

Objective: To obtain the position of Superintendent of Schools

CERTIFICATIONS

Superintendent/Assistant Superintendent (All Levels) Initial License Issue Date: 5/20/08
School Business Administrator (All Levels) Professional License expires 01/30/24
Principal/Assistant Principal (9-12) Professional License expires 10/25/22
Supervisor/Director - Guidance Director (All Levels) Initial License Issue Date: 7/10/00

SUMMARY OF QUALIFICATIONS

Doctorate in Educational Administration – Leadership in Schooling
Six years of experience as Business Manager/Assistant Superintendent
Six years of experience as Hanover High School Principal
Negotiated Teacher Union and AFSCME Contracts two times in six years
Created and managed six budgets for Hanover Public Schools FY 2016-2021
Supervise Accounts Payable, Personnel, Payroll, Food Service, and Technology Departments 2014-present
Chairperson of Information Technology Study Committee 2017 - present
Vice Chairperson of the Hanover 300 Master Planning Committee
Member of the Sylvester School Redevelopment Committee
Served on Hanover School Building Committees for Hanover High School and Center Elementary School
Served as Principal during the October 2012 NEASC Decennial visit
Chaired the committee to rewrite the Core Values and Beliefs Statement of HHS
Wrote and Collaborated on Five-Year and Seven Year NEASC Progress Reports in Norwood
Made hiring recommendations at all levels including administration, teachers, staff, and coaches
Served on Negotiations Committee to Implement the New Educator Evaluation Instrument
Member of Massachusetts Association of School Superintendents
Member of Massachusetts Association of School Business Officials
MCPPO Course Public Contracting Overview
MCPPO Course Supplies and Services Contracting

EDUCATION

University of Massachusetts at Lowell, Ed.D., in Leadership in Schooling, June 2007
Bridgewater State College, C.A.G.S., in Educational Administration, January 2001
Hofstra University, Professional Diploma in Counselor Education, May 1996
Seton Hall University, Master of Arts in Education, Counseling Specialty, May 1993
College of the Holy Cross, Bachelor of Arts in History, May 1989

EXPERIENCE

- 2018-present ASSISTANT SUPERINTENDENT FOR BUSINESS AND FINANCE
- 2014-2018 BUSINESS MANAGER – Hanover Public Schools, Hanover, Massachusetts
- Negotiated two three-year contracts for Teachers Union and AFSCME Cafeteria Workers, Paraprofessionals and Administrative Assistants
 - Developed and implemented Hanover Public Schools Budgets
 - Annual presentation to Finance Committee, Selectmen, and Town Stakeholders
 - Chairperson of Hiring Committee for Director of Special Education
 - Manage Special Education Out of District Budget
 - Supervise Accounts Payable, Payroll, Personnel, Food Service, and Technology Departments
 - Manage and oversee district Revolving Accounts and Grant Accounts
 - Title One, Title IIA, and Title IV Coordinator
 - Member of Center Elementary School Building Committee for Addition and Renovation
 - Participated in District Elementary School Reorganization to grade level schools
 - Chairperson of Information Technology Study Committee
 - Negotiated and implemented Regular Education and Special Education transportation contracts
 - Participated in District Educational Rounds at all levels
 - Coordinate District CARES Act Funding and ESSER Grant Applications
- 2008-2014 PRINCIPAL – Hanover High School, Hanover, Massachusetts
- Responsible for hiring all personnel
 - Responsible for operational budget
 - Responsible for Annual Development of Program of Studies
 - Responsible for Annual Review of HHS Handbook
 - Wrote the School Improvement Plan for six years
 - Responsible for management of the Professional Development Plan
 - Member of School Building Committee during entirety of Building Project
 - Evaluated teachers and staff at all levels
 - Member of the Negotiations Team for New Educator Evaluation System
 - Member of the Hanover Anti-Bullying Task Force
 - Responsible for creation and maintenance of Master Schedule
 - Responsible for implementation and management of all IEPs and 504 Plans
 - Maintained a 100% MCAS passing rate for high school graduation
- 2003-2008 VICE PRINCIPAL – Norwood High School, Norwood, Massachusetts
- Responsible for creation and maintenance of all aspects of the Master Schedule
 - Responsible for management and calculation of Class Rank and GPA
 - Responsible for all aspects of the management of the Student Information System
 - Responsible for Implementation of the EPIMS system in Norwood in 2007-2008
 - Assisted with supervision of Department Heads and Deans
 - Interviewed all finalist teacher candidates and made recommendations for hire
 - Chairperson of the Norwood High School Scholarship Committee
 - AP Testing Coordinator 2007-2008
 - Chairperson of Norwood Alternative High School Placement Committee
 - Responsible for Annual Development of the Program of Studies

Thomas R. Raab, Ed.D.

- 1997-2003 GUIDANCE COUNSELOR – Marshfield High School, Marshfield, Massachusetts
Responsible for caseloads ranging from 250-300 grades 9-12
Provided personal, academic, and college counseling to a comprehensive student population
Mediated conflicts between teachers, students, parents, and administration
Advisor to the National Honor Society 1998-2003
Counselor for Developmentally Delayed Transitional Learning Center
Member of Marshfield Technology Committee
Member of Leadership Committee for NEASC accreditation (2000-2001)
Member of Mission and Expectations Committee for NEASC accreditation (1999-2000)
- 1994-1997 GUIDANCE COUNSELOR – Amityville Memorial High School, Amityville, New York
Responsible for caseload of 230 students grades 9-12
Provided personal, academic, and college counseling to a comprehensive student population
Test Center Supervisor for SAT and ACT Testing
Guidance Counselor for Alternative School at Amityville High 1995-1997
 alternative evening school for students at risk
 duties included creating and maintaining computerized Master Schedule
 Provided counseling and support for alternative school population
- 1993-1994 GUIDANCE COUNSELOR – Salesian High School, New Rochelle, New York
1992-1993 GUIDANCE COUNSELOR INTERN – Don Bosco Preparatory High School, Ramsey, NJ
1989-1994 Member of the Salesians of St. John Bosco

SKILLS

Advanced Skills in Microsoft Office Suite
Advanced GPA Calculation and Management Skills
10 years of experience creating and maintaining the Master Schedule
6 years of experience creating and maintaining Operating Budget
Advanced Skills in Student Information Management Software
Skilled at Collaboration and Consensus Building among a group of constituents

REFERENCES

Mr. Matthew Ferron, Superintendent of Schools, Hanover
Mrs. Deborah St. Ives, Assistant Superintendent, Hanover
Mr. Matthew Paquette, Principal, Hanover High School
Mr. Matthew Plummer, Curriculum Director, Hanover High School
Mrs. Jane DeGrenier, Principal, Center Elementary School
Mr. Michael Oates, Principal, Cedar Elementary School
Mrs. Lisa Keefe, Payroll and Benefits Supervisor, Hanover
Dr. Hugh Galligan, Principal, Norwood High School
Mr. Michael Patch, Teacher, Hanover High School
Mrs. Ruth Lynch, School Committee, Hanover
Mr. John Tuzik, Board of Selectmen, Hanover