

# Superintendent's April Report

## 1. Central Office Organization

I plan to present to the Board Personnel Committee at its meeting on April 29<sup>th</sup> a detailed plan for organizing the central administration, which will consist of the following:

### 1.1 Organization chart

Notebook tabbed according to the seven (7) recommended departments (1. Curriculum, Instruction, & Learning; 2. Business & finance; 3. Human Resources; 4. Special Education; 5. Buildings & Grounds; 6. Technology; and 7. Communication). The following documents will be included in each tabbed section:

- Job descriptions of each director, manager, and administrator
- Job description for each secretary
- Position descriptions for each secretary, supervisor, and support staff employee

NOTE: The Curriculum, Instruction, & Learning section contains new job descriptions for the Director of Elementary Education/Federal Programs, and Director of Secondary Education. The Technology and Communication sections contain a new job description for Communications director, which will be combined with Technology.

Also enclosed is a list of tasks expected of a secretary who will be responsible for the website.

The notebook will be distributed to the Board members by Wednesday, April 23, 2008.

### 1.2 The proposed organization provides the following benefits:

- A. The Curriculum, Instruction and Learning Department focus will be on teaching and learning that is lead by two directors. (i.e., Director of Elementary and Director of Secondary)
- B. The Technology Department will be coupled with Communications or PR which will focus on an improved website and school public relations and marketing.
- C. The improvements will not cost additional dollars, since the assistant superintendent position is eliminated, and existing personnel will be assigned to the PR Department. I believe existing personnel have or are capable of learning the skill sets necessary to manage the website and public relations functions. Actually, the net cost reduction of eliminating the assistant superintendent position and creating a Director of Secondary Education is between \$25,000 and \$35,000 if we hire within the existing personnel population

Moreover, the improvements will not require any additional personnel. All changes will be made with existing personnel.

The costs savings can be used to offset additional secretarial needs at Russell Elementary School.

1.3 Recommendations to the Board

I plan recommend in May to the Board:

To approve the organization chart

To approve the revised job description from Federal Programs Director to Director of Elementary Education/Federal Programs

To approve the elimination of the Assistant Superintendent position and create a Director of Secondary Education Position

To combine the Director of Technology position with Director of Communication

1.4 I would also like to discuss with the Personnel Committee (at the April 29<sup>th</sup> meeting), the process for advertising, screening, selecting, remunerating, and recommending the candidate for Director of Secondary Education.

2. **21<sup>st</sup> Century Schools**

2.1 Arrangements were made to conduct a Board seminar regarding 21<sup>st</sup> Century school programs, and facilities. Dr. William DeJong will conduct the seminar on April 14<sup>th</sup>

2.2 I created a draft process for addressing the county school district facilities needs, which was reviewed by Dr. DeJong. Either during the April 14<sup>th</sup> seminar or during the visits to the model 21<sup>st</sup> Century schools I intend to share this or a similar process with the Board.

3. **Secondary Student Schedules**

3.1 The secondary principals were directed to distribute student schedules the first week in August. They were also directed to submit to my office by the last day of school a draft run of the student schedules. If the schedules are in order, I will shorten the timeline.

3.2 I also informed the principals and directors that next year, the secondary principals are to have student schedules completed and given to students as they leave for summer recess.

4. **Staffing Requests for 2008-09**

I reviewed the staffing requests from each principal with the Directors on April 9<sup>th</sup>. We plan to meet again, this Wednesday to trim the requests to a reasonable number.

5. **Dr. Martin and I prepared for the Board/Superintendent Retreat**

**6. Board Goals**

I shared the goals, which were developed out of the Board/Superintendent Retreat, with the Directors. I will review these goals with the principals on April 22<sup>nd</sup> and 23<sup>rd</sup>. We will begin designing a strategic action plan next week. After I meet with the directors and principals next week, I will have a better idea about when the strategic action plan will be completed.

**7. Elementary Literacy Series**

7.1 Cost comparisons and data as well as a report by two reading specialists were compiled and forwarded to the Board members.

**9. Transportation Department**

Mr. Turnquist and I met with the recommended candidate for Transportation Manager. He agreed to accept \$49,000 as a starting salary.

**10. Teacher Lesson Plans**

I met with the academic coaches to clarify expectations for one or more lesson plan templates. There seems to be some concerns among some teachers about the expectation for a lesson plan to be turned into the principals at the end of each week. This is an expectation that is legitimate and not negotiable.

I will ask the academic coaches to meet with teachers and principals to get their input before we finalize the required lesson plan templates. This is only fair to the teachers and principals. And should ease some resistance to requiring lesson plans be submitted to each principal.

**11. Issues about Teachers Teaching 7 Periods per Day**

I am still working on solutions to this problem. Hopefully, I will have some answers next week.

**12. Position Paper Pertaining to Curriculum Review and Revision Schedule**

I have not begun to review this issue.

**13. Request to Permit Democratic Assembly in Warren Schools**

Presently being researched by Chris Byham. School district policy 11401 states facilities will not be used for private or individual gain. There may be a loophole regarding the 1<sup>st</sup> Amendment. Chris will meet with the Board today in executive session to review this request.