

JAMES M. MERRINS, Ed.D.

42 Rosalyn Court, Fredonia, New York 14063

Home office (716) 672-5472 fax (716) 672-5472 e-mail jmerrins@cecomet.net
January 2016

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

ADMINISTRATIVE POSITIONS

April 2008 – Present

Executive Program Administrator - Educational Leadership Institute

August 2015 to Present - NYS Association of Women in Administration, NYSAWA

April 2009 to May 2015 - SUNY Oswego, School of Education, Oswego, NY

August 2008 – Present

Business Owner - Educational Leadership Institute

Educational Support Services, Fredonia, New York

October 1995 - July 2008

Executive Program Administrator (Tenured)

Cattaraugus-Allegany, Erie 1, Erie 2, and Greater Southern Tier BOCES, New York

August 1979 – October 1995

Superintendent of Schools

October 1983 to October 1995 - Fredonia Central Schools, Fredonia, New York

August 1979 to September 1983 - 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

STATE CERTIFICATIONS

New York State Permanent Administrator Certifications

The University of the State of New York, Albany, New York

School District Administrator and School Administrator, September 1, 1975.

School Business Administrator, September 1, 1995.

Missouri Permanent Teacher Certifications

Secondary Biology, Chemistry, and General Science, June 10, 1968.

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January 2016

Resume Supplement

EDUCATION

School Business Administration: SUNY Brockport, Brockport, New York 1995.

Major Study: School Business Administration

Course and credit requirements for New York State SBA Certification.

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

August 2015 – Present

**EDUCATIONAL LEADERSHIP INSTITUTE, Fairport, New York
New York State Association for Women in Administration, NYSAWA
Executive Program Administrator**

Programs, workshops, and conferences for New York school district superintendents, administrators, business officials, and officers

August 2008 – Present

**EDUCATIONAL SUPPORT SERVICES, Fredonia, New York
Business Owner**

Educational Consultant - school finance, education law, auditing services
Programs, workshops, and study services for New York school districts

ADMINISTRATION AND TEACHING (Continued)

April 2009 – May 2015

EDUCATIONAL LEADERSHIP INSTITUTE, Oswego, New York

SUNY Oswego, School of Education

Executive Program Administrator

Programs, workshops, and conferences for New York school district superintendents, administrators, business officials, and officers

June 2001 – July 2008

GREATER SOUTHERN TIER BOCES, Painted Post, New York

Executive Program Administrator (Tenured)

Superintendent Support Services

Administrative Support Services

July 1998 - June 2001

CATTARAUGUS-ALLEGANY BOCES, Olean, New York

Administrator and Faculty - Superintendent Development Program

Program Administrator - Superintendent Support Services

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 BROCKPORT, SUNY FREDONIA, and SUNY OSWEGO, New York

Departments of Educational Administration

Adjunct Professor of Educational Administration

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

ADMINISTRATION AND TEACHING (Continued)

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.

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.

James M. Merrins Ed.D. - 4

ADMINISTRATION AND TEACHING (Continued)

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 Target Acquisition Radar Section Chief.

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 Administrator Certifications

The University of the State of New York, Albany, New York

School Business Administrator (September 1, 1995)

School District Administrator, September 1, 1975.

School Administrator and Supervisor, September 1, 1975.

Missouri Permanent Teacher Certifications

Secondary Education , June 10, 1968

Biology

Chemistry, and

General Science

James M. Merrins Ed.D. - 5

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

NYS Commission of Education 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

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 – June 2008

ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT

September 1986 – 2002

COMMUNITY ACTIVITIES

WESTERN NEW YORK CHAMBER ORCHESTRA, Fredonia, New York

Board of Directors, July 1989 – December 2009, August 2015 - Present

President, January 2000 - 2003, August 2015 - Present

MYSTIC WHALER FOUNDATION, New London, Connecticut

Founding Coordinator, Board of Directors, October 2008 - January 2013

Founding President, October 2008 - January 2014

Vice President, January 2014 - January 2016

President, January 2016 - Present

James M. Merrins Ed.D. - 6

COMMUNITY ACTIVITIES (Continued)

THE CHAUTAUQUA CENTER, INC., Dunkirk, New York

Community Health Clinic - Founding Board Member

Board of Directors, August 2009 - July 2015 (term limit)

ROTARY INTERNATIONAL, Fredonia, New York

April 1988 – December 2007

Chairman and organizer, Annual Blood Screening Program, 1989-2007

FRIENDS OF ROCKEFELLER ARTS CENTER, Fredonia, New York

September 1985 - Present

Steering Committee, September 1987 – Present

FREDONIA CHAMBER OF COMMERCE

Board of Directors, 1984 - 1993

Vice President, 1988 - 1993

Chairman and organizer, 50s Week Festival, 1989-1993

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

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

James M. Merrins Ed.D. - 7

HONORS, AWARDS - ACCOMPLISHMENTS (Continued)

Bronze Star with First Oak Leaf Cluster

U.S. Army, Vietnam, August 1971

Artillery, Forward Observer, Anti-mortar/Anti-Personnel Radar Team

Bronze Star

U.S. Army, Vietnam, December 1970

Artillery, Forward Observer, Anti-mortar/Anti-Personnel Radar Team

U. S. Army Advanced Infantry Training Honor Graduate

Promoted to Staff Sergeant (E-6) after eight months in U.S. Army

November 1969 - July 1970