



NORTH BABYLON

UNION FREE SCHOOL DISTRICT

5 Jardine Place, North Babylon, NY 11703

Glen A. Eschbach
Superintendent of Schools

October 1, 2020

Re: Welcome Dr. Leeds

Dear North Babylon Faculty and Staff,

I would like to take this opportunity to formally welcome Dr. Allyn Leeds. She has been working as the District's Safety & Communication Coordinator for COVID related information. She comes to us after her recent retirement as an Assistant Superintendent and Principal from the Smithtown Central School District. Dr. Leeds has hit the ground running and has taken on the very daunting task of working with the Department of Health while assisting Barbara Butler in contact tracing potential COVID cases.

Some of Dr. Leeds's duties include:

- Daily collection of data for NYS COVID reporting
- Training requirements for District Staff
- Translate requirements set forth by the NYS Department of Education and Department of Health
- Develop protocols and procedures district-wide for health and safety
- Coordinates with the Director of Facilities to ensure all buildings meet requirements as set forth by NYSDOH and NYSED
- Communicates with staff, students/ parents/ guardians and the community regarding school health and safety updates
- Serves as the District's main point of contact for all COVID related concerns and issues related to students
- Serves as the liaison with the District's PR firm

Please assist me in welcoming Dr. Leeds to the North Babylon team. She has a very important and crucial role in the district and is a tremendous asset to all of us. Dr. Leeds can be reached via email at aleeds@northbabylonschools.net or by calling 631-620-7004. Her office is located in the Central Administration building.

Sincerely,

Glen A. Eschbach
Superintendent