Access initiatives.

27th

- Collaborated with ASI Jefferson-Lewis BOCES on professional development initiatives and regionalization efforts.
- Coordinated with the Instructional Resource Director and the District Supervisor regarding CO-SER 5860: Early College Access.
- Partnered with NYSED Representative on the implementation of CO-SER 5860: Early College Access.
- Coordinated with SLL BOCES staff on New Student Board Member training for 9/17

28th

- Participated in the SLL BOCES Cabinet Meeting.
- Continued progress on CO-SER 5860: Early College Access project.
- Prepared awards and remarks for Opening Day event.

29th

- Off- Dropping off daughter at College

September

9/2

- Finalized the Opening Day preparations scheduled for September 3rd.
- Reviewed components of the Safety Plan, with a particular focus on cardiac arrest protocols.
- Reviewed CO-SER budget items in preparation for submission to NYSED for approval.

9/3

- Opening Day for SLL BOCES
- Meeting with the Director of Facilities and the Director of Financial Affairs to discuss insurance updates and ensure compliance.

9/4

- Meeting with March Associates (Architect)
- Post-Conference Update from the Instructional Resource Director on Leadership Conference
- Organization of Calendar: Scheduled Meetings for ASI, SCDN, Joint Study Team, and Principal Meetings
- Consultation with Area Superintendents Regarding Registered Nurse Programs at Tech Centers, Bus Driver Training Options, and Regional Assessment Outcomes for Regents
- Informal meeting with the Teacher's Union President

9/5

- BOE agenda review (Pre Board Meeting)
- Professional Development Plan review

9/8

- 2-Factor Authentication Communication
- CSO agenda prep
- Coordinated with Jeff-Lewis BOCES on Portrait of a Graduate professional learning