

Application Superintendent of Schools Watertown City School District

Please forward copies of the following materials by **January 20, 2017**:

- this completed application
- a complete, current resume
- placement credentials, including college transcripts and five (5) current letters of recommendation
- a copy of NYS certification(s)
- applicants are asked not to contact members of the Board of Education except as they may be requested to do so.

Mail to: Stephen J. Todd, District Superintendent or e-mail placlair@boces.com
 Jefferson-Lewis BOCES
 20104 State Route 3
 Watertown, New York 13601
 (315)779-7010

Personal Information

Last Name Cook First Name Dr. Ronel Middle _____
 Home Address 64 Gardnertown Rd, Newburgh, New York 125550 Telephone (845) 702-9979
 Present Position Deputy Superintendent Place of Employment Poughkeepsie CSD
 Business Address 11 College Avenue, Poughkeepsie, NY 12603 Telephone (845) 451-4900
 Current Salary \$ 155,000.00
 Personnel Responsible To You: # Instructional Superintendent # Non-instructional Board of Ed
 School District Enrollment 4,700 School District Budget \$ 94,000,000.00
(In current position) (In current position)

Professional Information:

Undergraduate

Institution	Major/Minor	Degree	Graduation Date
SUNY New Paltz	English / Education	Bachelors	05/1996

Graduate

Institution	Major/Minor	Degree	Graduation Date
SUNY New Paltz	Computer Technology for Children	Masters	05/2000
SUNY New Paltz	Educational Administration	Certificate of Advanced Studies	05/2002
Fordham University	Educational Leadership, Administration and Policy		05/2009

List all certificates that you have earned in education (please enclose copies).

Title of Certification	Date Issued	Date of Expiration	Certification # (valid in state of)
Elementary Pre-K through Grade 6	09/2002	Permanent	110581427
School District Administrator	09/2002	Permanent	110581427x

Employment History

List all experience (most recent first). Include school and non-school experience, as well as any military service. (Attach second sheet, if necessary.)

Institution/Activity & Location	Title of Position	Year: From/To	Size/Unit
Poughkeepsie City School District	Deputy Superintendent	07/2015-Present	4,700 students
Poughkeepsie City School District	Assistant Superintendent for HR	07/2012-06/2015	4,700 students
Poughkeepsie City School District	Director of Human Resources	07/2011-06/2012	4,700 students
Poughkeepsie City School District	K-8 Principal	07/2006-06/2011	1,200 students
Newburgh Enlarged City School District	Assistant Principal	07/2004-06/2006	1,200 students
Hyde Park Central School District	Dir. of Phys. Ed. Health and Athletics	07/2003-06/2004	4,600 students
Poughkeepsie City School District	Elementary Teacher	09/1996-06/2003	23 students

- | | Yes | No |
|--|--------------------------|-------------------------------------|
| A. Have you ever resigned from a position rather than face disciplinary action? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Has any disciplinary action been brought against you which resulted in your being discharged from employment? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Have you ever been convicted of any crime (felony and/or misdemeanor)? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Have you ever had a teaching credential revoked, suspended, surrendered or annulled? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Have proceedings ever been initiated against you pursuant to New York State Education Law Section §3020a? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

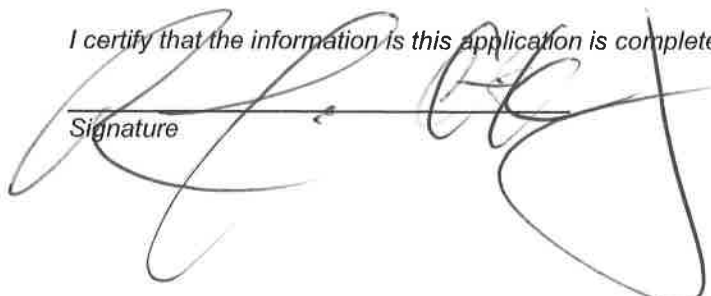
If you answered YES to any of the questions above, provide on a separate sheet the specifics or an explanation for the response. If you elect not to provide specifics, or if such an explanation is insufficient, a confidential investigation may be initiated. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position for which you are applying.

Answer the following question using no more than one side of a single sheet of paper.

Please explain why the Watertown City Superintendent of Schools position interests you, what special qualities you have to offer, and what it is from your experiences as a school administrator that would match well with Watertown expectations as they are described in the brochure.

I understand that Watertown City School District will be making an extensive inquiry regarding my background and experience, and I hereby release from any liability anyone giving information regarding me (whether specified in my application or not) so long as the information given is relevant to the duties for which I have applied. If requested, I will sign individual releases. I further understand that all information gathered by you regarding my application will be the property of the Watertown City School District and will not be released to me unless required by federal and state statutes or regulations.

I certify that the information in this application is complete and accurate.


Signature


Date

Dr. Ronel Cook

◆ 64 Gardnertown Road, Newburgh, NY 12550 ◆ cell# (845) 702-9979 ◆ roncook456@gmail.com

Visionary Leadership- Effective Leadership- Best Practices Development

Financial Austerity- Community Relations Builder- Trustworthy

Profile

Proven effective leadership in defining educational mission and vision, teacher development, budgeting, and strategic planning with a public school board. Dedicated student advocate; continuously foster, nurture and maintain a safe positive and respectful learning environment conducive to student success. Adept at steering educational improvement efforts and student achievement through shared leadership, 21st Century best practices, data driven decision-making, critical thinking abilities, and problem solving expertise. Excel at cultivating and maintaining unified relationships with all stakeholders to achieve a common goal.

Education:

FORDHAM UNIVERSITY – NEW YORK, NY 2009

Doctorate in Educational Leadership, Administration and Policy

STATE UNIVERISTY OF NEW YORK AT NEW PALTZ – NEW PALTZ, NY 2002

Certificate of Advanced Studies

STATE UNIVERISTY OF NEW YORK AT NEW PALTZ – NEW PALTZ, NY 2000

Master of Science Degree (MS) in Educational Technology

STATE UNIVERISTY OF NEW YORK AT NEW PALTZ – NEW PALTZ, NY 1996

Bachelor of Science Degree (BS) in English

Professional Experience

**POUGHKEEPSIE CITY SCHOOL DISTRICT, POUGHKEEPSIE, NY 2015-PRESENT
DEPUTY SUPERINTENDENT**

- ◆ Supervise and direct assigned assistant superintendents, directors and principals.
- ◆ Review and interpret all laws, regulations, statues, rules and policies affecting the school division.
- ◆ Assists the Superintendent with evaluating all assistant superintendents, directors and principals.
- ◆ Oversee the administration of the fiscal and human resources of assigned departments.
- ◆ Oversee, implement and evaluate the strategic plan.
- ◆ At the request of the superintendent, discussed and / or answered questions of board members, collaborated with board members on several committees, facilitated and provided board members with weekly written communication updates.
- ◆ Gather, analyze and leverage comprehensive data to execute critical decision making activities.
- ◆ Consistently demonstrated leadership capacity to improve the instructional programs, leadership opportunities, and raise student achievement growth levels.
- ◆ Assist in the preparation and administration of a \$87,000,000.00 school budget.
- ◆ Review and edit reports requested by the Superintendent and/ or School Board members
- ◆ Prepare and provide workshop presentations for the School Board and general public.
- ◆ Serve as Acting Superintendent in the absence of the Superintendent of 4,700 students and 800 employees.
- ◆ Respond to parent and community concerns
- ◆ Attend and actively participates in Executive Session and School Board Meetings

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POUGHKEEPSIE CITY SCHOOL DISTRICT, POUGHKEEPSIE, NY 2012-2015 ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES

- ◆ District chief human resource negotiator
- ◆ Developed and implemented a Position Control System to ensure budget and personnel are aligned.
- ◆ Worked in tandem with union leaders to ensure effective communication is frequent and on-going.
- ◆ Implemented a robust and aggressive recruitment plan to identify the best and brightest teachers.
- ◆ Created Professional Standard protocols to effectively resolve employee relations concerns.
- ◆ Created a paperless HR environment through the use of Finance Manager, payroll/ HR module, substitute finder, applicant tracking system and on-line onboarding processes.
- ◆ Designated as the District's Professional Development Coordinator.
- ◆ Created processes and development systems that effectively managed the 3012c APPR, Student Learning Objectives for teachers and administrators.

POUGHKEEPSIE CITY SCHOOL DISTRICT, POUGHKEEPSIE, NY 2011-2012 DIRECTOR OF PERSONNEL

- ◆ Assisted administrative personnel with staffing needs.
- ◆ Tracked, managed, and reported personnel data related to all faculty and staff.
- ◆ Participated on the Project SAVE Committee and the development of the required safety plans and the Code of Conduct.
- ◆ Assisted with grievance procedures for all collective bargaining units.
- ◆ Planned and directed a program for recruitment, selection, training, assignment, attendance, and evaluation of all non-certified staff.
- ◆ Recommended employees for Fit-for-Duty (913) examinations for non-certified staff.
- ◆ Developed procedures to ensure the effective coordination and implementation of Section 504 accommodation plans for non-certified staff.
- ◆ Served as the Title IX Complaint Officer for non-certified staff.
- ◆ Evaluated faculty according to 3012-c.
- ◆ Supervised, managed and evaluated all non-certified staff, security guards, substitute teachers.
- ◆ Facilitated pre-service placements.

POUGHKEEPSIE CITY SCHOOL DISTRICT, POUGHKEEPSIE, NY 2006-2011 PRINCIPAL KINDERGARTEN – GRADE 8

- ◆ Successfully supervised and collaborated with staff to remove schools from SINI status.
- ◆ Recipient of the Blue Ribbon Award.
- ◆ Fostered better relations with parent and community groups.
- ◆ Identified and created best practices for teaching / instruction, evaluated and supervised teachers, pioneered school's vision and mission, and led staffing development activities for 85+ staff members.
- ◆ Devised school improvement plan, resourcefully implemented a school wide mentoring program and launched student teacher best practices recognition effort to boost morale and overall success.
- ◆ Partnered with the school's building level team to implement school wide discipline plan in precise alignment with the Code of Conduct.
- ◆ Proactively defined best practices for instruction and conducted regular teacher evaluations.
- ◆ Retained 85% of faculty through team building initiatives and morale boosting recognition.
- ◆ Collaboratively designed, developed and facilitated student instruction and learning assessment.

NEWBURGH ENLARGED CITY SCHOOL DISTRICT, NEWBURGH, NY 2004-2006 ASSISTANT PRINCIPAL KINDERGARTEN – GRADE 8

- ◆ Supervised and evaluated teachers and departments as assigned by the principal.
- ◆ Assisted the principal in the overall administration of the school.
- ◆ Supervised the preparation of student schedules.
- ◆ Assisted in safety inspections and safety drill practice activities.
- ◆ Supervised the reporting and monitoring of student attendance.
- ◆ Maintained discipline throughout the student body, and dealt with special cases as necessary.

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HYDE PARK CENTRALL SCHOOL DISTRICT, HYDE PARK, NY 2003-2004 DIRECTOR OF PHYSICAL EDUCATION, HEALTH AND ATHLETICS

- ◆ Provided leadership in the selection, assignment, and evaluation of athletic coaches and staff members.
- ◆ Fostered school-community relations by keeping the community aware of and responsive to the athletics program.
- ◆ Assumed responsibility for the organization and scheduling of all interscholastic athletic events.
- ◆ Hired officials, team physicians, and policemen as required, and assumed responsibility for the proper supervision of home games.
- ◆ Arranged transportation for athletic contest participants.
- ◆ Developed and places into operation appropriate rules and regulations governing the conduct of athletic activities.

POUGHKEEPSIE CITY SCHOOL DISTRICT, POUGHKEEPSIE, NY 1996-2003 CLASSROOM TEACHER

- ◆ Provided instruction and managed students.

Certification/Licensure

New York State Certification

Permanent School District Administrator and Teaching Certifications

New Jersey Certification

New Jersey School Administrator Certificate (Endorsement Code: 0101)

Professional Affiliations

- ◆ Alpha Phi Alpha
- ◆ Phi Delta Kappa
- ◆ SAANYS
- ◆ American Association of School Administrators (AASA)
- ◆ Association for Supervision and Curriculum Development (ASCD)
- ◆ National Alliance of Blacks School Educators
- ◆ National Association of Elementary School Principals
- ◆ National Association of Secondary School Principals
- ◆ New York State Association of School Personnel Administrators
- ◆ New York State Council of School Superintendents
- ◆ Aspiring Superintendents Academy
- ◆ National Association for the Advancement of Colored People

Awards

- ◆ Outstanding Administrator, Poughkeepsie Neighborhood Club 2009
- ◆ Poughkeepsie Middle School- School in Good Standing 2010
- ◆ Administrator of the Year 2011
- ◆ Community Service Award Recipient 2016

Major Research Paper

- ◆ Magnet Schools and Educational Choice? How do families decide? 2009

Presentations

- ◆ 3012-C APPR Process
- ◆ Basic Educational Data Systems
- ◆ New Teacher Orientations
- ◆ New Strategies for Recruiting Highly Qualified Teachers
- ◆ Safe Schools Initiative / Project SAVE
- ◆ Using Data Dashboards to Improve Student Outcomes