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in Partnership with



The Leadership Collaborative

Engaged School District Management

Tools for Today's Facilities Leaders

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

Course Catalog
2025-2026

The Leadership Collaborative

Engaged School District Management

~Tools for Today's Facilities Leaders

Program Overview:

This SCOPE program in partnership with Stony Brook University 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 can attend individual sessions or all courses in the series. Participants will receive a certificate of completion from SCOPE at the end of each course. Those completing four courses in the seven-part series will receive the digital badge, **Advanced Educational Facilities Professional**, from Stony Brook University.

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

Please register at: <https://forms.gle/yugsC1nSU8p8oDEy6>



or by using a Purchase Order. If payment by individual check, please mail the registration form (last page) with your check payable to SCOPE Education Services, 100 Lawrence Ave. Smithtown, NY 11787 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 to receive reimbursement credit.

Fees/Location: The cost for each full day session is \$250 for member districts and \$300 for non-member districts. A 10 percent discount will be provided for 3 or more district attendees.

All courses will be held at 100 Lawrence Ave., Smithtown.

Engaged School District Management

Tools for Today's Facilities Leaders

Participants may sign up for the courses electronically at <https://forms.gle/yugsC1nSU8p8oDEy6> or by sending the form to:

SCOPE Education Services Name: _____

Attn: Jill Gierasch

100 Lawrence Ave.

Smithtown, NY 11787

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

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

___ F1. Understanding the Role of the Facilities Director: Leadership, Supervision, and Effective Communication Strategies

___ F2. Budgeting, Cost Control, and Financial Management

___ F3. * **NEW**- Tech Tools for the Trade: Tech Solutions for Today's Facilities Director

___ F4. Bond Projects, Capital Planning, and Facility Renovations

___ F5. * **NEW**- Human Resource Functions – Digging Deeper

___ F6. Emergency Planning , Safety, Compliance and Crisis Mgt.
(New topics)

___ F7. Sustainable Facilities Management and Energy Efficiency
(HALF DAY- \$150)

We look forward to your participation!



Special Thank You
to our Vendors and Local Organizations
for Supporting our Program

The LANDTEK Group, Inc.



J.C. Broderick & Associates



**RENU Contracting
Restoration**



Ocean Janitorial Supply



Energy Systems Group



Nassau/ Suffolk Facilities Directors' Association



For Questions and More Information:

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F1. Understanding the Role of the Facilities Director: Leadership, Supervision, and Effective Communication Strategies

Course Description: This comprehensive course equips school district leaders with the knowledge and skills necessary to oversee effective facilities management while fostering strong leadership and staff development practices. Participants will gain a deep understanding of the operational scope of school facilities, including maintenance, sustainability, and strategic planning aligned with district goals. Additionally, the course emphasizes the leadership competencies required to supervise diverse facilities teams, set clear expectations, provide effective feedback, and promote professional growth. Through practical tools and communication strategies, leaders will be prepared to create high-performing teams that support safe, efficient, and effective learning environments.

Learning Outcomes:

- * Understand the role, responsibilities, and expectations of a facilities director or department leader within the school district context.
- * Identify the unique operational and maintenance needs of various types of school facilities.
- * Develop strategic plans for facility operations, improvements, and sustainability initiatives aligned with district goals.
- * Apply leadership styles and supervision strategies tailored to managing custodial, maintenance, and facilities personnel.
- * Set clear performance expectations and foster a high-performance, collaborative work culture.
- * Deliver constructive feedback, conduct effective one-on-one meetings, and create performance improvement plans.
- * Facilitate meaningful staff evaluations, develop future performance goals, and address areas for growth.
- * Utilize clear, professional communication strategies, including preparing presentations, reports, memos, and formal correspondence.

Facilitators: Brian Graham, Director of Facilities ~ Port Washington UFSD & Tom Kelly, Director of Facilities ~ Mattituck- Cutchogue UFSD

Date: October 16, 2025

Time: 8am—3pm

F2. Budgeting, Cost Control, and Financial Management

Course Description: This course equips Facilities Directors with the financial skills needed to effectively manage school district budgets and operations. Participants will learn how to develop and oversee an annual facilities budget, forecast expenses, monitor costs, and adjust spending as needed.

The course covers strategies for managing large-scale renovation projects, controlling operational costs, and identifying cost-saving measures to improve efficiency. Participants will also gain a clear understanding of capital versus operational budgets and how to align financial decisions with district priorities.

Emphasis is placed on fostering productive relationships with Business Officials and vendors to support sound financial management. Facilities Directors will leave with practical tools to manage daily operations and long-term financial planning with confidence.

Learning Outcomes:

- * 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.

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

Date: October 29, 2025

Time: 8am—3pm

F7. Sustainable Facilities Management and Energy Efficiency (HALF DAY)

Course Description: This course equips Facilities Directors with practical strategies to implement sustainable practices that reduce environmental impact while improving operational efficiency. Participants will explore key approaches to energy efficiency, waste reduction, and sustainable facility operations that contribute to both cost savings and environmental stewardship.

The course covers how to implement energy-efficient systems, navigate renewable energy options like solar, wind, and geothermal, and understand the benefits and challenges of Energy Performance Contracts (EPC). Participants will also learn how to pursue green building certifications, manage effective waste reduction and recycling programs, and embed sustainability practices into daily operations. Whether addressing long-term environmental goals or immediate cost-saving measures, this course provides the knowledge and tools needed to lead sustainability initiatives within school facilities.

Learning Outcomes:

- * 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.

Facilitators: Matthew Backes, Director of Facilities ~ North Shore UFSD and TBD

Date: March 24, 2026 **Time:** 8am—11:30 am **Fee:** \$100

F6. Emergency Planning , Safety, Compliance and Crisis Mgt.

Course Description: This course prepares school district facilities directors to lead the development and implementation of effective safety, and environmental protocols that ensure safe, healthy learning environments for students, staff, and visitors. Participants will gain practical knowledge of federal, state, and local compliance requirements; emergency preparedness planning; and risk mgt. Topics include crisis response (active shooter, fire, natural disasters), environmental safety (air quality, hazardous materials, water safety, mold prevention, and waste mgt.), and physical security systems management. The course emphasizes collaboration with law enforcement and first responders, fostering a districtwide culture of safety, and maintaining critical safety technologies. Through real-world case studies and planning exercises, facilities leaders will be equipped to proactively safeguard both people and facilities.

Learning Outcomes:

- * Understand the facilities director's leadership role in physical, operational, and environmental safety.
- * Ensure compliance with federal, state, and local safety, health, and environmental regulations.
- * Develop and implement emergency preparedness plans for a range of scenarios (active shooter, fire, weather, hazardous spills, etc.).
- * Monitor, manage, & improve environmental safety, including indoor air quality, water quality, hazardous materials handling, mold prevention, pest management, & waste reduction.
- * Oversee the maintenance & functionality of security systems & environmental controls (HVAC, filtration, alarms, access control).
- * Collaborate with law enforcement, fire departments, emergency responders, and public health agencies.
- * Lead staff training, safety drills, and implement programs that foster a culture of safety, health, and environmental responsibility across the district.
- * In depth- Reunification Planning!!!!!! Learn more about "I Love You Guys Foundation" **NEW**

Facilitators: Peter LaDuca, Assistant Director, Health & Safety Training and Information Service, Retired and TBD

Date: February 25, 2026

Time: 8am—3pm

F3. Tech Tools for the Trade: Tech Solutions for Today's Facilities Director *** NEW*******

Course Description: This course is a practical, hands-on approach designed specifically for Facilities Directors looking to harness technology to streamline operations, improve communication, and boost overall productivity. From developing and managing workflow systems including repair tickets, overtime, asset management, and facilities-use to using Google or 365 suites to induce virtual collaboration across the department, participants will explore a wide range of modern tools and platforms that can significantly enhance daily workloads and long-term planning.

Learning Outcomes:

- * Optimization of workflow software and asset management systems.
- * Learn how to use and have teams embrace digital collaboration with Google workspace or Microsoft 365.
- * Explore document tracking to analyze facilities data (Requests, Repair History, Productivity).
- * Explore systems for performance management, evaluation, and improvement (justification of expenditures and tracking of communication, etc.).
- * Discover use AI tools (Chat GPT. Gemini) for administrative efficiency.
- * Review the use of virtual meeting platforms such as (Zoom, Google Meet and Microsoft Teams) for efficiency and collaboration purposes.
- * Study implementing user-friendly tech for staff adoption and/or professional development.

Facilitator: Craig Cammarata, Director of Facilities, Levittown UFSD & Russ Randazzo, Director of Facilities, Baldwin UFSD

Date: November 13, 2025

Time: 8am—3pm

F4. Bond Projects, Capital Planning, and Facility Renovations

Course Description: This course provides Facilities Directors with the knowledge and tools needed to successfully manage bond-funded projects and large-scale renovations, while developing long-term capital improvement plans that support the district's strategic goals. Participants will learn how to navigate the complexities of construction projects—from initial planning and budgeting to execution and closeout—ensuring projects are delivered on time and within budget.

The course also focuses on how to collaborate effectively with architects, contractors, and project managers, as well as how to anticipate and manage risks throughout the project lifecycle. In addition to project execution, participants will gain skills in developing comprehensive 5-Year Facilities Plans and forecasting future facility needs to ensure sustainable operations. Practical strategies for maintaining transparency, delivering timely updates to stakeholders, and supporting informed decision-making are emphasized throughout the course.

Learning Outcomes:

- * 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.
- * Becoming familiar with reading blueprints.
- * Developing a 5-Year Facilities Plan.

Facilitator: Andrew Ward, Director of Facilities ~ Plainview-Old Bethpage Central School District

Date: December 9, 2025

Time: 8am—3pm

F5. Human Resource Functions—Digging Deeper *NEW*****

Course Description: This course equips Facilities Directors with essential Human Resources knowledge and skills needed to effectively manage personnel within a civil service environment. Participants will gain a foundational understanding of HR principles as they relate to facilities operations including recruitment and hiring, employee evaluation, improvement plans, labor relations, grievance procedures, contract interpretation, counseling, progressive discipline, workplace investigations, staff development and conflict resolution. Program includes real-world scenarios, case studies, and interactive discussions.

Learning Outcomes:

- * Implement standard recruitment, hiring and onboarding processes.
- * Understanding and recommending suggested changes to collective bargaining agreements.
- * Practice writing counseling, progressive discipline and responding to grievance documents.
- * Better understand and respond to employee management including attendance, PTO, & leaves of absence.
- * Develop programs to promote positive workplace culture and team dynamics.
- * Explore training and legal compliance workshops to better equip yourself and staff.

Facilitator: Neil Katz, Assistant Superintendent for Human Resources ~ Smithtown Central School District and John Miccoli, Director of Facilities ~ Middle Country Library

Date: January 21, 2026 **Time:** 8am—3pm