





Skyline image by Charles Warwright

Central New York (CNY) is a great place to live, work, learn, raise a family, and enjoy the outdoors in all seasons. Located in the center of New York State, CNY is at the intersection of two major highways (I-90 and I-81), providing easy transport to the Midwest, New England, the Mid Atlantic, Canada and New York City.

Central New York has a diverse economy, with sectors that include health care, education, advanced manufacturing, financial services and transportation. While the region has a rich manufacturing legacy, over the past decade it has developed particular strength and expertise in emerging clusters such as bioprocessing, sensors, radar, medical devices, information technologies and engineering.

The abundance of clean water, clean air, and greenery provides one of the best places in the nation to enjoy outdoor recreation like camping, fishing, hunting, boating, hiking, skiing, and biking. CNY also offers a variety of cultural experiences, with a wealth of museums, shopping, theaters, sight-seeing and sporting events. World-renowned destinations such as the Adirondacks, Catskills, Finger Lakes, the Great Lakes and Niagara Falls are day trips or weekend getaways. In short, CNY has something for everyone.

Component School Districts

Baldwinsville	Fayetteville-Manlius	McGraw
Cazenovia	Homer	North Syracuse
Chittenango	Jamesville-DeWitt	Onondaga Central
Cincinnatus	LaFayette	Solvay Union Free
Cortland Enlarged City	Liverpool	Tully
DeRuyter	Lyncourt Union Free	West Genesee
East Syracuse Minoa	Marathon	Westhill
Fabius-Pompey	Marcellus	

Mission Statement

The Onondaga-Cortland-Madison BOCES exists to develop and provide educational programs and services of the highest quality for the component school districts and the community.

Board of Education

V. Ann Wright

President

Wayne Brownson

Vice President

Robert Crabtree

Luke Morenus

Michael Murphy

Lisa O'Reilly

David Paczkowski

Margaret Peri

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Who We Are & Those We Serve

OCM BOCES currently serves 23 component school districts and is the seventh largest of the 37 BOCES in New York State. For more than 70 years, OCM BOCES has served and collaborated with component school districts to provide educational services and learning experiences for students of all ages. Program offerings include career and technical education, special education, alternative education and workforce preparation for adults. In addition to our 23 component districts, we provide services to the Syracuse City School District and schools within the Diocese of Syracuse upon request.

Additionally, the CNY Regional Information Center (CNYRIC) at OCM BOCES serves as a regional resource to 106 schools and BOCES throughout CNY. The CNYRIC, one of 12 information centers in the state, offers educational technology solutions that apply to many facets of school district operations.

Our Instructional Support Services division offers professional development, science kits, library services, consultant services and numerous related programs for teachers and administrators. Our Management Services division offers opportunities for school districts to save money through cooperative purchasing, labor relations and other central business office support.

The Position & Candidate

The District Superintendent serves as the liaison of the New York State Education Department to 23 public school districts within Onondaga, Cortland and Madison Counties. In this state role, the District Superintendent supports the implementation of State Education Law, the policies of the State Board of Regents, Commissioner's regulations, and attends to special assignments at the request of the Commissioner. The District Superintendent is considered a state employee and reports to the Deputy Commissioner for Elementary, Middle, Secondary, and Continuing Education.

As Chief Executive Officer of OCM BOCES, the District Superintendent is responsible for providing leadership to school districts within the supervisory district. In this capacity, the District Superintendent plans, administers, supervises, and evaluates the regional support services and educational programs provided by the BOCES at the request of its 23 component school districts. In addition, the District Superintendent assists the component school districts in the recruitment and selection of school superintendents as needed. The Chief Executive Officer of the OCM Board of Cooperative Educational Services is accountable to an 11-member board of education.

As specified in New York State Education Law, District Superintendents of Schools are appointed by the Board of Cooperative Educational Services with the approval of the Commissioner of Education. New York State Education Law governs continuing service of the District Superintendents.

Programs & Services

Adult Education: OCM BOCES provides the community with the highest quality opportunity for personal development and lifelong learning in a cooperative environment.

Career & Technical Education: OCM BOCES CTE provides students with the academic and technical skills, knowledge, and training necessary to succeed in future careers.

Innovative Education: OCM BOCES offers a wide range of new, state-of-the-art programs to meet the needs of a diverse group of students.

Special Education: OCM BOCES offers a wide range of educational alternatives for students with varying degrees of cognitive, emotional and physical disabilities, and encourages the highest possible interaction with their non-disabled peers.

Instructional Support Services: OCM BOCES works closely with administrators and faculty to effectively integrate programs, technology, and services that promote quality teaching and learning for our 23 component districts.

Management Services: OCM BOCES provides a wide range of support and cost-saving services such as Labor Relations; Health, Safety, and Risk Management; Print and Copy Services; Central Business Office; Substitute Call-In Service; and more.

Candidate Qualifications & Desired Attributes

The successful candidate will be an experienced educational leader. Successful and highly respected service as a District Superintendent or school superintendent is preferred. The successful candidate will possess an impeccable service record highlighted by integrity, outstanding personal and professional characteristics and a strong educational background demonstrated by:

PERSONAL BACKGROUND

- Leadership – Being a “Leader of Leaders” - Lead by example, utilize the strength of the team, value and acknowledge staff, delegate authority, mentor and support others
- Personal Attributes – People skills, active listener, dedicated, good sense of humor, approachable, honest, and respectful
- Style – High energy, commitment, and creativity with a service orientation
- Visionary Thinking – Ability to anticipate needs and be strategic, innovative, transformational, entrepreneurial, and forward thinking
- Visibility – Being a visible, engaged, and collaborative education leader in the Community

PROFESSIONAL BACKGROUND

- Education Knowledge – Well-versed in New York State’s PreK-12 educational systems, including education law requirements and regulations, policy, standards, and assessments
- Business Acumen – Aware of the operational and financial aspects of BOCES, including how to be cost effective and efficient while being a responsible steward of limited taxpayer dollars
- Effective Communication – Skilled in representing the district in oral, written, and multi-media presentations and in written correspondence and reports
- Government Knowledge – Understand the political arena, able to advocate for component districts and OCM BOCES, able to advise and work with legislators on education issues
- Qualifications – A successful educator with leadership experience and a proven track record of data-driven decisions improving student achievement, community engagement, and school district climate and culture
- Credentials – NYS Certification as a School District Administrator (SDA) or NYS Certification as a School District Leader (SDL)

APPLICATION TIMELINE

- September 13, 2019: Application materials must be received in Dr. Brian Hartwell’s office.
- The Onondaga-Cortland-Madison BOCES Board of Education will review application folders.
- Preliminary Interviews will be conducted by the Onondaga-Cortland-Madison Board of Education.
- Final Interviews will be conducted.
- All finalist candidates will be interviewed by the Commissioner of Education in Albany, NY.
- Commissioner of Education provides OCM Board with order and approval to hire.
- The Onondaga-Cortland-Madison BOCES Board of Education appoints the District Superintendent.

TERMS OF EMPLOYMENT

The Board is prepared to offer a three-year contract from the date of employment to the successful candidate. The OCM Board is prepared to pay a competitive salary and benefit package commensurate with the scope of this leadership position and the experience of the candidate, up to the limit of the new cap. The board is presently able to pay up to \$176,767.72, as stipulated by law. Prospective candidates are encouraged to discuss compensation and benefit terms with Dr. Brian Hartwell, search consultant.

OCM BOCES and the State Education Department are Equal Opportunity Employers.



OCM BOCES

Application for the Position of District Superintendent

*Please TYPE OR PRINT CLEARLY since your application
will be duplicated many times.*

PERSONAL INFORMATION

Last Name _____

First Name _____ Middle Initial _____

Home Address _____

City/State/Zip _____

Telephone Number _____

Email Address _____

Business Address _____

City/State/Zip _____

Telephone Number _____

Present Employer _____

Title _____

Enrollment _____ Budget _____

Number of People Reporting Directly to You _____

New York State School District _____

Administrator Certificate Number _____

(Please enclose copy of SDA or SDL certificate.)

**The Commissioner of the
New York State Education
Department and Onondaga-
Cortland-Madison BOCES
Board of Education
have selected Dr. Brian
K. Hartwell as search
consultant. All candidate
inquiries and application
materials must be received
by September 13, 2019 and
directed to:**

Dr. Brian Hartwell
District Superintendent/CEO
Cayuga-Onondaga BOCES
1879 W. Genesee Street Rd.
Auburn, NY 13021
bhartwell@cayboces.org

*A completed application
packet must include the
following: Letter of interest
and resume; application; four
(4) letters of reference, plus
others as desired; and copies
of administrative certification(s)
and transcripts.*

*Completed application
materials may be emailed, with
the exception of the application
form, which requires an original
signature and must be mailed.*

*Applicants are not to contact
members of the Onondaga-
Cortland-Madison BOCES
Board of Education or
members of the OCM BOCES
staff. All applicant inquiries
will be held in the strictest
confidence, until the final
interviews of the search.*

EMPLOYMENT HISTORY

*Please list all career experience in chronological order beginning with your present position.
Please include both school and nonschool experience. Please attach an additional page if necessary.*

Employer & Location _____
Position Held _____ Telephone Number _____
Dates (to/from) _____ Size of School/District _____
Reason For Leaving _____

Employer & Location _____
Position Held _____ Telephone Number _____
Dates (to/from) _____ Size of School/District _____
Reason For Leaving _____

Employer & Location _____
Position Held _____ Telephone Number _____
Dates (to/from) _____ Size of School/District _____
Reason For Leaving _____

Employer & Location _____
Position Held _____ Telephone Number _____
Dates (to/from) _____ Size of School/District _____
Reason For Leaving _____

MILITARY EXPERIENCE

Branch of Service _____ Rank/Specialty _____
Dates of Service: From _____ To _____ Discharge Type: _____

CERTIFICATES

Title of Certificate _____
Date Issued _____ Expiration Date _____ Valid in State of _____

Title of Certificate _____
Date Issued _____ Expiration Date _____ Valid in State of _____

EDUCATIONAL & PROFESSIONAL PREPARATION

Undergraduate Institution _____ Location _____

Major/Minor _____ Degree Earned & Date _____

Graduate Institution _____ Location _____

Major/Minor _____ Degree Earned & Date _____

Post-Graduation Institution _____ Location _____

Major/Minor _____ Degree Earned & Date _____

REFERENCES

Please provide four references who are familiar with your recent work achievements. Include the names of at least two current or past school board members.

Name _____ Title _____

Present Address _____

Email Address _____ Home/Business Phone _____

Name _____ Title _____

Present Address _____

Email Address _____ Home/Business Phone _____

Name _____ Title _____

Present Address _____

Email Address _____ Home/Business Phone _____

Name _____ Title _____

Present Address _____

Email Address _____ Home/Business Phone _____

ESSAY QUESTION

Please compose the following essay on a separate sheet of paper and enclose with your application.

Describe your vision for the role of District Superintendent at OCM BOCES. Describe how your skills and values will support that vision and benefit the OCM BOCES region.

BACKGROUND INFORMATION

1. Are you a United States Citizen? ☐ Yes ☐ No
2. Have you ever been fingerprinted for the purpose of employment? ☐ Yes ☐ No
3. Have you been cleared by NYSED for teaching? ☐ Yes ☐ No
4. Are you legally eligible for employment in this country? ☐ Yes ☐ No
5. Can you physically perform the essential functions of the position for which you are applying either with or without a reasonable accommodation ? ☐ Yes ☐ No

If the answer to any of the following questions is "yes", please attach an explanation for each "yes" response to this application.

6. Have you ever been convicted of a violation of law? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment) ☐ Yes ☐ No
7. Have you ever been found guilty of charges pursuant to New York State Education Law 3020-a? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment) ☐ Yes ☐ No
8. Have you ever been dismissed from a position, or resigned to avoid dismissal? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment) ☐ Yes ☐ No
9. Have you ever received an unsatisfactory rating in conjunction with any pedagogical or school administration employment? ☐ Yes ☐ No
10. Have disciplinary charges ever been proffered against you by an employer? ☐ Yes ☐ No

WAIVER AND RELEASE FOR APPLICANT BACKGROUND CHECK

By signing below, I, _____, hereby authorize Cayuga-Onondaga BOCES (hereafter known as "CO BOCES") acting on behalf of the Onondaga-Cortland-Madison Board of Cooperative Educational Services (hereafter known as "OCM BOCES") to verify and investigate all statements I have made on the employment application, related papers and in interviews. I authorize CO BOCES to contact all employers and personal references listed on my employment application. In addition, I authorize all individuals, schools and employers mentioned on my employment application to freely provide any information requested that may be relevant and helpful in making a hiring decision. I release any such individuals, schools and employers from any and all legal liability or damage for disclosing any information about me. In addition, I understand that if this form is not signed and submitted with the appropriate completed application form, I will not be considered for employment by OCM BOCES.

Signature _____ Date _____

APPLICANT'S STATEMENT

I certify that all statements herein are true, accurate and complete, and I understand that any false, misleading or willful omissions shall be just cause for dismissal or refusal of employment.

Signature _____ Date _____