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# OFFICE OF THE SUPERINTENDENT

## MEMORANDUM

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**TO:** BOARD MEMBERS  
**FROM:** JOHN H. GRANT, SUPERINTENDENT  
**SUBJECT:** 2006-2007 ADMINISTRATIVE ASSIGNMENTS AFTER JANUARY 15, 2007  
**DATE:** 5/30/2006

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EFFECTIVE NO LATER THAN JANUARY 15, 2007, John Grant, John Sechriest and Joe Tassone will no longer be with the district. The following organizational restructuring is offered for consideration.

a. Hugh Dwyer	1.0	Superintendent	
--	1.0	Assistant Superintendent	Drop Position
Amy Stewart	1.0	Executive Director of Learning Opportunities	
Mark Eberl	1.0	Executive Director of Support Services	
Rosemarie Green	1.0	Director of Federal Programs	
Norbert Kennerknecht	1.0	Director of Operations	
b. (Open)	1.0	Director of Instructional Services	
c. --	1.0	Director	Drop Position
Petter Turnquist	1.0	Business Administrator	
d. Frank Galeazzo or Brian Collopy	1.0	Senior Admin. for Technology	Increase Responsibility
e. Boyd Freeborough	1.0	Senior Admin. for Buildings & Grounds	Increased Responsibility
f. Mark Rondinelli	1.0	Senior Admin. Purchasing	Increased Responsibility
g. (Open)	1.0	Human Resource Administrator	New Position
Brian Collopy or Frank Galeazzo	1.0	Administrator	
Raymond Miller	1.0	Administrator	
Willard Rogerson	1.0	Administrator	
Matthew Jones	1.0	Administrator	
Jack Werner	1.0	Teacher on Special Assignment	

## **h. PRIMARY TEAM FUNCTIONS**

### **Superintendents' Office**

As of January 2007

1. Policy Administration
2. Governmental/Community Relations
3. Parent Groups
4. Leadership Development
5. Staff Organization/Evaluation
6. Recommendations to the Board
7. Maintaining School Performance
8. Strategic Planning (Move to Consultant as Necessary)
9. Other items as assigned by the Board

<b>Instructional Management Team</b>	<b>Support Management Team</b>
1. Academic Program	1. Human Resources Administration
2. Non-Academic Programs	2. Budget/Finance/Revenue
3. Home Instruction/Cyber & Private Schools	3. Buildings & Grounds/Maintenance
4. Home Bound and Incarcerated Youth Services	4. Plant Operations
5. Special and Gifted Educational Services	5. Facilities Planning and Development
6. Federal & State Programs	6. Transportation
7. Academic Guidance/Counseling	7. Communications
8. Technology-Instruction Design	8. Food Services
9. Instructional Professional Development	9. Support Staff Development
10. Library Operations	10. Technology-Support Design
11. Student Attendance	11. Capital Improvements/Construction
12. Student Citizenship	12. Earned Income Tax Management
13. Student Health Services	13. Payroll Services
14. Adult Education	14. Purchasing
15. Career and Technical Education	15. Student Membership
16. Curriculum Development/Administration	16. School Safety/Emergency Management
17. "Grants"/Foundation Attainment/Oversight	17. Other items as assigned by Supt.
18. Other items as assigned by the Supt.	

The Primary Team Functions are the general areas of responsibility and need to be distributed within the team membership to accomplish all necessary work. The Board should make the “January” assignments as soon as possible, and each team will need planning time to address the comprehensive charge to the team. Administrators involved must not only accept responsibility in their specialty or primary areas of expertise but must also be “generalists” willing to address whatever “needs to get done.” All job and assignment descriptions must be rewritten to reflect organizational change.

With the staffing as listed earlier, the central office assignments to the team might look as follows:

Superintendent’s Office

Hugh Dwyer

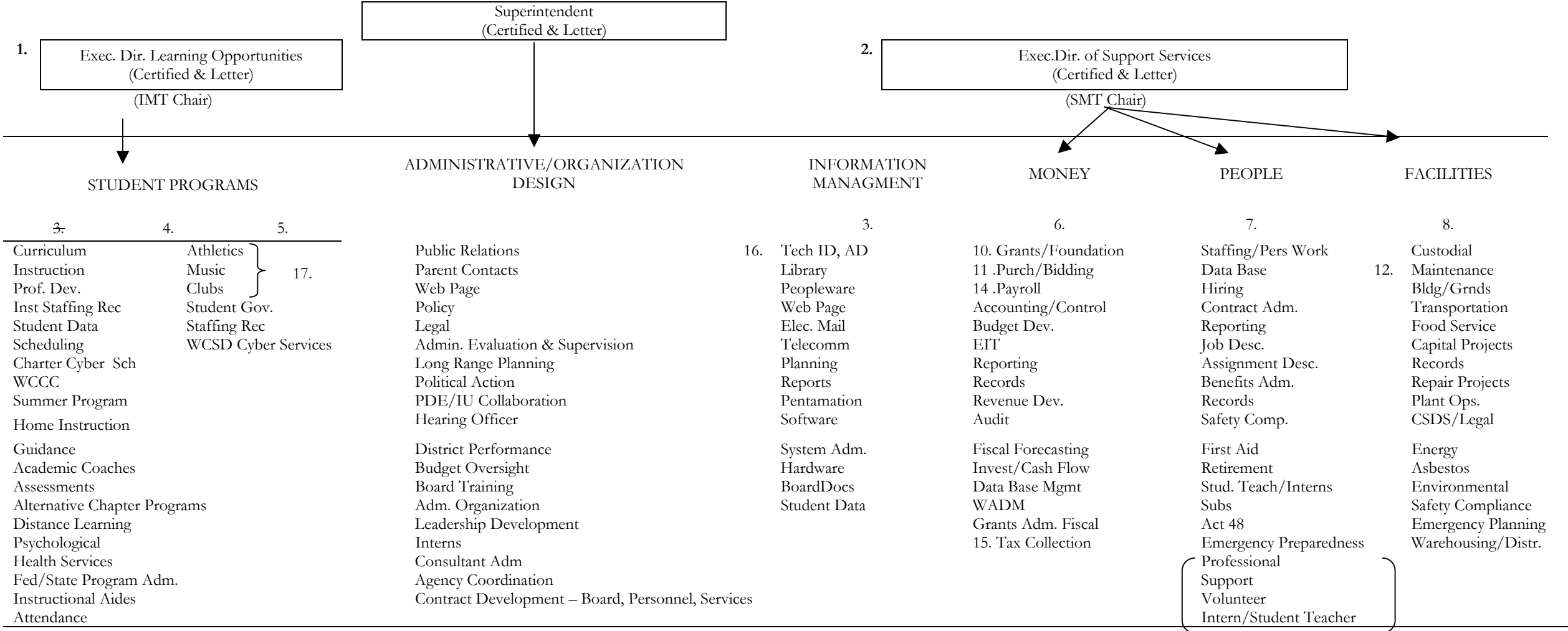
INSTRUCTIONAL MANAGEMENT TEAM	SUPPORT MANAGEMENT TEAM
Amy Stewart – Chair	Mark Eberl - Chair
Rosemarie Green	Norbert Kennerknecht
OPEN POSITION	Petter Turnquist
Matthew Jones	OPEN POSITION
Jack Werner	Brian Collopy
Supervisors/Principals as necessary	Boyd Freeborough
	Mark Rondinelli
	Frank Galeazzo
	Raymond Miller
	Willard Rogerson

- a. The administrative structure of the district needs stability wherever the Board can provide it. I recommend that you give Hugh Dwyer the superintendent reins for the remainder of his Assistant Superintendent contract (if not a 3 year Superintendent contract) and drop the Assistant Superintendent position.
- b, c. The Director positions can be reduced by one and reconfigured. I recommend an open search for Director of Instructional Services with Dr. Jaskolka as the leading in-house candidate.
- d, e, f, g. “Senior Administrator” is a new title that reflects the downward flow of responsibility as top level management is reduced. (this work still needs to be done). A person needs to be assigned “Director” duties in technology. (Amy’s present position is no longer needed because it was designed to be eliminated in three to five years.)

Boyd Freeborough would be the leading candidate to accept “Director” duties in facilities (Norbert’s position will be transitioning into “Operations” covering elements of facilities, contract administration, foodservice, and transportation.)

Mark Rondinelli would be the leading candidate to accept “Business Office” duties as “#2.” (Besides purchasing being consolidated into one person’s responsibility, leadership “backup” could be provided to the Business Administrator).

An open search for a degreed specialist in HR Administration should be sought to accept the “HR” duties as “#2” (Not only would the latest ideas and approaches to HR administration be available to the district, leadership “backup” could be provided to the Executive Directors of Support Services as his duties expand to cover some of the Assistant Superintendent responsibilities.)
- h. Primary Team Functions have been redistributed to the changed teams.



**ACT 93 ADMINISTRATOR PROFILE**

- 1. Exec. Dir. of Student Services (Cert. & Letter)
- 2. Exec. Dir. of Support Services (Cert. & Letter)
- 3. Supervisor of Student Services (Certified)
- 4. Director of Instructional Services (Certified)
- 5. Director of Federal/Title Programs (Certified)
- 6. Business Administrator (Not Certified)

- 7. Senior Administrator of Human Resource (Not Certified)
- 8. Director of Operations (Not Certified)
- 9. Administrator of Information Management (Not Certified)
- 10. Administrator of Grants & Foundations (Not Certified)
- 11. Senior Administrator of Purchasing (Not Certified)
- 12. Senior Administrator of Buildings & Grounds (Not Certified)

- 13. Senior Administrator of Technology Services (Not Certified)
- 14. Administrator of Payroll/Tech Support (Not Certified)
- 15. Administrator of Tax Services (Not Certified)
- 16. Administrator of Tech Info (Not Certified)
- 17. Teacher on Special Assignment (Not Certified)