

## East St. Louis School District 189 Administrative Responsibility Matrix January 2025

RESPONSIBILITY	Valencia Martin	Delfaye Jason	Keisa Garrett	Jennifer Brumback	Sydney Stigge-Kaufman	Rebecca Bowen	Kurt Warner	Kim Hopkins	Lori Chalmers	Maria Burton	Charlotte Edwards	Joe Haskell	Kiaundra Smith	Tracee Wells	Antionette Johnson	Tiffany Gholson Vacant	Latoya Greenwood	Crystal Hill	Melanie Hood	Ranodore Foggs
In Absence of Superintendent	S	S	P	S	S															
403(B); 457(B); CPI		P		S									S							
504			P	S				LS												
5Essentials	P		S	S															LS	
Academic Competition			S	P											S					
Academic Enrichment			S	P		S				S				S	S					
Accts. Payable & Receivable		P		S									S							
Accreditation			S	P											S					
ADA Compliance	P											S							S	
Admin. Bldg. Oversight		P		S								S								
Admin. Procedures / Regulations	S	S	S	S	P		S	S		S	S	S	S	S	S	S	S	S		
Advertising (Community Relations)	S	S	S	S	P												S	S	S	
Alternative Placement			P					S				S								
Application – Recognition of Schools / School Profile	S	S	P	S		LS				S										
Athletics Supt: (P) D Sunkett: (LS)		S	S					S			S	S								S
Attendance (GSA)		S	P			LS					S					S				
Attendance Reports		S	P			LS	S				S									
Attendance Boundaries		P		S					LS				S							
AVID			S	P						S				LS	S					
Bids / Quotes		P		S								S	S							
Board Commendations	S				P												S		S	

**P – Primary    LS – Lead Support    S – Support**

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Board Policy	S	S	S	S	P	S	S	S	S		S	S	S	S	S	S	S	S	S	S
Budget	S	P	S	S	S		S	S			S	S	S	S		S	S	S	S	S
Bus Passes – HAT			P	S				S			LS					P				
Bus Passes (SpEd)			P	S				LS			S					S				
CTE (Career & Tech. Education)			S	P						S										
Cabinet: Board Agenda Review	S	S	S	P																
Calendar Dev. (School Year)	S		S	S	S	P													S	
Census of Govt's, Survey of Public Employment & Payroll	P	S																S		
Character Education			S	P	S										LS	S				
Charter Schools	S	S	P	S				S			S			S	S	S				
College Board			S	P										S	S					
College / Career Readiness			P	S	S								S	LS	S					
Communications (Internal & External)	S	S	S	S	P															
Complaints (Employees)	P		S								S						S	S	S	
Compliance (ROE)	P	S	S	S	S	S	S	S			S	S	S	S	S	S	S	S	S	S
Condolences					P														S	
Construction Expenditures & Bank Accounts		P		S								S								
Construction Projects		P		S								S								
Contract Negotiations	P	S	S	S	S															
Convocation	S		S	P	S		S					S			S		S	S	S	S
Counseling Services (mental health)			P			S					S					LS				
COVID (concerns-staff)	P	S	S	S	S															
COVID (concerns – students)	S	S	P	S	S															

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Criminal Background Checks	P																S	S	S	
Crisis Prevention Intervention (CPI)			P	S				LS												S
Crisis Mgmt. Plan			P	S			S				S	S				LS			S	S
Crisis Safety Coord. District Supt: (P)			S	S			S				S	S				S			S	LS
Curriculum Alignment & Development			S	P				S			S				S					
Data Processing / Data Recording (Students)			P	S		LS	S									S				
Data Sharing			S	P	S	S	S	S							S					
Discipline – Students			P	S					S	LS										
District Improvement Plan	S	S	S	P	S		S	S		S		S	S	S	S	S	S	S	S	S
District Webpage	S	S	S	S	P	S	LS	S				S	S	S	S	S	S	S	S	
Donations		P		S	S								S							
Drill Reports for ROE			P								S	S				S				LS
Driver's Education		S	S	P									S		S					
Dropout Prevention			P	S							S				S	S				
Due Process (Employees)	P																S	S	S	
EBT Attendance			P			LS					S					S				
EIS – Personnel	P	S						S									S	LS	S	
ELIS - Personnel	P																S	S	S	
EPS – Entity Profile System- IWAS		P	S	S																
Early Childhood Program			P	S	S			S			S				S					
East Side Aligned / Collective Impact			S	S	P			S								S				
E-Finance	S	P		S			S						S					S		
Elections - Public		P		S								S	S							
Electronic Expenditure Reports		P		S									S							

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Emergency School Closing Procedures	S	P	S	S																
Employee Exit Procedures	P																S	S	S	
Employee Handbook	P	S	S	S		S	S	S			S	S	S			S	S	S	S	
Employee Insurance	S	P		S								S	S				S	S	S	
Employee Reimbursements		P		S									S							
Employment Verifications	P																S	S	S	
Energy Management		P		S								LS								
Enrollment / Registration			P	S		S					LS					LS				
EEO – Equal Employment Opportunity	P				S												S	S	S	
ESL / Bilingual Ed.			S	P		S									LS					
ESSER		P		S									LS							
Evaluation Process	P		S	S													S	S	S	
Expulsions & Manifestations			P					S	LS	S										
Facilities		P		S								LS	S							
Field Trips			S	P		S					S		S							
Financial Audit		P		S									S							
Financial Plan		P		S									S							
Fine Arts Programs			S	P											S					
FOIA	P	S	S	S	S															
Food Service / Free & Reduced Lunch		P		S									LS		S					
Food Service Claims (IWAS)		P		S									S							
Foreign Language			S	P						S					LS					
Fund Raising		P	S	S									S							
Gateway FB Classic Supt: (P) D Sunkett: (LS)	S	S	S	S	S		S	S			S	S	S	S	S	S	S	S	S	S
Grading Procedures			S	P											S					

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Grants - State & Federal	S	S	P	S	S	S			S				LS						S	
Grants (Competitive)	S	S	S	S	P	S			S				S	S						
Graphic Services					P		S													
Grievances (Employee)	P		S														S	S	S	
Guidance Counseling			P											S		S				
Health Aides			P													LS				
Health / Sex Ed			S	P	S					S					LS					
Health, Life, Safety Survey-ROE																				
Homeless Liaison			P								LS					S				
Homebound			P	S				LS							S					
Home Schooling			P	S							S				S					
IDEA Grant			P	S				LS					S			S				
IDES - IL Dept. of Employ. Security	P	S															S			
IL-EMPOWER			P	S						S			S							
Illinois Youth Survey			P	S	S					LS										
IMRF / TRS	S	P		S									S				S	S		
Information Services (students)			P	S		LS	S									S				
Insurance (Health/Dental)	P	S															LS	S		
Insurance (Accident) (Students)		P		S								LS								
Intra-School Mail		P		S									S							
Juvenile Justice Council (JJC)			P							S						LS				S
Key Communicator Network (KCN)	S	S	S	S	P															
Legal	P	P	S	S	S	S	S	S	S		S	S	S	S	S	S	S	S	S	S
Legislative / State Supt. Updates	P	S	S	S																
Libraries / Media Centers				P			S								LS					
Local 382 / Local 1220	P	S	S	S	S															
Mailroom		P		S								LS	S							

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Media Calls/Requests					P															
Medicaid Reimbursements		P		S				LS								S				
Mentor Program (New Teachers)	P		S	S			S								S		S	S	LS	
National Board Certification	P							S									S	S	S	
New Prin. Mentor	S		P	S																
Non-Certified Staff Salary Study	P	S															S			
Novice Teacher Program	P		S	S				S							S		S	S	LS	
Nursing Services			S	S				S								P				
Office of Civil Rights (OCR) / Data Collection	S		P	S		LS											S	S	S	
Operations (B&G)		P		S								LS								
Overtime (Signatory) Supt: (P)	S	LS	S	S								S	S							S
Parent Involvement Coordinator / Liaison			P							S	LS									
Parents / Students Complaints (Discipline)			P	S				S			LS									
Parents / Students Complaints (Acad.)			S	P				S			S				S					
Partnerships: School, Business, Community	S	S	S	S	P															
Payroll		P		S									S							
Personnel (recruitment, retention, dismissals, assignments, promotions, tuition reimbursements)	P		S	S	S			S									S	S	S	
Personnel Applicant Tracking	P																S	LS	S	

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Personnel Attendance	P																LS	S		
Personnel Certification	P																S	LS	S	
Personnel Position Control	P	S															S	S	S	
Positive Behavior Intervention Strategies (PBIS)			P						S							LS				
Physical Education (K-12)			S	P						S					S					
Physicals & Immunizations			P		S			S			S					LS				
Practicum Students / Interns	P				LS			S								S			S	
Principals			P	S						S										
Promotional Ceremonies/ Activities			P	S			S			S		S								S
Public Relations	S	S			P															
Purchase Orders / Regs		P	S	S									LS							
Records (Employees)	P																S	LS	S	
Records (Students)			P	S		S	S									LS				
Reduction in Force Survey- IWAS	P																	S Merci		
Report Cards			P	S		LS	S			S					S					
Research Proposals / Surveys			P	S												LS				
Residency(K-12)			S			P										S				
Restorative Practices			P					S		S						S				
Retirement Reception	P																S	S	S	
Risk Management	S	P	S	S								LS					S	S		
RTI / MTSS			S	P				S		S	S				LS	S				
SIG (School Improvement Grant)		S	P	S									S		S					
Scholarships – Students			P							S										

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School Based Health Clinics			P		S											LS				
School Closing – Weather	S	P	S	S	S	S	S		S			S								S
School Improvement Plans			P	S						S										
School Wide Plans			P	S						S			LS							
Security Supt: (P)		S										S								LS
Service Learning					P									S						
Sexual Harassment – Employee	P																S	S	S	
Sexual Harassment – Student	P		S														S		S	
S Dev / PD - Administrative Assistants / Secretaries / Clerks	S		P	S		LS										S	S			
S Dev / PD - Teacher Aides / Behavior Aides / Auxiliary Aides			S	P				S		S					S					
S Dev / PD – Parent Liaisons, In-School Suspension Monitors, PBIS & Behavior Interventionists			P	S					LS	S						S	S	S		
S Dev / PD – Security Guards Supt: (P)			S	S				S		S										LS
S Dev / PD – Transportation, Bus Monitors			S	P				S	LS								S			
S Dev / PD – Vision, Hearing Screeners				P				S								LS				
S Dev / PD – Computer Techs.				P			LS													
S Dev / PD – Custodians / Maintenance		S		P								LS					S			

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S Dev / PD -All Administrators, Teachers, Counselors	S	S	S	P		S	S	S		S				S	S					
S Dev / PD – Social Workers / Character Ed.				P	S			S							S	LS				
Skyward			P	S		LS	S	S												
Social Workers			P	S	S			S								LS				
Sp. Ed / Legal			P					LS												
Staff Development Committee	S		S	P				S							S		S		S	
Staff Nominations -External Awards	S		S	S	P															
Staff Recognitions	P	S	S	S	S															
Staffing Guidelines	P	S	S	S													S	S		
Starting / Ending School Instructions Procedures	S	S	P	S	S	S	S	S		S	S	S	S	S	S	S	S	S	S	S
Student Assessment (NWEA, IAR, etc.)			P	S		LS	S			S					S					
Student Code of Conduct			P		S	S				LS						S				
Student Handbook			LS		P				S	S										
Student Work Permits D Lockett: LS				P						S										
Student Teachers	P		S	S																LS
Substitute Teachers	P																LS	S	S	
Substitutes (Non-Certified)	P																LS	S		
Summer School (K-12)	S	S	P	S	S	S	S			S		S	S	S	S	S	S	S	S	S
Summer School (Sp. Ed.)	S		P	S		S		LS		S										S
Superintendent's Communication Council	S	S	S	S	P															
Superintendent's Student Advisory Council			S		P															

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Supplemental GSA Claim		P	S	S		S							S							
TAOEP			S								P		S							
Time Clock Plus	S	P/S	S	S			P/S											S		
Talent Ed	P		S	S													S	S	LS	
Teacher / Principal Appreciation	S		S	S	P														S	
Teacher Residency			S	P						S					S					
Teacher Salary Study	P	S											S				S	S		
Tech Equip Inventory				P			LS													
Tech-Instructional				P			LS								S					
Technology Plan		S	S	P			LS													
Telephones		S		P			LS					S								
Testing			P	S		LS	S			S					S					
Textbook Inventory		P	S	S			S			S		LS	S		S					
Title Programs (I, II, IV, V)		S	P	S	S	S	S						LS		S				S	
Title Programs (III)			S	P		S									S				S	
Toys for Tots					P															
Transfer Requests Elem / Middle School			P	S		S		S		S										
Transportation		S	P								LS									
Transportation Claims (IWAS)		S	P								LS									
Transportation Safety Hazard App																				
Trauma-Informed Supports			P	S	S			S								LS				
Travel Reimbursements (Signatory)		P		S																
Travel – IRS Mileage Rates		P		S																
Truancy			P								S					LS				S
Tutoring			S	P		S				S			S		LS					
21 <sup>st</sup> Century After School Program		S	P	S					LS	S					S	S				
Unemployment	P																LS			

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United Way Campaign					P															
Use of Premise Reqs.		P	S	S	S							S								
Vending Machines		P		S									LS							
Vendors – Single Source		P		S									LS							
Violence / Drug Prevention Ed.			P	S	S					S					S	LS				S
Vision / Hearing Screening			P	S				S			S					LS				
Volunteers (Request to)	P		S		S						S					S	LS		S	
Volunteer Groups	P		S		S											S	LS		S	
Warehouse (District)		P		S								LS								
Warehouse (Maintenance)		P		S								LS								
Wires & ACH Payments		P		S									S							
Workers Comp.	S	P	S	S								S	S				S	S	S	

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