



Letter to the Board

Michael Havens

Superintendent of Schools

Phone: 315-524-1001

Fax: 315-524-1049

July 22, 2009

""To conquer fear is the beginning of wisdom."

--Bertrand Russell,
Nobel laureate in literature

1. **Administrative Retreat:** I will be at the administrative retreat on Thursday and Friday so I won't be able to do my Friday letter. This shortened version is in its place
2. **Gullace:** The trial on the Gullace trailer park has been completed. Each side now needs to submit their briefs to the Judge. While our attorney believes our side did a good job because even our professional assessment was less than the assessor's there will be some refund coming due to Gullace. If the judge sides with us Greg estimates the refund for all years will be \$46,904.10. If the judge sides with Gullace Greg estimates it will be 251,589.74. Most likely it will be somewhere in between. We have a reserve account designed for this purpose.
3. **Ginna:** We are in the final stages of concluding the assessment dispute with Ginna. The settlement will include a minimum and maximum that Ginna will pay in taxes for the duration of the agreement (8.6-8.9 million). For us the Town and the County it means that we each will each be getting more money than we would have under the current set up. In addition to their regular tax obligation in September we will get a portion of the underage in January. For this school year Greg estimates it means we will be getting \$169,062.23 more than we budgeted for. So I guess we win some and we lose some.
4. **Consultant visit:** Don't forget that you will be interviewing Phil Martin on July 28 and Vince Coppola on July 30th to select a search consultant. We have received a packet of material from Vince which I have attached. If we get anything from Phil I will send it along.
5. **Upcoming Events:**
 - 7/28 – Search Consultant Meeting – DO Conference Room
 - 7/30 – Search Consultant Meeting – DO Conference Room
 - 7/27 – 7/31 – Administrative Block Out Week – No meetings Scheduled
 - 8/3-8/7 – Administrative Block Out Week – No Meetings Scheduled

8/10 – Fall Sports Begin

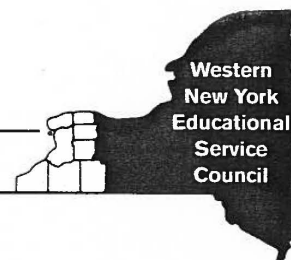
8/13 – Board of Education Meeting – 7:00 p.m.

8/20 – MS Orientation & Ice Cream Social

6. Attachments:

a) Coppola materials

WESTERN NEW YORK EDUCATIONAL SERVICE COUNCIL



OFFICE OF THE
EXECUTIVE DIRECTOR

July 16, 2009

Joyce A. Lyke, President
Board of Education
6076 Ontario Center Road
Ontario Center, NY 14520

Dear Ms. Lyke:

Thank you for the opportunity to submit a proposal as you begin the search process for a new superintendent.

I have addressed many of the questions that most boards are concerned about in the enclosed proposal. However, I clearly recognize that a face to face meeting will permit the Wayne Central School District Board of Education to further ask questions and determine if I would be a good fit for the district. I have also enclosed a brief resume.

I'm a full time search consultant without other responsibilities that would interfere with my commitment to a district that employs me. I will present a packet of additional information to each board member, including a copy of the enclosed proposal.

I look forward to interviewing with you and your colleagues on July 30, 2009 at 7:00 p.m.

Sincerely,

A handwritten signature in black ink that reads "Vince Coppola". The signature is written in a cursive, flowing style.

Vincent J. Coppola, Ed.D.
Search Consultant
Western New York Educational Service Council
Graduate School of Education
University at Buffalo

VJC:dab
enc.

SUPERINTENDENT SEARCH PROPOSAL

Presented to: Board of Education
Wayne Central School District
6076 Ontario Center Road
Ontario Center, NY 14520

Presented by: Dr. Vincent J. Coppola
State University of New York at Buffalo
222 Baldy Hall
Buffalo, New York 14260-1000

Office: (716) 645-2932
Home: (716) 649-9930
Cell: (716) 432-3968
E-Mail: vcoppola@buffalo.edu

July 2009

1. Introduction

The most important decision that a Board of Education ever has to make is that of selecting its new Superintendent of Schools. The consultant is prepared to assist you with the process leading to your selection of the new Superintendent.

The Western New York Educational Service Council was initiated in 1949 and chartered by the Board of Regents in 1966. Our organization has conducted approximately 400 searches for Boards of Education seeking new Superintendents. Our organization has developed a very effective approach to the selection process which assures a Board of highly screened candidates. The approach, while clearly defined, is flexible and can be adapted to meet the needs of the Wayne Central School District.

We presently have six employees that provide full-time and part-time support services for the Council. We also retain a number of retired educators, including Superintendents and university professors, to assist us with numerous research and study projects for area school districts. Please visit our website – www.wnyesc.org – for additional information.

In addition to these searches, our Council has a number of clients that we have completed workshops and projects for in the past five years. These workshops included:

- Goal Setting for School Boards;
- Enhancing Superintendent/Board Relationships; and,
- Developing High Performance Teams.

We also completed merger studies, enrollment projections, district reorganizations, management and financial studies, community and staff surveys, curriculum development and assessment projects, follow-up graduate studies, efficiency studies, reviews and evaluations of guidance and special education programs.

Some of the clients we have served over the past ten years are as follows:

Searches (1999 - present)

1. Alden Central School District
2. Amherst Central School District
3. Berlin Central School District (in progress)
4. Binghamton City School District
5. Brunswick Central School District
6. Byron-Bergen Central School District
7. Canandaigua City School District
8. Chatham Central School District
9. Coming Central School District
10. Cornwall Central School District
11. Delhi Central School District
12. Dryden Central School District
13. East Aurora Union Free School District
14. Elmira City School District
15. Enlarged City School District of Middletown, New York
16. Fairport Central School District
17. Florida Union Free School District
18. Frontier Central School District
19. Genesee Valley Central School District
20. Grand Island Central School District
21. Honeoye Falls-Lima Central School District
22. Horseheads Central School District
23. Lakeshore Central School District
24. Lancaster Central School District
25. Mexico Central School District
26. Medina Central School District
27. Monticello Central School District
28. North Collins Central School District
29. North Rose-Wolcott Central School District
30. North Tonawanda City School District
31. Olean City School District
32. Oneonta City School District
33. Orange-Ulster BOCES
34. Oswego City School District
35. Pembroke Central School District
36. Penfield Central School District
37. Penn Yan Central School District
38. Pine Plains Central School District
39. Rome City School District
40. Seaford Union Free School District
41. Shenendehowa Central School District
42. Skaneateles Central School District
43. South Colonie Central School District
44. Sullivan West Central School District
45. Taconic Hills Central School District
46. Tonawanda City School District
47. Warwick Valley Central School District (in progress)
48. Wayne Central School District
49. Webster Central School District
50. Warren County School District (Pennsylvania)
51. Whitney Point Central School District

We would be happy to provide you with a list of clients for the many projects we have undertaken but we assume that you are most interested in the names of the clients where we have completed searches.

We attend, on a regular basis, State and national conferences to not only stay current with school reform initiatives but to also meet and become better acquainted with school superintendents in New York State and throughout the country. We always set up consulting tables at the fall and winter conferences of New York State School Superintendents to better familiarize myself with candidates seeking positions. Having served as a school superintendent, I am very familiar with many of the superintendents in New York State, as well as other aspiring superintendents.

2. Board of Education

While the Board of Education is responsible for the entire superintendent selection process, it can engage the services of a professional consultant to assist them during the search. The Board is fully responsible for the final selection of the new Superintendent. The number one benefit to your district is the time and expertise that our Council staff can dedicate to your search. We are relentless when it comes to making background and reference checks on the candidates.

3. Consultant

The consultant acts as the agent of the Board and is employed by the Board to assist in the development of a process for selecting the new Superintendent of Schools. The consultant does not select the new Superintendent. This is the responsibility of the Board of Education.

4. Involvement of School Community Reference Groups

Assessing the current needs of the Wayne Central School District and the development of appropriate selection criteria is central to the entire process. The consultant gives very high priority to this task. The consultant proposes to spend time in the Wayne Schools and community meeting with relevant reference groups from the school and community to solicit their perceptions of the needs of the Wayne Schools and their input into the desired criteria sought in the new Superintendent of Schools. **With the approval of the Board of Education**, we would meet with representatives from the following groups:

- High School Students
- Teachers
- Support Staff
- Administrators
- Board of Education
- PTA/PTO
- Community

The consultant has developed a questionnaire to be used with the Board of Education and the relevant reference groups assisting them in identifying relevant criteria for selecting the new Superintendent.

5. Reviewing Credentials and Checking Out Candidates

The consultant will read, in detail, the credentials for each candidate and assign them a ranking scale. A group of semi-finalists of approximately 6-8 candidates will be identified. The consultant will meet with the Board of Education for a two hour meeting providing each Board Member the opportunity to read in detail the credentials of the semi-finalists. Together the Board and consultant narrow the pool to 5 candidates.

The consultant then undertakes an extensive background investigation of each of the 5 candidates personally talking with each of them and, whenever possible, meeting them face-to-face. Telephone calls would be made to responsible persons in their present school district or organization and prior district, where appropriate. Contact would be made with school board members, teacher association officers, other administrators, and support staff organization officers.

The group of finalists would be those that come closest to matching the desired criteria identified by the Board of Education for their new Superintendent of Schools. The consultant presents the Board with an oral report on strengths and weaknesses of the final 5 candidates which the Board will then interview.

The consultant will assist the Board in developing a process for interviewing the finalists and possible visit to the current district of employment of the selected finalist.

Dr. Richard Rasmussen
Honeoye Falls-Lima Central School District
Honeoye, New York
District Office: (585) 229-4125

9. Objective Search

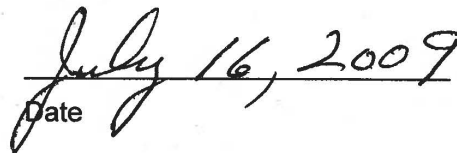
The consultant guarantees to be an equal opportunity and affirmative agent for the Board. No candidate shall be discriminated by or eliminated from consideration because of race, religion, color, origin, sex, physical handicap or sexual preference.

10. Schedule of Events

The consultant will work with the Board of Education in the development of a schedule of events covering the entire search process to assure that it is conducted in a well planned and timely fashion.



Dr. Vincent J. Coppola



Date

Biographical Sketch

Vincent J. Coppola, Ed.D.

Dr. Vincent J. Coppola, after serving seven years as the Executive Director of the Western New York Educational Service Council at the North Campus of the University at Buffalo, now serves the Council as a full-time Search Consultant. The Western New York Educational Service Council has been in existence since 1949 and was chartered by the Board of Regents in 1966. The Council provides educational consulting services to public and private schools throughout the Northeastern part of the United States. The Council staff has completed approximately 400 searches for the position of school superintendent since 1966.

Dr. Coppola spent 40 years working in the public schools as an English teacher, guidance counselor, assistant high school principal, principal of a middle school, Director of Personnel, and Superintendent of Schools. Dr. Coppola retired as Superintendent of the Corning City School District in July 1998.

Dr. Coppola has taught graduate courses in administration and counselor education at Canisius College and the University at Buffalo.

Dr. Coppola has been a keynote speaker at several state-wide conferences and has participated in presenting educational seminars at the national level.

He was honored to be selected by the Executive Educator Journal as one of the top 100 administrators in North America. He received the Top Educator Award from Phi Delta Kappa and was selected by the West Seneca Chamber of Commerce to receive the Educator of the Year Award. He is also the recipient of the Dean's Service Award as well as the Distinguished Alumni Award from the Graduate School of Education at the University at Buffalo.

Dr. Coppola's most recent honor was his selection as one of the five educators in New York State and one of 24 in the United States to receive the *Excellence in Educational Leadership Award* presented by the University Council for Educational Administration.