

September 10, 2010

Re: Letter of Recommendation

Mr. Donald Watkins
Administrative Intern

To Whom It May Concern:

Professionals who demonstrate the ability to make positive connections with students, get along well with staff, have an eagerness to learn, are driven toward excellence, and have an incredible knowledge of technology are superior assets to any district. These are some of the abilities I observed in Don Watkins during his recent Administrative Internship completed this summer. Don worked full-time during the Cattaraugus/Allegany BOCES summer school servicing Ellicottville, Salamanca, Cattaraugus-Little Valley, Franklinville, and Randolph. Don showed extreme dedication to assist and be involved in every facet of running an effective summer school program.

During this experience, Don was the coordinator for all technology issues that teachers encountered ranging from equipment needs, maintenance, long distance learning program coordination and equipment troubleshooting, maintaining records, and acting as a liaison to BOCES for the many technical details we encountered. His technology knowledge was vast and absolutely astounding. He would often mention software, programs, new and easier ways to teach and communicate, etc., with a willingness and excitement to teach about these innovations. He is a fantastic teacher, and has countless contacts and resources for any technology issue. Don also was clearly aware of budget issues and shared ways to save with equipment and programs. I have never worked with any other individual within technology that had the keen awareness and knowhow like him.

Don shared his knowledge of School Law when discussing various discipline situations that we were involved in, including the proper steps regarding suspensions. He was part of the every day events, staff meetings, parent meetings, student problems/concerns, testing, grading systems, mid-term and final exams, including the ordering, facilitation, and collection of Regents exams. Don also participated in the detailed process involving IEP's, planning for and delegating details to support accommodations, and the constant, very important communication with districts. Don is innovative, infusing students and staff with motivation and instilling in them an appetite for the joys of learning. His flexibility, willingness to take on whatever came up and assist in anything needed was incredible.

It is without reservation that I recommend Donald Watkins to your attention. If you would like to further discuss Don's skills, please feel free to contact me at 716-904-4949.

Sincerely,

Greta J. Gregory, BOCES Summer Principal

