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## **The Leadership Collaborative**

### ***Tools for Today's Facilities Management Leaders***

**Facilities Directors, Aspiring Directors,  
Lead & Head Department Managers**

## **Winter/Spring Course Catalog**

*George L. Duffy*  
*Executive Director*

*SCOPE Education Services*  
*100 Lawrence Ave.*  
*Smithtown, NY 11787*

# The Leadership Collaborative

## *Tools for Today's Facilities Leaders*

### Program Overview:

This program is designed to provide school district facilities directors and staff with the necessary skills and strategies to lead their teams, manage facilities, ensure safety, and oversee long-term capital projects. Participants will learn effective management techniques, performance evaluation methods, safety protocols, budgeting, and how to handle bond-related projects and capital improvements.

The sessions are facilitated by respected and experienced facilities directors who have been vetted by SCOPE. Guest speakers may be included within the individual sessions. Participants will receive a certificate of completion at the end of each course. Those completing all eight courses either in the winter/spring or fall/winter session will receive a Master Certificate from SCOPE from the Leadership Collaborative-Professional Development Program.

**Target Audience:** Facilities Directors, Aspiring Directors, Lead & Head Custodians, Maintenance, and B & G Leaders

Participants can attend individual sessions or all courses in the series.

**Please register at:** <https://forms.gle/s1tA4gmtj2Ku9pYa9>

if using a Purchase Order. If payment by individual check, please mail the registration form (last page) with your check payable to SCOPE Education Services, Attn. : Jill Gierasch

**Cancellation Policy:** Participants must cancel at least 3 weeks prior to the date of each session by email to [jgierasch@scopeonline.us](mailto:jgierasch@scopeonline.us) to receive reimbursement credit.

The cost for each session is listed within the course descriptions. All districts are welcome! Rates are reduced for SCOPE member districts and a 10 percent discount will be accommodated for 3 or more district attendees per session.



### Registration Information for the Leadership Collaborative Tools for Today's Facilities Leaders

Participants may sign up for the courses electronically at <https://forms.gle/s1tA4gmtj2Ku9pYa9> or by sending this form to:

SCOPE Education Services  
Attn: Jill Gierasch  
100 Lawrence Ave.  
Smithtown, NY 11787

Name: \_\_\_\_\_

Email: \_\_\_\_\_

District: \_\_\_\_\_

Position: \_\_\_\_\_ Contact # \_\_\_\_\_

**Payment Method: Check:** \_\_\_\_\_ (Please make checks payable to SCOPE Education Services) or

**Purchase Order #** \_\_\_\_\_ **(Must include number)**

**You can email copy of the P.O. to:** [dingarozza@scopeonline.us](mailto:dingarozza@scopeonline.us)

**Please register me for the following courses (check all that apply):**

\_\_\_\_\_ Session 1: Introduction to Facilities Management in a School Dist.

\_\_\_\_\_ Session 2: Leadership, Supervision, and Staff Development

\_\_\_\_\_ Session 3: Budgeting, Cost Control, and Financial Management

\_\_\_\_\_ Session 4: Bond Projects, Capital Planning, & Facility Renovations

\_\_\_\_\_ Session 5: Crisis Management and Effective Communication

\_\_\_\_\_ Session 6: School Safety and Security Protocols

\_\_\_\_\_ Session 6 Extension: Health & Safety Protocols– Emergency Planning & Response– Peter LaDuca

\_\_\_\_\_ Session 7: Sustainable Facilities Management & Energy Efficiency

\_\_\_\_\_ Session 8: Facility Maintenance, Preventive Care, & Lifecycle Mgt.



**We look forward to your participation!**

## Session 7: Sustainable Facilities Management and Energy Efficiency

**Objective:** Understand sustainable practices for managing school facilities, with an emphasis on energy efficiency, waste reduction, and long-term environmental impact.

### Topics Covered:

- Introduction to sustainable facilities management practices
- Implementing energy-efficient systems & reducing facility operating costs
- Understanding Pros and Cons of Energy Performance Contracts (EPC)
- Developing and Executing an EPC, Renewable energy options: solar, wind, and geothermal energy
- Green building certifications and how to pursue them
- Waste management and recycling programs
- Environmental sustainability practices in daily operations

**Facilitated by:** Matthew Backes, Director of Facilities, N. Babylon and John Miccoli, Director of Facilities Middle Country Library System

**Date:** Wednesday, July 9 **Time:** 8 am - 11:30am

**Cost:** SCOPE Member District: \$175 pp ~ Non-member Rate: \$225pp

## Session 8: Facility Maintenance, Preventive Care, and Lifecycle Mgt.

**Objective:** Learn how to implement a comprehensive maintenance strategy that ensures school facilities remain operational, safe, and cost-effective over the long term.

### Topics Covered:

- Developing and maintaining a preventative maintenance program
- Lifecycle management of school facilities and assets
- Managing regular and emergency maintenance needs, from HVAC systems to roof repairs
- Tools for tracking maintenance and asset conditions (software, databases)
- Planning for long-term repairs and replacements and managing the associated costs
- Balancing short-term and long-term maintenance goals

**Facilitated by:** Craig Cammarata, Director of Facilities, Levittown

**Date:** Tuesday, July 29 **Time:** 8 am - 11:30am

**Cost:** SCOPE Member District: \$175 pp ~ Non-member Rate: \$225

George L. Duffy  
Executive Director  
(631) 360-0800



Jill M. Gierasch  
Associate Director  
(631) 360-0800 Ext. 183  
jgierasch@scopeonline.us

## Session 1: Introduction to Facilities Management in a School District

**Objective:** Understand the scope of facilities management within the school district context and how to align operations with district goals

### Topics Covered:

- Overview of the role and responsibilities of a facilities director or department leader
- Key stakeholders and their role: Board of Education, administration, teachers, students, parents, and community
- Understanding the various types of school facilities and their specific needs
- Strategic planning for facility operations and improvements.
- Maintenance and sustainability considerations

**Facilitated by:** Brian Graham Director of Facilities, Port Washington & Tom Kelly, Director of Facilities, Mattituck–Cutchogue

**Date:** Thursday, March 6 **Time:** 8 am - 11:30 am

**Cost:** SCOPE Member District: \$175 pp ~ Non-member Rate: \$225pp

## Session 2: Leadership, Supervision, and Staff Development

**Objective:** Develop the skills necessary to effectively lead and supervise a team of facilities staff, set performance expectations, provide constructive feedback, and evaluate performance.

### Topics Covered:

- Leadership styles and strategies for managing diverse teams.
- Setting clear expectations and building a high-performance culture
- Supervising custodians, maintenance personnel, and other facilities staff
- Providing feedback, creating performance improvement plans, and developing staff professionally
- Conducting productive one-on-one meetings and fostering an open, communicative environment
- Conducting end-of-year evaluations, setting goals for future performance, and addressing areas for improvement
- Communication Skills: Preparing presentations and memos or letters

**Facilitated by:** Brian Graham Director of Facilities, Port Washington & Tom Kelly, Director of Facilities, Mattituck–Cutchogue

**Date:** Thursday, March 20 **Time:** 8 am - 11:30 am

**Cost:** SCOPE Member District: \$175 pp ~ Non-member Rate: \$225 pp

### Session 3: Budgeting, Cost Control, and Financial Management

**Objective:** Gain practical knowledge of budgeting and financial management, including how to create a balanced budget and implement cost-control measures for district and department leaders.

#### Topics Covered:

- Creating and managing an annual facilities budget
- Budget forecasting, monitoring, and adjusting expenditures
- Planning and managing large-scale renovation projects, including the scope, timeline, and resources required
- Cost-saving strategies and efficiency measures in operations & maintenance
- Understand and manage operational costs across facilities budget
- Capital budgeting and understanding the difference between operating and capital expenses
- Prioritizing expenditures and aligning the budget with district goals
- Relationships with Business Official and vendors

**Facilitated by:** John Belmonte, Retired Business Official and James O'Connor, Director of Facilities, Eastport-S. Manor

**Date:** Tuesday, April 8 **Time:** 8 am - 3 pm **(Lunch Included)**

**Cost:** SCOPE Member District: \$260 pp ~ Non-member Rate: \$300 pp

### Session 4: Bond Projects, Capital Planning, and Facility Renovations

**Objective:** Learn how to manage bond-funded projects, create long-term capital improvement plans, and navigate the complexities of large-scale renovations and construction projects.

#### Topics Covered:

- Planning and managing large-scale renovation projects, including the scope, timeline, and resources required
- Coordinating with architects, contractors, and project managers on bond-funded and capital projects
- Risk management and ensuring that projects meet timelines & budget
- Long-term capital planning and forecasting future facility needs
- Communicating—Updates to stakeholders & ensuring transparency
- Developing a 5 Year Facilities Plan

**Facilitated by:** Andrew Ward, Director of Facilities, Plainview-Old Bethpage and John LaBare, Recently Retired Director of 30+ years

**Date:** Wednesday, April 30 **Time:** 8 am - 3 pm **(Lunch Included)**

**Cost:** SCOPE Member District: \$260 pp ~ Non-member Rate: \$300 pp

### Session 5: Crisis Management and Effective Communication

**Objective:** Gain skills in crisis management, with a focus on communication and coordination during emergencies to ensure the safety and continuity of school operations.

#### Topics Covered:

- The role of facilities management in crisis situations (e.g., natural disasters, facility failures, safety incidents)
- Developing crisis communication protocols and strategies
- Coordinating with local emergency response teams & dist. leadership
- Post-crisis recovery and damage control
- Best practices for maintaining communication with staff, students, parents, and the community during a crisis

**Facilitated by:** Dennis Martin, Director of Facilities S. Huntington & Fred Metzger, Director of Facilities, New Hyde Park, Garden City Park

**Date:** Monday, May 19 **Time:** 8 am - 11: 30am

**Cost:** SCOPE Member District: \$175 pp ~ Non-member Rate: \$225pp

### Session 6: School Safety and Security Protocols

**Objective:** Learn how to develop and implement effective safety and security protocols for school facilities, ensuring a safe environment for students, staff, and visitors.

#### Topics Covered:

- The facilities director's role in school safety and security
- Overview of federal, state, and local regulations related to safety
- Developing and implementing emergency preparedness plans (active shooter, natural disasters, etc.)
- Collaborating with local law enforcement and emergency services.
- Creating a culture of safety through staff training, drills, and awareness programs
- Maintaining security systems (e.g., surveillance cameras, access control, alarm systems)

**Facilitated by:** Marty Abrams, Director of Facilities, Herricks and Chris Malone, Security Consultant

**Date:** Wednesday, June 4 **Time:** 8 am - 11: 30am

**Cost:** SCOPE Member District: \$175 pp ~ Non-member Rate: \$225pp

**Extension of Session 6: Health & Safety—Emergency Planning & Response Presented by: Peter LaDuca**

**Date:** July 16 **Time:** 8am -11: 30am

**Cost:** SCOPE Member District: \$175 pp ~ Non-member Rate: \$225pp