

**CCSD BOARD OF TRUSTEES
SPECIAL CALLED
TELEPHONIC MEETING**
July 7, 2015
75 Calhoun St., Charleston, SC 29401
Agenda

I. OPEN SESSION 8:30 a.m.		
II.	CALL TO ORDER	
III.	ADOPTION OF AGENDA	Action
IV.	4.1 A. Teacher Appeal Hearings – Mr. John Emerson <i>The Board will consider action to approve a practice of delegating teacher appeals to hearing officers.</i>	Action
	B. Hiring Freeze – Mr. Bill Briggman <i>The Board will consider the hiring of central staff (non-school based) positions.</i>	Action
	C. Hiring Plan – Mr. Bill Briggman <i>The Board will consider a plan regarding future posting and hiring of budgeted central staff (non-school-based) vacancies.</i>	Action

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County SCHOOL DISTRICT

75 Calhoun Street
Charleston, SC 29401

**OFFICE OF GENERAL COUNSEL
AGENDA ITEM**

TO: Board of Trustees

FROM: John Emerson

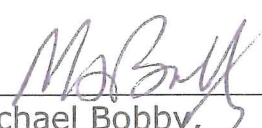
DATE: 07-07-2015

SUBJECT: Teacher appeal hearing officers

RECOMMENDATION: Approve the appointment of hearing officers to hear appeals from continuing contract teachers.

The material is submitted for: ☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:



Michael Bobby,
Acting Superintendent of Schools

N/A

Jeffrey Borowy, Deputy for
Capital Programs

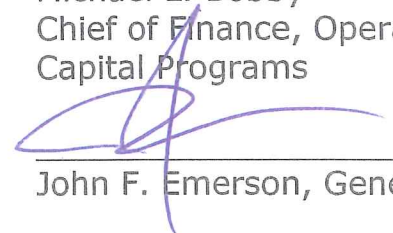
NA

Todd Garrett, Chair
Audit & Finance Committee

E. Tripp Wiles, Esq., Chair
Policy Committee

NA

Michael L. Bobby
Chief of Finance, Operations &
Capital Programs



John F. Emerson, General Counsel

☐ Item voted on and
recommended for Board
A&F Committee on _____

☐ Item voted on and
recommended for Board
Policy Committee on _____

4.1A

OFFICE OF GENERAL COUNSEL

07/07/2015

SUBJECT: Teacher appeal hearing officers

BACKGROUND: The Teacher Employment and Dismissal Act affords continuing contract teachers the right to appeal non-renewal or termination of employment to a quorum of the Board of Trustees. Due to the size of the Charleston County School District and the number of appeals that have been submitted over the years, there has been, at times, a backlog, during which such teachers have been paid while awaiting a hearing, though they are not working. This has interfered with hiring decisions and created a multi-year negative budget impact in excess of \$300,000.00. A proviso to the FY 2016 budget adopted by the General Assembly authorizes school districts to delegate such hearings to hearing officers.

DISCUSSION: A proviso to the FY 2016 state budget bill adopted by the General Assembly authorizes school boards to delegate teacher appeal hearings to hearings officers. The proviso is a temporary measure, only effective for the current fiscal year (2016). It is the recommendation of staff that the Board approve this temporary practice until such measure is adopted on a permanent basis.

RECOMMENDATION: Approve the appointment of hearing officers to hear appeals from continuing contract teachers.

FUNDING SOURCE/COST: Office of General Counsel

FUTURE FISCAL IMPACT: It is anticipated that the adoption of this practice will reap a substantial savings from, among other things, expedited hearings.

DATA SOURCES: Office of General Counsel

PREPARED BY: John F. Emerson, General Counsel

REVIEWED BY LEGAL SERVICES: Yes

REVIEWED BY PROCUREMENT SERVICES: N/A

75 Calhoun Street
Charleston, SC 29401

**Human Resources Department
BOARD AGENDA ITEM**

TO: Board of Trustees

FROM: William Briggman, Executive Director of Human Resources

DATE: June 30, 2015

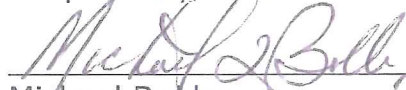
SUBJECT: Hiring Freeze

RECOMMENDATION: The CCSD Board of Trustees approves the hiring of those central staff (non-school based) positions that have been submitted for board review and approval.

The material is submitted for:

☒ Action ☐ Information
☒ Open ☐ Executive

Respectfully submitted:


Michael Bobby,
Acting Superintendent of Schools

N/A
Michael L. Bobby
Chief of Finance, Operations &
Capital Programs

N/A
Jeffrey Borowy, Deputy for
Capital Programs

John F. Emerson, General Counsel

Todd Garrett, Chair
Audit & Finance Committee

☐ Item voted on and
recommended for Board
A&F Committee on _____

Tripp Wiles, Chair
Policy & Personnel Committee

☐ Item voted on and
recommended for Board
Policy Committee on _____

Human Resources Department

June 30, 2015

SUBJECT: Approval to move forward with the hiring of staff for those budgeted central staff (non-school based) posted positions that have been submitted to the board for review.

BACKGROUND:

At the May 11, 2015 Board meeting, the 1st Reading of the Budget included the following approved action as it relates to the hiring of non-school based staff:

In light of the anticipated significant unresolved budget shortfall for the coming year, it is proposed that the Board direct the Acting Superintendent and the Deputy Superintendent for Academics bring to the board at the next board meeting a plan to reorganize the district staff to improve efficiency and communications, reduce or eliminate failing or ineffective programs, and reduce the size of the district staff. Based upon the scenario, a net savings of nearly \$10M. Also proposed, with exception for the Director of Diversity, is a hiring freeze on all existing central staff vacancies and any anticipated growth for the coming year.

DISCUSSION:

With the approval of the FY2016 budget, vacant positions should be filled to ensure the continuation of mission critical functions. Many of the posted vacant positions are critical to the operations of the District as we get ready to begin another school year. Much of the work required begins in the summer before schools open. The staff remaining in the department where the vacancy is located are working to carry out the duties of the vacant position as well their current position. To continue with the hiring freeze impedes success and causes a potential delay in meeting the deadlines required for opening school. See the attachment for a list of the posted positions currently under the freeze.

Attached is the following report:

Non- School Based vacancies with Hiring Manger Justifications (ATTACHMENT A)

- ✓ Non-School Based vacancies budgeted for 2016 – Special Revenue
- ✓ Non-School Based vacancies budgeted in 2015 – Special Revenue
- ✓ Non-School Based vacancies budgeted for 2016 – General Operating Funds
- ✓ Non-School Based vacancies budgeted in 2015 – General Operating Funds

* Note: the attached report is based on data as of June 18, 2015

RECOMMENDATION: The CCSD Board of Trustees approves the hiring of those central staff (non-school based) positions that have been submitted for board review and approval.

FUNDING SOURCE/COST: Funding sources include General Revenue Funds (GOF), Special Revenue and EIA funds.

FUTURE FISCAL IMPACT: All positions are funded based on the annual budget approval by the Board, in addition to contractual obligations for certified staff.

DATA SOURCES: Human Resources

PREPARED BY: William Briggman

REVIEWED BY LEGAL SERVICES
N/A

REVIEWED BY PROCUREMENT SERVICES
N/A

75 Calhoun Street
Charleston, SC 29401

**Human Resources Department
BOARD AGENDA ITEM**

TO: Board of Trustees
FROM: William Briggman, Executive Director of Human Resources
DATE: June 30, 2015
SUBJECT: Hiring Plan

RECOMMENDATION: It is hereby recommended that the CCSD Board of Trustees continue to allow the posting and hiring of budgeted central staff (non-school based) vacancies that may arise as a result of transition, with the understanding that each position will be reviewed and justified by the Superintendent or designee prior to hire.

The material is submitted for: ☒ Action ☐ Information
☒ Open Executive

Respectfully submitted:

Michael L. Bobby
Michael Bobby,
Acting Superintendent of Schools

N/A
Michael L. Bobby
Chief of Finance, Operations &
Capital Programs

N/A
Jeffrey Borowy, Deputy for
Capital Programs

John F. Emerson, General Counsel

Todd Garrett, Chair
Audit & Finance Committee

☐ Item voted on and
recommended for Board
A&F Committee on _____

Tripp Wiles, Chair
Policy & Personnel Committee

☐ Item voted on and
recommended for Board
Policy Committee on _____

Human Resources Department

June 30, 2015

SUBJECT: Approval to continue posting and hiring for budgeted (non-school based) vacant positions.

BACKGROUND:

At the May 11, 2015 Board meeting, the 1st Reading of the Budget included the following approved action as it relates to the hiring of non-school based staff:

In light of the anticipated significant unresolved budget shortfall for the coming year, it is proposed that the Board direct the Acting Superintendent and the Deputy Superintendent for Academics bring to the board at the next board meeting a plan to reorganize the district staff to improve efficiency and communications, reduce or eliminate failing or ineffective programs, and reduce the size of the district staff. Based upon the scenario, a net savings of nearly \$10M. Also proposed, with exception for the Director of Diversity, is a hiring freeze on all existing central staff vacancies and any anticipated growth for the coming year.

DISCUSSION:

With the approval of the FY2016 budget, vacant positions should be filled to ensure the continuation of mission critical functions. Many of the current vacant positions are critical to the operations of the District as we get ready to begin another school year. Much of the work required begins in the summer before schools open. The staff remaining in the department where the vacancy is located are working to carry out the duties of the vacant position as well their current position.

RECOMMENDATION: It is hereby recommended that the CCSD Board of Trustees continue to allow the posting and hiring of budgeted central staff (non-school based) vacancies that may arise as a result of transition, with the understanding that each position will be reviewed and justified prior to hire by the Superintendent or designee.

FUNDING SOURCE/COST: Funding sources include General Revenue Funds (GOF), Special Revenue and EIA funds.

FUTURE FISCAL IMPACT: All positions are funded based on the annual budget approval by the Board, in addition to contractual obligations for certified staff.

DATA SOURCES: Human Resources

PREPARED BY: William Briggman

REVIEWED BY LEGAL SERVICES

N/A

REVIEWED BY PROCUREMENT SERVICES

N/A

Central Based Staff Vacancies

Position	Location	Reason for Vacancy	Average Salary/ Salary + Benefits	Justification	Candidate recommended Yes / No	Submitted by
Funds Allocated for FY 16 Special Revenue						
1	Technology Instructional Coach (2)	Information Technology	New Position; Additional Support \$80,908/ \$105,690.01	*These positions are funded through the K-12 Lottery Funds. A plan has been established for sustaining 1 year of funding over 3 years to allow for these positions. * Digital Learning Cohorts- Through CCSD's Digital Learning Cohort (DLC) program, teacher- leaders are adopting 1:1 learning environments to maximum student learning. Teachers received direct support from Technology Instructional Coaches. * Technology Instructional Coaches are former classroom teachers who play a critical role in supporting current teachers as they transform how learning looks and feel in the classroom. The Tech IC provide the following services to teachers: - over the shoulder training - lesson plan collaboration and support - model teaching and co- teaching in the classroom - sharing and suggesting relevant instructional courses - goal setting and reflective coaching	No	Elaine Berry, Director Educational Technology
2	Teacher Effective Specialist (3)	Office of Teacher Effectiveness	New Position; Additional Support \$48,736.80/ \$77,968.80	*Based on data from the 2014-15 academic year and feedback from CCSD educators, changes to the COT protocol will be in place for the 2015-16 academic year: -Differentiated COT observation schedule based on teacher contract levels and COT scores from 14-15 -Pilot of optional, post COT observance conference with external evaluator (will be offered to 25% of CCSD teaching corps) -Implementation of COTs for teacher librarians, guidance counselors, and speech language pathologists. * The differentiated COT observation and the implementation of COTS for those positions identified above will lead to an increase of over 1000 more COTS for external evaluators during 15-16 than we required in 14-15. *External evaluators will need to spend significant time training and collaborating with principals to learn to use the new COTS for the additional group. *Based on the use of the optional COT reflections by teachers, we estimate that external evaluators may be asked to conduct over 200 post COT conferences . * These COT increases and additional principal support for external evaluators require an addition 5 external evaluators to be able to complete COT expectations with fidelity across CCSD. In similarly sized district, there are approx 40 evaluators to perform comparable work as compared to our 10 in CCSD	No	Anita Huggins Executive Director Office of Teacher Effectiveness

Central Based Staff Vacancies

Position	Location	Reason for Vacancy	Average Salary/ Salary + Benefits	Justification	Candidate recommended Yes / No	Submitted by
3 Team Associate III - Instructional Specialist (1)	Office of Exceptional Children	New Position; Additional Support	\$71,601/ \$94,107.44	*DECS Specialists are critical and unique positions that provide direct teacher support and coaching to special education teachers for Exceptional Children attending all schools in our district. *These positions are the only staff within the district to provide special education teachers with assistance for the implementation of evidence based programs for students with disabilities, guidance on IEP development based on assessment and progress monitoring data, and modeling of effective strategies in the areas of classroom management, data collection (both academic and behavioral) and explicit direct instruction. *These positions are also critical when school administrators are requesting the need for one-on-one support for emergent and struggling special education teachers	YES	Dr. Jacinta Bryant, Director of Department of Exceptional Children
4 Program Manager	Community Ed	Additional Support	\$54,099/ \$72,326.21	* The downtown Community Education Program needs additional assistance next year, especially given the fact that the office will continue to handle all facility rental request in the downtown area. *We are also piloting expanded learning in five sites , two of which are downtown schools (Sanders Clyde and Memminger) *Monies that is paying for this position will not be funded through GOF because GOF will not be supporting our operations next year; it is being generated via Kaleidoscope fees * I have reduced in others areas to offset these costs.	No	Jason Sakran, Director of Expanded Learning & Community Education

Central Based Staff Vacancies

	Position	Location	Reason for Vacancy	Average Salary/ Salary + Benefits	Justification	Candidate recommended Yes / No	Submitted by
5	Project Officer - GEAR Up	SLC	Resignation;	\$74,659/ \$97,913.13	* A FT grant funded GEAR UP Project Officer was included in the Federal Budget for the 7- yr GEAR UP Program which includes salary, fringes, and required travel for GEAR UP National Conferences, GOF is not being used to fund this position. *Based on the grant terms, the federal funds for the Project Officer's salary and fringe benefits are to be spent within the designated budget period. *This position is vital to the GEAR UP program in our district and the US department of Education expects a FT Project Officer, as described in our approved grant budget to be in place to provide oversight daily to the to the program. *Keeping this position unfilled/vacant will require prior approval from our Federal GEAR UP Program Officer *Our former Project Officer resigned. In our Annual Performance Report, we indicated that we would have a new Officer by the end of May.	YES	Virginia Reijners, Director CTE & Secondary Guidance
6	Special Education Therapist (2)	Student Intervention Services	Retirement;	\$58,759/ \$78,125.58	*These positions are critical to District Operations because Special Ed Therapists provide services that are written into the students Individual Education Plans (IEP). The services are required by law to be provided upon the first day of school. If the district does not provide this service, we are breaking the law and we are out of compliance with the state and federal departments of education. *The Special Ed Therapist provide direct support in transitioning students who have severe emotional and behavioral challenges back into the school year after summer vacation. This service is critical in ensuring that the students make a successful transition back into the learning environment. *This position continue to provide counseling and therapy to the students throughout the school year	YES (1)	Catherine Chick, Director Student Intervention Services
7	Home Visitor	Community Outreach Office	Replace;	\$32,270/ \$45,160.02	*This position is fully funded by Title I funds. It is a part time position. We are not able to utilize Title I funding that has been allocated for this position for other items, personnel, etc.... *This position provides us with the opportunity to continue in-home literacy based programs to "high risk" families with children ages 2-4. The position serves families who reside in the Sanders Clyde attendance zone.	NO	Dr. Brenda Nelson, Director Community Outreach
8	Student Concern Specialist	Innovation Zone Learning Community	Resignation;	\$39,859/ \$54,604.53	*The position has been vacant and already existed; the Summit program is the High School alternative program in Charleston County for students that commit level 3 offenses, in lieu of expulsion. Several students have felony gun charges pending. *Currently there are no FT Student Concern Specialist on staff (due to a resignation). *Summit is currently understaffed as it has 2 teachers, 1.38 classified personnel and a Director serving up to 44 students. An absence of any one person, given the current staff would create potential management	NO	John O'Connell, Director Summit Program

Central Based Staff Vacancies

	Position	Location	Reason for Vacancy	Average Salary/ Salary + Benefits	Justification	Candidate recommended Yes / No	Submitted by
9	Construction Procurement Technician Lev II	Contracts and Procurement	Retirement;	\$36,020/ \$49,826.89	* This position provides support to the Construction Procurement Officer, Construction Procurement Supervisor and construction management firms used on the Capital building Program. * This position is critical to the daily operation of the Capital Building Program and responsible for processing purchase requisitions and change orders annual with a total amount of about \$10 million. * This proposed funding allocation for this position is 70% Capital and 30% FCO .	NO	Wayne Wilcher, Director Contracts & Procurement
10	Technology Instructional Coach (1.5)	Information Technology	New Position; Additional Support	\$80,908/ \$105,690.01	*These positions are funded through the K-12 Lottery Funds. A plan has been established for sustaining 1 year of funding over 3 years to allow for these positions. * Digital Learning Cohorts- Through CCSD's Digital Learning Cohort (DLC) program, teacher- leaders are adopting 1:1 learning environments to maximum student learning. Teachers received direct support from Technology Instructional Coaches. * Technology Instructional Coaches are former classroom teachers who play a critical role in supporting current teachers as they transform how learning looks and feel in the classroom. The Tech IC provide the following services to teachers: - over the shoulder training -lesson plan collaboration and support - model teaching and co- teaching in the classroom - sharing and suggesting relevant instructional courses -goal setting and reflective coaching	No	Elaine Berry, Director Educational Technology
11	Psychologist	Access & Opportunity	Retirement/Moving;	\$74,647/ \$97,898.19	*Due to resignations and retirement we have several schools without a school psychologist for the upcoming school year (Chicora, ARCA, Adv Studies- WA, CEW, Oakland, Laing, Moultrie, SOA, AMHS, CPA, St Andrew M&S) *This position provide the following direct services to students: -Complete required Full and Individual Evaluation for Special Education Eligibility -Performs re evaluation reviews, Functional Behavioral Assessments, Behavior Intervention Plans, Manifestation Determination Reviews , MTSS Intervention Plans, Suicide Prevention/ Assessment, Threat assessment, Group & Individual Counseling *In additional school psychologist assist the school Principals with analyzing school wide data, allocating resources and developing multi level interventions. *This position consults with school staff regarding socio-emotional learning and psychological safety.	YES (2)	Catherine Chick, Director, Student Intervention Services

Central Based Staff Vacancies

Position	Location	Reason for Vacancy	Average Salary/ Salary + Benefits	Justification	Candidate recommended Yes / No	Submitted by
12 Team Associate III - Instructional Specialist (1)	Office of Exceptional Children	New Position; Additional Support	\$71,601/ \$94,107.44	*DECS Specialists are critical and unique positions that provide direct teacher support and coaching to special education teachers for Exceptional Children attending all schools in our district. *These positions are the only staff within the district to provide special education teachers with assistance for the implementation of evidence based programs for students with disabilities, guidance on IEP development based on assessment and progress monitoring data, and modeling of effective strategies in the areas of classroom management, data collection (both academic and behavioral) and explicit direct instruction. *These positions are also critical when school administrators are requesting the need for one-on-one support for emergent and struggling special education teachers	YES	Dr. Jacinta Bryant, Director of Department of Exceptional Children

Central Based Staff Vacancies

Position	Location	Reason for Vacancy	Average Salary/ Salary + Benefits	Justification	Candidate recommended Yes / No	Submitted by
13 Officer - Transportation	Student Transportation Services	New Position; Additional Support	\$83,539/ \$108,964.29	This position is being established due to demands of the department as determined by three audits of Transportation: The CCSD Board of Trustees' Ad Hoc Transportation Committee, The Council of Great City Schools and professional firm, School Bus Consultants. * These critical positions will establish a robust, active ongoing and enforceable contract performance management program at the center of the district's transportation services.	NO	Curtis Norman, Director of Student Transportation
14 Executive Director of Diversity & Inclusion	Office of the Superintendent	New Position; Additional Support	\$122,186/ \$157,060.48	Board Approval	NO	Board Approval
15 Teacher Effective Specialist (2)	Office of Teacher Effectiveness	New Position; Additional Support	\$48,736.80/ \$77,968.80	*Based on data from the 2014-15 academic year and feedback from CCSD educators, changes to the COT protocol will be in place for the 2015-16 academic year: -Differentiated COT observation schedule based on teacher contract levels and COT scores from 14-15 -Pilot of optional, post COT observation conference with external evaluator (will be offered to 25% of CCSD teaching corps) -Implementation of COTs for teacher librarians, guidance counselors, and speech language pathologists. * The differentiated COT observation and the implementation of COTs for those positions identified above will lead to an increase of over 1000 more COTs for external evaluators during 15-16 than we required in 14-15. *External evaluators will need to spend significant time training and collaborating with principals to learn to use the new COTs for the additional group. *Based on the use of the optional COT reflections by teachers, we estimate that external evaluators may be asked to conduct over 200 post COT conferences. * These COT increases and additional principal support for external evaluators require an addition 5 external evaluators to be able to complete COT expectations with fidelity across CCSD. In similarly sized district, there are approx 40 evaluators to perform comparable work as compared to our 10 in CCSD	No	Anita Huggins Executive Director Office of Teacher Effectiveness
16 Quality Assurance Technician	Facilities Maintenance	Addtl Support -	\$32,543/ \$45,499.76	* This position is one of several that provide oversight for \$10 mil of contracted custodial service. *The QA tech conducts inspections of all CCSD schools weekly to ensure that we have safe, clean environments for students and staff	NO	Ronald Kramps Executive Director Facilities Maint. & Asset Mgmt

Central Based Staff Vacancies

Position	Location	Reason for Vacancy	Average Salary/ Salary + Benefits	Justification	Candidate recommended Yes / No	Submitted by
17	Information Security Officer	Information Technology	New Position; Additional Support \$83,539 / \$108,964.29	* The Board requested an IT Audit. CCSD engaged the Networking Institute of Technology Inc., (NIT) to complete a security assessment of key systems. * In May 2015, NIT reported audit finding to the Audit/ Finance Committee on the 175 security controls evaluated. It was determined that CCSD has 62 controls categorized as high risk and 53 controls categorized as moderate risk. * CCSD must act now to protect school district student, employee and financial information, such as social security numbers, financial information and health information to ensure that known threats are remediated to avoid a potential data breach. * The number 1 recommendation from NIT was to create a position of Senior Information Security Officer to implement a Risk management Framework to address critical security risks. * Without the new positions, Information Technology will not have the capacity to focus on the security audit findings. This would put sensitive employee and student information at risk for unwanted marketing uses, public disclosure and fraud	NO	John McCarron, Chief Information Officer
18	Registration Coordinator (2)	Pupil Accounting	New Position - \$37,521/ \$51,694.88	* Data Clerks enter and maintain student enrollment data, demographic data and special program participation data on all students in CCSD, and these data are directly tied to over \$79 million in revenues. In recent years, while the data entry and reporting requirements have increased dramatically, data clerks work schedules have been reduced, such that many are now part-time. * One important function of the Registration Coordinator position is to support completion of school data entry and validation tasks, particularly, covering Data Clerk vacancies. * Registration Coordinators will work at various sites including within the Pupil Accounting Office, at school sites when needed to cover vacancies, audit school records, and provide one-on-one support to the schools. * This position will work in the student registration center during the summer months to assist parents/guardians in the enrollment and/or with drawl of students * This position will also conduct training and provide technical support to better ensure consistency across the district.	NO	Laura Donnelly, Director Assessment and Evaluation

Central Based Staff Vacancies

	Position	Location	Reason for Vacancy	Average Salary/ Salary + Benefits	Justification	Candidate recommended Yes /No	Submitted by
19	Carpenter Mechanic II	Maintenance	Retirement;	\$39,125/ \$53,691.06	* The carpentry shop is currently staffed with 9 carpenters, having lost 3 to the Tiger Team and 2 to preventative Maintenance. *Historically the Carpentry shop has struggled with a very wide variety of work orders (400-500 per month) that fall outside other trade shops and funneled through carpentry. * It is vital that we have sufficient carpenters as teachers and staff return to school buildings and submit work orders that must be handled rapidly by this shop.	NO	Ronald Kramps Executive Director Facilities Maint. & Asset Mgmt
20	HVAC Mechanic (3)	Maintenance	Resignation;	\$43,798/ \$59,506.61	* The HVAC Shop is currently staffed with 13 mechanics (4 other HVAC mechanics on Tiger and PM teams). *We have never brought the school district back on line in August with 90 degree temps and under 20 staffed HVAC Mechanics. We are taking a great risk of not being able to support the school district with timely response and corrective action at the current staffing levels.	NO	Ronald Kramps Executive Director Facilities Maint. & Asset Mgmt
21	Technician II	Maintenance	Emp. xfrd to Procurement;	\$32,543/ \$45,499.76	* The technician II position is the key clerical person for processing of GOF financial needs for the maintenance Branch of 83 Mechanics and 9 administrators. * This position is instrumental in inputting purchase requisitions. They reconcile, receive and process invoices against POs for the department; assist with developing trending and financial benchmarking to help operate more efficiently. *This position processes PCard transactions for 85+ people, billing for charter schools, fuel used by various departments, as well as reconcile auto shop expenses. * This position is also responsible for assisting in processing over 33k work orders per year.	YES (internal candidate)	Ronald Kramps Executive Director Facilities Maint. & Asset Mgmt
22	Energy Services Officer	Facilities Maintenance	Promotion;	\$89,107/ \$115,893.66	* This position is the District leader of Energy Mgmt and Utilities for all facilities. *This position supports daily operations and the building automation system operator and would oversee the Utilities Mgr. if approved to hire. *This position is critical for the CCSD emergency operations center and is required to stay behind with CCSD security and maintenance in the event of a natural disaster for the purpose of restoring normal operations . As the District has grown, Energy Services has not only stayed the same size but actually already reduced 1 FTE position for efficiency. * This position creates and oversees the district wide utility budget. Last year this position put in excess of \$500,000 into the General Fund in utility budget savings.	NO	Ronald Kramps Executive Director Facilities Maint. & Asset Mgmt

Central Based Staff Vacancies

Position	Location	Reason for Vacancy	Average Salary/ Salary + Benefits	Justification	Candidate recommended Yes // No	Submitted by
23 Utility Manager	Facilities Maintenance	Position Upgrade	\$69,605/ \$91,623.42	* This position will replace the current Technician, Lev 2 position in Energy Services *The position directly supports the daily maintenance operations and is considered critical for day to day energy services operation. *The position reconciles actual savings with Cenergistic, as well as audits and reconciles every utility bill that is issued to CCSD for errors * This position is responsible for applying and generating utility provider rebates for Energy Efficiency projects * This position is responsible for opening, closing, and transferring all utility accounts across the district including transfer from Capital Programs * As the utilities budget has grown with the District's growth and as more leases and agreements involve utility agreements, this position is necessary to effectively and efficiently manage public funds and provide an accurate check on 3rd parties for billing * Absence of this position puts CCSD at a disadvantage with Cenergistics and utility providers for data accuracy and tight financial controls in the Energy Services Office.	NO	Ronald Kramps Executive Director Facilities Maint. & Asset Mgmt
21 Delivery Driver	Facilities Maintenance	Transfer;	\$29,960/ \$42,285.22	*This position supports the pick up and delivery of furniture, supplies and any material essential to the operation of schools. This is one of only four CCSD delivery driver positions	NO	Ronald Kramps Executive Director Facilities Maint. & Asset Mgmt
22 Team Associate III - Child and Family Dev. Center	Child & Family Development Center	Interim Emp;	\$71,601/ \$94,107.44	*Child and Family Development Center(CFDC) is one of only two programs in CCSD that has a rigorous NAEYC (National Association for the Education of Young Children) certification. *Its Parenting, Adult Ed and Family Literacy components are flourishing under the leadership and oversight of the current interim administrator. Without this level of leadership, the program will be in jeopardy and an at-risk populations of adults and students would lose that much needed support to become viable parents and productive citizens. *The data provided by the NAEYC review committee(April 2015) as well as the data provided by an RNH Evaluation/Planning (August 2014) provides proof that this program is very effective.	YES	Ruth Taylor, Asst. Associate Superintendent of Support Services
23 Benefits Manager	Human Resources	Reorg;	\$60,864/ \$80,745.25	*The Benefits department currently lacks the capacity to ensure optimal customer service to our employees and external stakeholders. We need these position to fill the void in having a benefits prescience in our schools and offices to educate and consult with our employees on all benefits matters (disability, retirement, death claims, etc...). *Within the next year we will lose 2 of our veteran employees to retirement. These positions will give us the opportunity to capitalize on their knowledge and develop future improvements in our processes and procedures. *Additionally these positions will provide us the needed support to assist with ensuring we properly reconcile monies that are paid out and received, to ensure that we are fiscally responsible. With a District our size, we need these positions to provide that additional level of customer service that is sought after by our employees	NO	Krishinda Jenkins , Director Benefits and Business Systems

Central Based Staff Vacancies

	Position	Location	Reason for Vacancy	Average Salary/ Salary + Benefits	Justification	Candidate recommended Yes / No	Submitted by
24	Technology Procurement Supervisor	Contracts & Procurement Services	Promotion;	\$65,184/ \$86,121.49	* This position provides specialized support to all schools and departments on a daily basis. Its critical for the District to have this position to control and reduce the cost of its technology based purchases. * This position directly procures and manages goods and services around \$30 million annually. Many of these project require complicated procurement support, which involves advanced planning, scheduling and group purchases. In addition, this position provides contract administration support for the District wide copier/printer contract, which is scheduled to be solicited late fall. The proposed funding for this position is 70 % GOF/ 30 % FCO. *Currently this position duties and responsibilities are divided among three staff members which require at least 1 to 2 hours per day of overtime work. Although these are salaried employees and the District does not pay overtime, if we continued without filling this positions the District may have to offer addtl compensation	YES	Wayne Wilcher, Director Contracts & Procurement
25	Risk Safety Officer	Risk & Safety Management	Resignation;	\$69,498/ \$91,490.26	*This position is the front line position responsible for critical incident management and response across CCSD. The position directly supports the Security and Management Department two primary missions of facilitating life- safety in CCSD schools and buildings and ensuring the continuation of the learning process for all CCSD students	NO	William Scott Director Safety & Emergency Mgmt
26	Chief Academic Officer	Office of the Superintendent	Promotion ;	Negotiated Salary		NO	