



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234**

Bureau of Proprietary School Supervision, Room 964, Education Building Annex, Albany, NY 12234

Tel. (518) 474-3969

Fax (518) 473-3644

E-mail: [BPSS@mail.nysed.gov](mailto:BPSS@mail.nysed.gov)

E-mail: [cyates@mail.nysed.gov](mailto:cyates@mail.nysed.gov)

TO: Owners and Directors of Licensed/Registered Proprietary Schools

FROM: Carole W. Yates, Director

SUBJECT: Introduction of New Staff Member

DATE: December 17, 2008

I am pleased to announce that we have welcomed a new staff member in our New York City office. Ms. Betty Zhou comes to the Bureau of Proprietary School Supervision from the Office of College and University Evaluation in Albany. Ms. Zhou will be assuming many of the duties of Dr. Concetta Gallo, who has been transferred to another area of the State Education Department.

Ms. Zhou has a strong background in overseeing institutions of higher education. With a period of training, I am confident that Ms. Zhou will be ready to assume full responsibility as a member of our Education Team.

While we train Ms. Zhou, please contact me as the primary liaison. I will work closely with Ms. Zhou in familiarizing her with the duties of her new position. Please use e-mail as much as possible and copy both of us ([cyates@mail.nysed.gov](mailto:cyates@mail.nysed.gov) and [bzhou@mail.nysed.gov](mailto:bzhou@mail.nysed.gov)). We will endeavor to be as responsive as we can.

For those schools previously supervised by Dr. Gallo, please assume that you will now be supervised by Ms. Zhou with my assistance. Once the training has completed and she has some experience "shadowing" other members of the Education Team in the field, I will re-examine the school assignments and make adjustments accordingly. In this interim period, I will also rely on the assistance and expertise of other Bureau staff to make the transition as smooth as possible.

Thank you for your cooperation during this period.