

Thomas M. McGrath
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Central Office Administrative Experience

Nassau BOCES (Board of Cooperative Educational Services)

Assistant Superintendent for HR and RSIP

Garden City, NY

Dec. 2021-Present

**Promoted from The Assistant to the Superintendent for HR and RSIP July 2024*

**Promoted from Executive Director of Human Resources in July 2022*

- Chief Human Resources Officer and member of Superintendent's Administrative Cabinet
- Promote Agencies Strategic Goals
- Plan, organize and present staff development to administrators, teachers and support staff
- Coach administrators through "tough conversations", counseling memo's and disciplinary action
- Assist in the restructuring of several departments, including HR and RSIP
- Analyze current and future leadership models with other departmental leaders to optimize efficiency and productivity
- Lead weekly guidance meetings with departmental leaders to provide proactive supervision
- Union liaison for all units affiliated with the agency
- Experience with collective bargaining, contract, wage & benefits administration, employee labor relations and general administration
- Member of the Agency negotiating team which has reached agreements with all union contracts
- Review and edit all memorandums of agreements
- Title IX Compliance officer
- Member of the recruiting and hiring team involved in advertising, interviewing, hiring and onboarding all candidates for agency with employee enrollment of 5500+
- Provide mentorship and guidance to other 56 school district personnel administrators
- Manage, evaluate and lead staff of 26 professional personnel employees
- Provide direction and vision to CTE programs under my supervision
- Establish and review budgets for CTE programs and Human Resource Departments
- Liaison with legal counsel in matters of workplace litigations and investigations
- Knowledgeable of HR and School software technologies
- Expertise in staff supervision/evaluation including working knowledge of current APPR supervision/evaluation requirements
- Knowledge of NYS and Federal Education Law, NYS Civil Service Law, NYS Certification Requirements, and legal requirements of personnel administration
- Assist the Superintendent of Schools in developing long range and annual staffing plans
- Performs other duties as assigned by the Superintendent/COO/Deputy Superintendent of Schools

Eastern Suffolk BOCES (Board of Cooperative Educational Services)

Program Administrator for Human Resources

Patchogue, NY

December 2019 - Dec. 2021

- Served as a leader in the Human Resources Department in the administering all things Covid-19, certification, attendance, employment practices, data analysis, advocacy and consultation with component school districts
- Member of district wide committees: Personnel Administrators Committee, Covid-19 reopening planning committee, leadership planning, superintendent's conference day, professional development, hiring practices, employee manual, and strategic planning
- Lead: Diversity Career Fair, Certification office, Negotiations Information Services, Personnel Services, and the Recruitment Services office
- Developed: Covid-19 protocols, Virtual Career Fair, and On-boarding protocols • Participated in

- negotiations with instructional and non-instructional bargaining units • Helped prepare negotiating points and reviewed future language of MOA's and MOU's • Interpreter Human Resource information, including certification matters, employee appointments, separations, transfers, benefit changes and legal updates
- Utilized various technology platforms as a component of the HR/Business, recruiting, hiring and onboarding process
- Assisted in the regional Personnel Administrator's Council (PAC) for component and select Western Suffolk school districts, helped: plan agenda, draft presentations, collect material, and coordinate guest speakers to address personnel matters to HR (e.g., Negotiation trends, COVID-19 Protocols, USDOL Guidance, and Negotiation Information Systems)
- Reviewed Workers' Compensation claims, suits in conjunction with Agency staff and insurance carriers • Served on several labor unit and agency committees, including Pro-Practice for teachers, administrator/supervisors and Central Shared Decision Making.
- Interpret, communicate, and implement all aspects of COVID-19 leave and "time-off" allocations • Evaluate individual COVID-19 leave requests and render decisions regarding applications • Served as the agency Title IX Compliance Officer
- Lead Drug/Alcohol testing protocol investigations and developed recognition training for agency administrators and nurses
- Acted as Human Resource lead in absence of Assistant Superintendent of HR
- Liaison and Communicator with legal counsel regarding agency compliance and staff issues
- Performed other duties as assigned by Superintendent

Principal	2007-2019
Assistant Principal	2001-2007
Adult Evening Administrator part-time	2005-2015

- Served as building lead for the Milliken Technical Center and Islip Career Center
- Member of the Administrative Union executive board
- Developed new testing procedures to include pre and post tests and data interpretation training for staff •
- Member of the Agency's Career and Technical Education Task Force, APPR Leadership Standards Design team, member of the PTA Dinner planning committee, CTE Divisional and Building Level SDM, and the BEES APPR Evaluation committees.
- Supervised and recommend tenure, promotion and hiring for instructional and support staff • Presented professional development workshops on Common Core Standards, Annual Professional Performance Review and 21st Century Skills
- Managed building budgets for Career and Technical Education programs
- Managed student population of 400-800 classified and non-classified students
- Facilitated new and unique Career and Technical Education opportunities for traditional and special education students including;
- Developed various opportunities for students to gain valuable work experiences including: internships and on-site job tours
- Developed, monitored and revised school wide procedures and activities
- Collaboratively facilitated and participated in the creation and renovation of classrooms and facilities
- Developed and embraced opportunities to celebrate student success including: the nomination of the PTA scholarship winner, the acknowledgement of student Employee of the Month Awards, initiated a behavioral reward program, submitted student names for the Suffolk County

- Youth Achievement Award and ensured information was provided to the BOCES Highlights newsletter and for newspaper articles
- Developed and maintained industry partnerships to endorse technical programs
- Promoted technical programs with presentations to component school districts
- Maintained relationship with law enforcement agencies to promote safe schools
- Liaison for the Automotive Cluster and Principal Mentor

Other Related Experience

William Floyd School District

Assistant Principal

Forsyth County School District

Assistant Principal

Roswell High School

Guidance Counselor

Clayton State University

Local Director - Lifelong Learning

NYC Department of Education, IS #33

Teacher/Guidance Counselor

Kings County Hospital

Addiction Counselor/Acupuncturist

Mastic Beach, NY

1998-2001

Cumming, GA

1997-1998

Roswell, GA

1994-1997

Clayton, GA

1996-1997

Brooklyn, NY

1993-1994

Brooklyn, NY

1991-1993

Certification and Education

- New York State School Administration and Supervision (SAS) Permanent
- New York State School Business Administration (SBA) Permanent
- New York State School District Administrator (SDA) Permanent

State University of Georgia at West Georgia

August 1997

Educational Leadership Certification Program (Administration)

Long Island University at Brooklyn

February 1993

MS in Guidance and Counseling

State University of New York at Stony Brook

January 1991

Bachelor of Arts in Sociology

Professional Memberships

- SHRM-Society for Human Resource Management
- PAC-Personnel Administrators Council
- MASLA-Management Advocates For School Labor Affairs
- LIACTEA – Long Island Association of Career & Technical Education Administrators