

**JAMES M. MERRINS, Ed.D.**

42 Rosalyn Court, Fredonia, New York 14063  
(716) 672-4275 fax (716) 672-5472 e-mail jmerrins@cecomet.net

August 2008

**ADMINISTRATIVE POSITIONS**

**June 2001 – July 2008**

**Executive Program Administrator**

Greater Southern Tier BOCES, Painted Post, New York

**October 1995 - June 2001**

**Program Administrator**

**Executive Coordinator** – Western New York Joint Management Team

Cattaraugus-Allegany, Erie 2 and Erie 1 BOCES (LEAs), New York

**October 1983 - October 1995**

**Superintendent of Schools**

Fredonia Central Schools, Fredonia, New York

**August 1979 - September 1983**

**Superintendent of Schools**

Honeoye Central Schools, Honeoye, New York

**August 1977 - August 1979**

**Secondary Principal**

Honeoye Central Schools, Honeoye, New York

**August 1974 - August 1976**

**Assistant Principal - Staffing, Curriculum and Budgeting**

Orchard Park Central Schools, Orchard Park, New York

**EDUCATION**

**School Business Administration:** SUNY, Brockport, New York, September 1995

**Doctor of Education:** Indiana University, Bloomington, Indiana. May 1979

**Master of Education:** University of Missouri St. Louis, Missouri. August 1972

**Bachelor of Science:** University of Missouri, St. Louis, Missouri. June 1968

**STATE CERTIFICATIONS**

**New York State Permanent School Administrator Certifications**

The University of the State of New York, Albany, New York, September 1, 1975.

School District Administrator and School Administrator and Supervisor

School Business Administrator (September 1, 1995)

**Missouri Permanent Teacher Certification, June 10, 1968**

Secondary Biology, Chemistry, and General Science

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August 2008

### **Resume Supplement**

#### **EDUCATION**

**Doctor of Education:** Indiana University, Bloomington, Indiana. May 1979.

**Major Study: Public School Administration**

Study as a school administrator in finance, personnel, public relations, school law, research, facilities planning, computers, curriculum, and statistics.

**Minor Study Area 1: Instructional Systems Technology**

Study of curriculum development, learning designs, technology enhanced teaching, production techniques, and the use of media in learning.

**Minor Study Area 2: Public Administration**

Study of public arena executive functions, public budgeting, technology assessment, and forecasting.

**Master of Education:** University of Missouri St. Louis, Missouri. August 1972.

**Major: Secondary School Administration**

Study of philosophy, psychology, curriculum, supervision, finance, statistics, and communication.

**Bachelor of Science:** University of Missouri, St. Louis, Missouri. June 1968.

**Majors: Biology and Education**

**Minors: Chemistry, English, and Psychology**

#### **ADMINISTRATION AND TEACHING**

**June 2001 – July 2008**

**GREATER SOUTHERN TIER BOCES, Painted Post, New York**

**Executive Program Administrator**

Administrative Support Services  
School Business Officials Training and Support Program  
Superintendent Development Program  
Superintendent Support Services  
Transition to Superintendency Program

**July 1998 - June 2001**

**CATTARAUGUS-ALLEGANY BOCES, Olean, New York**

**Administrator and Faculty** - Superintendent Development Program

**Director and Faculty** - Cycles of Success

**Program Administrator**

Superintendent Support Services  
Administrative Support Services

**ADMINISTRATION AND TEACHING** (Continued)

**October 1995 - June 1998**

**WESTERN NEW YORK JOINT MANAGEMENT TEAM**

**Erie 2 and Erie 1 BOCES (LEAs), Angola and West Seneca, New York**

**Executive Coordinator** - Joint Management Team

**Administrator and Faculty** - Superintendent Development Program

**August 1989 – August 2001**

**SUNY AT BROCKPORT, FREDONIA, and OSWEGO, New York**

Departments of Educational Administration

**Adjunct Professor of Educational Administration**

Teaching graduate courses in school administration:  
finance and budgeting, school personnel and school law.

**October 1983 - October 1995**

**FREDONIA CENTRAL SCHOOLS, Fredonia, New York**

**Superintendent of Schools**

Chief School Administrator for a K-12 public school of  
2,050 students, 165 certificated staff and 90 support staff.

**August 1979 - September 1983**

**HONEOYE CENTRAL SCHOOLS, Honeoye, New York**

**Superintendent of Schools**

Chief School Administrator for a K-12 public school of  
1,000 students, 77 certificated staff and 47 support staff.

**August 1977 - August 1979**

**HONEOYE CENTRAL SCHOOLS, Honeoye, New York**

**Secondary Principal**

Administrator of an educational program for 575 students and 45 certificated staff.

**August 1974 - August 1976**

**ORCHARD PARK CENTRAL SCHOOLS, Orchard Park, New York**

**Assistant Principal - Staffing, Curriculum and Budgeting**

In charge of all personnel, curriculum and budgeting for  
a high school of 1,500 students and 100 professional staff.

**August 1973 - June 1974**

**TOWNSHIP H.S. DISTRICT 211, Palatine, Illinois**

**Administrative Assistant to the Superintendent** - Full time internship

Worked directly for the Superintendent. Involved in all matters  
relative to the district-level operation of a school system with  
10,000 students and 550 professional staff.

**ADMINISTRATION AND TEACHING** (Continued)

**August 1976 - July 1977**

**INDIANA SCHOOL BOARDS ASSOCIATION, Indianapolis, Indiana**

**Assistant to Association Executive Director**

Graduate assistant

Research in the area of state-wide labor relations practices and computer analysis of school statistics.

**February 1973 - August 1973**

**EDUCATIONAL DEVELOPMENT SERVICES, Bloomington, Indiana**

**Partner in Educational Consulting Firm** - part time

Developed and implemented a program in educational goal setting for six suburban Chicago school districts (State of Illinois funded).

**August 1972 - August 1973**

**CENTER FOR ADMINISTRATIVE STUDIES**

**Indiana University, Bloomington, Indiana**

**Assistant Director** - half-time

Worked out of the Department of School Administration. Conducted seminars and did consulting work with the Phi Delta Kappa Educational Goals and Objectives Program.

**September 1966 - June 1972**

**UNIVERSITY OF MISSOURI ST. LOUIS, St. Louis, Missouri**

**Lab Instructor of Biology** - two classes per semester (September 1966 - June 1968 and

August 1971 - June 1972). Instructed undergraduate students in General Biology. Developed several new lab experiments and eight video programs for use by biology students.

**Supervisor of Mathematics Student Teachers** - twenty eight students (January 1972 - June 1972). Training and evaluation of student teachers in mathematics.

**August 1968 - August 1969**

**NORMANDY SCHOOL DISTRICT, Normandy, Missouri**

**Biology and General Science Teacher**

Taught General Biology, Basic Biology and General Science. Drafted into the U.S. Army.

**MILITARY**

**November 1969- August 1971**

**U.S. ARMY, Ft. Sill, Oklahoma and Republic of Vietnam**

**Staff Sergeant**, Artillery Radar Section Chief.

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**MILITARY** (Continued)

**January 1971 - January 1975**

**ARMY NATIONAL GUARD, St. Louis, Missouri; Chicago, Illinois; Bloomington, Indiana; Buffalo, New York**

**Officer**, Artillery Target Acquisition Officer.

Granted a direct commission to Second Lieutenant by the State of Missouri

**STATE CERTIFICATIONS**

**New York State Permanent School Administrator Certifications**

The University of the State of New York, Albany, New York, September 1, 1975.

School District Administrator

School Administrator and Supervisor

School Business Administrator (September 1, 1995)

**Missouri Permanent Teacher Certification, June 10, 1968**

Secondary Biology, Chemistry, and General Science

**PUBLICATIONS**

Silky, W. D. and Merrins, J. M. "Preparing Principals for the Superintendency," NYSSAAYS Journal, Summer (1999), 22-24

Merrins, J. M. (1993) "Are You Prepared for the Worst? -School Bus Accident Preparedness," School Business Affairs, 59(12), 31-34.

**MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**

**NEW YORK STATE COUNCIL OF SCHOOL SUPERINTENDENTS**

August 1979 - Present

Representative to House of Delegates

Four, two-year terms, January 1982 to July 1994

Western New York Representative on the NYS Commission of Education's Superintendents Advisory Council

September 1989 - July 1990

**FAR WESTERN COUNCIL OF SCHOOL SUPERINTENDENTS**

October 1983 - October 1995

Vice President, July 1991 - 1992

Secretary/Treasurer, July 1990 - July 1991

Chairman, Legislative Committee, July 1987 - October 1995

**MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS** (Continued)

**PHI DELTA KAPPA**

September 1972 - Present

President, Southwestern New York Chapter 1187, 1996 - 1998

Vice President - Campus Programs, Chapter 1187, 1998 - 2001

**AMERICAN SCHOOL BOARDS ASSOCIATION**

September 1 979 - Present

**ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT**

September 1986 – 2002

**COMMUNITY ACTIVITIES**

**WESTERN NEW YORK CHAMBER ORCHESTRA, Fredonia, New York**

Board of Directors, July 1989 -Present

President, January 2000 - 2003

**ROTARY INTERNATIONAL, Fredonia, New York**

April 1988 - Present

Chairman, Annual Blood Screening Program, 1989 -Present

**FRIENDS OF ROCKEFELLER ARTS CENTER, Fredonia, New York**

September 1985 - Present

Steering Committee, September 1987 - Present

**LAKE SHORE HOSPITAL AND HEALTH CARE CENTER, Irving, New York**

Board of Directors, March 1985 - November 1999

Vice President, May 1998 - November 1999

Executive Committee, April 1989 - November 1999

Secretary/Treasurer, July 1991 - May 1998

Chairman, Personnel Committee, November 1987 - November 1999

**HONORS, AWARDS - ACCOMPLISHMENTS**

**Distinguished Service Award 1997-1998**

Rotary Club of Fredonia

**New York State Impartial Hearing Officer for Handicapped Matters**

New York State Education Department

July 1981 - June 1992

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**HONORS, AWARDS - ACCOMPLISHMENTS** (Continued)

**Coordinator and Chaperone of the Fredonia/Bamberg Student Exchange Program,**  
Fredonia High School  
November 1986 - October 1995

**School of Education Graduate Scholarship**  
Indiana University, Fall 1973 and Spring 1974

**U. S. Army National Guard Direct Commission to Second Lieutenant**  
U.S. Army National Guard - Missouri, December 1972

**Bronze Star with First Oak Leaf Cluster**  
U.S. Army, Vietnam, August 1971

**Bronze Star**  
U.S. Army, Vietnam, December 1970

**U. S. Army Advanced Infantry Training Honor Graduate**  
Promoted to Staff Sergeant (E-6) after Eight Months in Army U.S. Army,  
November 1969 - July 1970