



# WARREN COUNTY SCHOOL DISTRICT

CENTRAL ADMINISTRATIVE OFFICES  
185 HOSPITAL DRIVE  
WARREN PA 16365-4885

ROBERT B. TOWSEY, PH.D.  
INTERIM SUPERINTENDENT

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To: All WCSD Staff

CC: Board of School Directors

From: J. Hugh Dwyer, Assistant Superintendent

Re: Distribution of Administrative Responsibilities Resulting from Retirements and Current Project Management

Date: January 16, 2007

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## WCSD Staff:

With the recent retirement of key central office administrators, some District administrative responsibilities have been assigned to the individuals indicated below. If you need assistance with an area of responsibility that is not listed below, contact Roxie Fadale or J. Hugh Dwyer.

Dr. J. Hugh Dwyer has assumed responsibility for all of Dr. John Sechriest's areas with different administrators and others taking the lead or assisting with areas, projects and assignments. Dr. Dwyer will continue to be responsible for the administrative areas that he has had in the Superintendents' Office.

Secretaries Lisa Niedzialek and Kathy Knupp, who were Dr. Sechriest's secretaries, will continue supporting the same administrative areas.

Rosemarie Green has assumed the District Special Education leadership role with Sandy Wilks continuing as Lead SE Supervisor. She is also responsible for the Tutoring Program, ACT, aides, Chapter 15, Classroom Plus, IU5 Curriculum Liaison, Gifted Support Program, Charter School Liaison and her previously assigned areas.

Mark Eberl has assumed responsibility for Athletics and Co-Curricular administration with Jack Werner's assistance and for 2007-2008 staffing with Rosemarie Green's and Amy Stewart's assistance. He will continue with his responsibilities of Human Resources.

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Amy Stewart has assumed responsibility for Guidance, Nurses and student health/accident reports, ACCESS funding, student data analysis, student assessment (PSSA, etc.), PDE District Report Card, enrollment projections, membership, IMT leadership and her previously assigned areas.

The following is a partial compilation of Dr. Dwyer's responsibilities with designated administrators and others who are leading specific projects and areas.

### **DWYER'S ADMINISTRATIVE AREAS/SUPPORT STAFF**

Administrative Interns	Eberl, Fadale
Administrative Team Meetings	Fadale
All County Musical	Werner, Norris
Alternative Education	Stewart/Yeager, Knupp
AP Program	Knupp
Art Smart	Kersey, Snavley
AYP/School Improvement/NCLB	Stewart, Green, Principals, Fadale, Knupp, Niedzialek
Board Contact for CIT Programs	Fadale
CIT Budget	Green, Stewart, Turnquist, Fadale
Citizen Complaints/Investigations	Eberl, Fadale
Class of 2007 Status Reports	Niedzialek
Class Size Monitoring	Principals, Fadale
Community Agency Liaison	Administrative Team, Fadale
Counselor Interns	Stewart
County Pandemic Flu Planning Liaison	Fadale
Credit Card Approvals	Fadale
Curriculum Coordinators	Fadale
Curriculum Development	Curriculum Coordinators, Fadale
Curriculum, Instruction and Technology Committee Facilitation	Green, Stewart, Fadale
Cyber School Program	Steering Committee, Fadale
DARE	Armstrong
Dual Enrollment/Articulation Agreements	Stewart, Knupp
ESL	Green, Niedzialek
Evaluation of Principals/SE Supervisors	Green, Fadale
Field Trips	Principals, Niedzialek
Foreign Exchange Students	Knupp
Future Planning	Administrative Team,

	Fadale
Graduation Project	Jaskolka, Fadale
HC/HY	Niedzialek
Home School Program	Fulgenzi, Knootz
Homeless Student Liaison	Hawk, Fadale
Incarcerated Youth	Bill Sullivan, Knupp
Instructional Pilot Programs	Principals, Fadale
Library Program	Walter, Fadale
Media Liaison	Fadale
Middle School Study Group	Fadale
Mileage Approvals	Green, Niedzialek
Music Summer School	Dwyer, Knupp
NOVA Net	Mancuso
PDE/NCLB Reports	Stewart, Niedzialek, Knupp
Policy/Administrative Procedure Development	Fadale
Project 320/IU5	Green, Fadale
Rumor Control	Fadale
Safety/Incident Command	Eberl, Fadale
SAP	Jaskolka, Knupp
SAT	Yeager, Knupp
School Calendar Development	Green
School To Work Program	Whitaker, Fadale
School-Law Enforcement Liaison Team (SLELT)	Fadale
Strategic National Stockpile Liaison	Fadale
Strategic Planning Development/Implementation	Administrative Team, Fadale
Student Assessment DRC	Stewart, Niedzialek, Knupp
Student Attendance	Hawk
Student Attendance Area Transfers	Fadale
Student Discipline/Hearings/Chapter 12/Act 26	Stewart, Cassasantos, Knupp, Kramer
Student Records	Fadale
Student Wellness Advisory Committee	Fadale
Summer School Secondary	Evers, Stewart, Fadale
Supervision/Growth of Principals	Eberl, Fadale
Teacher Evaluations	Principals, Fadale
Teacher Observations	Knupp
Textbooks	Fadale
United Fund Liaison	Knupp
WCCC	Berry

**CURRENT SPECIFIC PROJECT MANAGEMENT LEADERSHIP UNDER DR. DWYER'S SUPERVISION (AS OF 1/13/07)**

2007-2008 Staffing	Eberl, Green, Stewart
Academic Rigor Policy Development	Dwyer
Acting Social Students Curriculum Development	Dwyer
Course Selection Book	Dwyer, Stewart
Department Chair Job Description Development	Evers, Werner
Differentiated Instruction Professional Development	Green
Electronic Dissemination Policy Review	Stewart
FERPA Policy 10920 Revision	Wilks
Future Facilities Gap Analysis	Dwyer
Graduation Policy 9745 Revision	Stewart
Language Arts Curriculum Development	Ambrose
Library Curriculum Development	Walter
Math Curriculum Development	Dwyer, Barrett
Middle Level Philosophy Implementation Study	Dwyer
PE Policy 9535	Stewart
Policy Section 9000 Review	Dwyer
Reading Curriculum Development	Gray
TCCS Complaint Investigation	Dwyer, Byham
Tech Ed Curriculum Development	Stewart
Volunteer Policy Development	Dwyer
WCCC Curriculum Development	Berry
WCSD Pandemic Flu Protocol	Dwyer

**ADDITIONAL PROJECTS ADDED AFTER 1/13/2007**

Agreement with Public Assistance Office	Dwyer
Historical Society Proposal – radio broadcast	Dwyer
Pennsylvania Farm Show Mandated Policy	Dwyer
GED Program	Stewart
Teacher Observation Review	Dwyer, Eberl, Stewart
Bomb Threat Hoax Management	Dwyer
Drop-out Project Committee	Dunshie
NIMS Implementation	Dwyer/Eberl
Develop Media Guidelines	Dwyer/Jones
Full-time Kindergarten	Dwyer
Administrative Procedure for secondary class size	Dwyer
Gap Analysis Part 3 – Review of literature	Dwyer