

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: June 11, 2012

AGENDA ITEM No. 12-06-19

ACTION ITEM: (Y/N) N

SUBJECT: Staff Reorganization

INFO. CONTACT: Patrick Rhodes PHONE: 919-732-8126

ATTACHMENTS: 1. 2012-2013 Central Office Proposed Reorganization.

PURPOSE: The purpose of this agenda item is to provide recommendations for reorganization and improve service delivery for central administrative staff.

BACKGROUND: Due to declining state and local appropriations, the school system has cut district level administrative positions since 2008. This decreased staffing pattern has resulted in shifting of duties and responsibilities of current staff members. In the fall of 2011, the board directed the superintendent to evaluate the effectiveness and service delivery associated with reduced staffing. Additionally, the board requested adjustments to assigned duties be reviewed to determine if shifts in areas of responsibility are needed in order to maximize operational efficiency and maintain effective service delivery.

FINANCIAL IMPACT: The reorganization will be completed using existing financial resources.

RECOMMENDATION: The superintendent recommends the Board of Education review information presented, discuss and provide feedback as appropriate.

2012-2013 Central Office Proposed Reorganization

STAFF

NEWLY ASSIGNED JOB DUTIES 2011-12

REASSIGNED JOB DUTIES 2012-13

<p>Lisa Napp Director of Elementary Instruction and Title I/PreK</p>	<ul style="list-style-type: none"> • School Social Worker/Family Specialist Program <ul style="list-style-type: none"> ○ School Attendance and Accountability (Ident-A-Kid Machines) ○ McKinney Vento Homeless Education Program (NC Homeless Education Program Liaison) ○ Post McKinney Vento Notifications/Worksite and Community Agencies ○ Compliance Assurance of Agreement between OCS, Judicial District 15 B & the NC Admin. Office of the Courts (DISTRICT LIAISON) ○ Compliance Assurance of Agreement between OCS and Orange County Department of Social Services (District Liaison) K-5 MATHEMATICS <ul style="list-style-type: none"> • Maintain Teacher Collaborative • K-5 Math Curriculum Documents • K-5 Benchmark Assessments • Provide Resources for K-5 Math • Coordination of Teacher Leader Team • Coordination/Planning for Grades 5/6 Transition Math Meetings • Coordination of Algebra Readiness with SAS • K-5 Professional Development K-5 SCIENCE <ul style="list-style-type: none"> • Maintain Teacher Collaborative • K-5 Science Curriculum Documents • Provide Resources for K-5 Science • K-5 Professional Development • K-5 Ordering of Science Inquiry Kits • Coordination of Science Fairs Teacher Leader Team (Elementary Schools) 	<p>ADD:</p> <ul style="list-style-type: none"> • Oversee ESL/Title III Program <p>REASSIGNMENT TO: STUDENT DISCIPLINE OFFICER</p> <ul style="list-style-type: none"> • School Social Worker/Family Specialist Program <ul style="list-style-type: none"> ○ School Attendance and Accountability (Ident-A-Kid Machines) ○ Compliance Assurance of Agreement between OCS, Judicial District 15 B & the NC Admin. Office of the Courts (DISTRICT LIAISON) ○ Compliance Assurance of Agreement between OCS and Orange County Department of Social Services (District Liaison)
<p>Vickie Smith Director of Literacy and Professional Development</p>	<ul style="list-style-type: none"> • Professional Development – CEU's - PD Software • School Improvement Plans • Elementary At-Risk Afterschool Programs located at three different locations • Middle School At-Risk Afterschool Programs (ALS, CWS, GHMS) 	<p>ADD:</p> <ul style="list-style-type: none"> • Oversee AIG Program • Governor's School Selection Process

2012-2013 Central Office Proposed Reorganization

STAFF	NEWLY ASSIGNED JOB DUTIES 2011-12	REASSIGNED JOB DUTIES 2012-13
	<ul style="list-style-type: none"> • CIS After 3 (ALS, CWS, GHMS) • LEAPS Program (Summer Enrichment Program) • 21ST Century Crossroads Program (OHS) 	<p>REASSIGNMENT TO: DIRECTOR OF SCHOOL/COMMUNITY RELATIONS</p> <ul style="list-style-type: none"> • Elementary At-Risk Afterschool Programs located at three different locations • Middle School At-Risk Afterschool Programs (ALS, CWS, GHMS) • CIS After 3 (ALS, CWS, GHMS) • 21ST Century Crossroads Program (OHS) <p>REASSIGNMENT TO: CHIEF ACADEMIC OFFICER</p> <ul style="list-style-type: none"> • School Improvement Plans
<p>Patricia Harris Director, CTE/Arts/Counselors</p> <p>New Title: Director, Career and College Readiness</p>	<ul style="list-style-type: none"> • Staff Wellness (DISTRICT LIAISON) • School Counselor Program <ul style="list-style-type: none"> ○ Dropout Prevention Plan (DISTRICT LIAISON) ○ Transition Plan (rising 6, 9 grades) ○ Student Support Team Process ○ Annual Orange County College Fair ○ Cumulative Folder Order ○ Aubrey Lee Brooks Scholarships (DISTRICT LIAISON) • Own the Turf 	<p>ADD:</p> <ul style="list-style-type: none"> • Advancement Via Individual Determination (AVID) Program <p>REASSIGNMENT TO: DIRECTOR OF SECONDARY EDUCATION</p> <ul style="list-style-type: none"> • Oversee K-12 Arts Education Program
<p>Connie Crimmins Director of Exceptional Children's Program</p>	<ul style="list-style-type: none"> • School Nurse Program 	<p>No additional duties added</p>
<p>Steven Weber Director of Secondary Instruction</p>	<ul style="list-style-type: none"> • K-12 Code of Conduct (policy/booklet) • Boomerang Program District Liaison <p>6-12 MATHEMATICS</p> <ul style="list-style-type: none"> • Maintain Teacher Collaborative • 6-12 Math Curriculum Documents • 6-8 Benchmark Assessments • Provide Resources for 6-12 Math • Coordination of Teacher Leader Team • Coordination/Planning for Grades 5/6 Transition Math Meetings • Coordination of Algebra Readiness with SAS • 6-12 Professional Development 	<p>ADD:</p> <ul style="list-style-type: none"> • Annual Sankofa Academic Recognition of Minority High School Students • Oversee K-12 Arts Education Program <p>REASSIGNMENT TO: STUDENT DISCIPLINE OFFICER</p> <ul style="list-style-type: none"> • K-12 Code of Conduct (policy/booklet) • Boomerang Program District Liaison • Alternative School Liaison

2012-2013 Central Office Proposed Reorganization

STAFF	NEWLY ASSIGNED JOB DUTIES 2011-12	REASSIGNED JOB DUTIES 2012-13
	<p>6-12 SCIENCE</p> <ul style="list-style-type: none"> • Maintain Teacher Collaborative • 6-12 Science Curriculum Documents • Provide Resources for 6-12 Science • 6-12 Professional Development • 6-8 Ordering of Science Inquiry Kits • Coordination of: <ul style="list-style-type: none"> • Science Fairs • Science Lab Safety • Microscope Repair • Teacher Leader Team (Middle & High School) 	
Denise Morton Chief Academic Officer	<ul style="list-style-type: none"> • District Accreditation • Foreign Exchange Student Program 	<p>ADD:</p> <ul style="list-style-type: none"> • School Improvement Plan Process
Frank Meadows Director of Environmental Health and Safety/Driver Education Program	<ul style="list-style-type: none"> • Hillsborough Police Department (4th Grade Bike Safety Program) (DISTRICT LIAISON) • Orange County School Health Advisory Council (DISTRICT LIAISON) • Critical Incident Stress Management (CISM) Program • Facility Use • Health/PE 	No additional duties added
Michael Gilbert Public Information Officer	<ul style="list-style-type: none"> • Student Assignment • Student Records • School Admissions • Tuition Payments (out-of-district enrollments) • Transfers • Parent Concerns • Orange County ABC Grant – Unlimited Success Contract • Alternative School Oversight • Long/Short Term Suspensions 	<p>REASSIGNMENT TO: STUDENT DISCIPLINE OFFICER</p> <ul style="list-style-type: none"> • Parent Concerns (discipline) • Orange County ABC Grant – Unlimited Success Contract • Alternative School Oversight • Long/Short Term Suspensions

Thursday, June 7, 2012

2012-2013 Central Office Proposed Reorganization

STAFF	NEWLY ASSIGNED JOB DUTIES 2011-12	REASSIGNED JOB DUTIES 2012-13
Mary Calhoun Director of Testing and Accountability Joy Toellen NC WISE Coordinator	<ul style="list-style-type: none"> Tracking of discipline data 	<p>No additional duties added</p> <p>REASSIGNMENT TO: STUDENT DISCIPLINE OFFICER</p> <ul style="list-style-type: none"> Tracking of discipline data
Sheila McDonald PBIS and Exceptional Children's Specialized Services Coordinator	<ul style="list-style-type: none"> Triumph Academy Day Treatment (DISTRICT LIAISON) School-Based Mental Health Services (Elementary to High School) (DISTRICT LIAISON) Orange Collaborative Team (DISTRICT LIAISON) Compliance Assurance with Agreement between Carolina Outreach and OPC Area Program Section 504 (Oversee 504 plans, provide 504 training, handle 504 complaints, post 504 notifications/worksites) (DPI LIAISON) 	<p>No additional duties added</p> <p>REASSIGNMENT TO: STUDENT DISCIPLINE OFFICER</p> <ul style="list-style-type: none"> Triumph Academy Day Treatment (DISTRICT LIAISON) School-Based Mental Health Services (Elementary to High School) (DISTRICT LIAISON) Orange Collaborative Team (DISTRICT LIAISON) Compliance Assurance with Agreement between Carolina Outreach and OPC Area Program
LEAD TEACHER (ESL) (Continued employment based on funding)		<p>ADD new 11-month position (Title I Federal):</p> <ul style="list-style-type: none"> ESL program coordination/instructional support
LEAD TEACHER (AIG) (Continued employment based on funding)		<p>ADD new 10-month position (Title II Federal):</p> <ul style="list-style-type: none"> AIG program coordination/instructional support
Student Discipline Officer (Formerly AIG/ESL/AVID Coordinator position)		<ul style="list-style-type: none"> School Social Worker/Family Specialist Program <ul style="list-style-type: none"> School Attendance and Accountability (Ident-A-Kid Machines) Compliance Assurance of Agreement between OCS, Judicial District 15 B & the NC Admin. Office of the Courts (DISTRICT LIAISON) Compliance Assurance of Agreement between OCS and Orange County Department of Social Services (District Liaison) School Discipline K-12 Student Code of Conduct (policy/booklet) Boomerang Program District Liaison Tracking of discipline data Parent Concerns (discipline) Orange County Drug Free Schools Project (SAFE) (DISTRICT LIAISON) Orange County ABC Grant – Unlimited Success Contract

2012-2013 Central Office Proposed Reorganization

STAFF	NEWLY ASSIGNED JOB DUTIES 2011-12	REASSIGNED JOB DUTIES 2012-13
		<ul style="list-style-type: none"> • Alternative School Placement/Oversight • Long/Short Term Suspensions • Triumph Academy Day Treatment (DISTRICT LIAISON) • School-Based Mental Health Services (Elementary to High School) (DISTRICT LIAISON) • Orange Collaborative Team (DISTRICT LIAISON) • Compliance Assurance with Agreement between Carolina Outreach and OPC Area Program • Peer Mediation • Non-Traditional placements from state agencies, hospitals, etc. • Suspension Appeals • Monthly LEAR meetings with Resource Officers
Ann Wilkerson Director of School/Community Relations		<p>ADD:</p> <ul style="list-style-type: none"> • Elementary At-Risk Afterschool Programs located at three different locations • Middle School At-Risk Afterschool Programs (ALS, CWS, GHMS) • CIS After 3 (ALS, CWS, GHMS) • 21ST Century Crossroads Program (OHS)
Mark Dickerson Human Resources Coordinator (Formerly Human Resource Specialist position)		<p>ADD:</p> <p>Volunteer Background Checks</p>
George McFarley Chief Operating Officer		<p>REASSIGNMENT TO: STUDENT DISCIPLINE OFFICER</p> <ul style="list-style-type: none"> • Monthly LEAR meetings with Resource Officers