

**Updated May 23, 2014**

DATE: May 12, 2014

MEMO TO: Members of the Board of Education, Mt. Diablo Unified School District

FROM: Nellie Meyer, Ed.D., Superintendent

SUBJECT: **Superintendent's Reorganization**

In the first six months of the school year, beginning on September 23, 2013, an assessment was done of the structures and support of our students and school communities. As is not uncommon in a large school district, there was a strong perception of a disconnect between the students and schools, and the central office referred to as "DENT". In addition, former consolidations and former district priorities led to an uneven and unusual distribution of duties and as a result, unclear accountability and support.

My assessment of strengths and weaknesses, capacity of the district, and experience in a multitude of structures led to the reorganization below. This is the structure by which we will see direct, responsive, clear lines of authority and support. All structures rely on strong staff, and the development and training of staff to these new roles will be ongoing. Staff will be required to think creatively, to problem-solve and to focus on our like mission of serving students.

### **Phase I – Executive Level**

The voice of the school site is amplified in the new structure. Three (3) **Assistant Superintendents** will be accountable for all of the academic and operational success of the schools. These positions will create and deliver monthly professional development for principals; they will ensure compliance of safety and security on each campus; they will advise and coach principals, as well as evaluate. This position is responsible for sharing and developing best Practices, as well as ensuring equity of service. In addition, they will be the point of contact to support the principal and community when resolving conflicts. As we continue to restore student supports, they will be responsible for a smooth implementation.

Other key Executive Level positions include:

#### **Executive Director of Operations**

This position will be responsible for ensuring prompt, responsive, direct service to our campuses. They will be responsible for communicating to their staff, our campuses, and our communities the priority of customer service. This role will be responsible for Maintenance and Operations, Transportation, Purchasing, Warehouse, Technology and Food Service. They will also be responsible for classified staff training.

### **Executive Director of School Support**

This position will be responsible for implementation of the focused goals of the Board and Superintendent, while ensuring alignment of goals, responsive service and creative problem-solving. This position will facilitate professional development at all levels aligned to Common Core State Standards. This role will be responsible for English Learner support, educational technology, categorical compliance, research and reporting, BTSA, Equity and Disproportionality, Special Education and Student Services.

Along with General Counsel, these five positions will make up the Cabinet.

Other direct reports:

### **Director of Budget and Fiscal Services**

This role will be responsible for ensuring prompt, responsive, direct service to our school sites and employees. They will be responsible for communicating to the Superintendent and staff, financial information aligned to the Board of Education's and Superintendent's Strategic Goals. This role will be responsible for Fiscal, Payroll, Position Control and school support. They will also coordinate audits and provide staff training.

### **Director of Human Resources**

This role will be responsible for prompt, responsive, direct service to our schools, employees and community. They will be responsible for communicating to the Superintendent and staff, employee needs and concerns. This role will be responsible for certificated training, staff evaluation support, employee discipline, recruiting, hiring support and contract support. They will also be responsible for volunteer coordination and credentialing.

### **Director School Support and Accountability**

This position will coordinate and monitor K-12 articulation of categorical programs with core curriculum. They will ensure compliance with regulations at both the district and site levels. This position will facilitate the Parent Advisory Committee, and community outreach as we begin to monitor implementation of the Local Control Accountability Plan. This position will also manage the Research and Evaluation Department. This position will report to the Executive Director of Instruction.

### **Director of Measure C**

Change from Interim to Director.

### **Director of College/Career/Adult School**

Position name change.

### **Director of Special Projects**

This role will be responsible for implementation and monitoring of district-wide initiatives and other special projects. They will be responsible for the development of communication plans, facilitating employee and community groups, monitoring and reporting progress of focused initiatives. This role will also supervise extended day programs, grant writing, linked learning and community partnerships.

### **Establish**

- Assistant Superintendents - 3
- Executive Director of Operations (new)
- Executive Director of Instructional Support (new)
- Director of Budget and Fiscal Services
- Director of Personnel Services
- School Support Administrators-5 (formerly SASS)
- Director of Special Projects
- Director of School Support and Accountability
- Director of Measure C
- Director of Facilities, Operations and Resource Conservation
- Director of College and Career, Adult School

### **Abolish**

- Abolish current Director of Maintenance, Operations & Facilities
- Abolish current Assistant Superintendents (3): Student Achievement and School Support, Personnel and Special Education/Student Services.
- Abolish Chief Financial Officer
- Abolish all Student Achievement and School Support Administrator positions-7 (including vacant)
- Abolish vacant Categorical Director
- Abolish the Assistant Director of Students Services (vacant)
- Abolish Director of Development
- Abolish Assistant Director of Categorical Funding
- Abolish Interim Director of Measure C
- Abolish Director of Secondary Education

NM/dm

Attachment

**Establish** upon approval by the Board of Education, the following new job classifications on the Management Salary Schedule.

Title	New Salary Range	Annual Salary Range Step 1	Annual Salary Range Step 5
Assistant Superintendent, Elementary	TBD	\$150,000.00	\$150,000.00
Assistant Superintendent, Middle	TBD	\$150,000.00	\$150,000.00
Assistant Superintendent, High	TBD	\$150,000.00	\$150,000.00
Executive Director of Operations	36	\$100,728.00	\$122,435.00
Executive Director of Instructional Support	36	\$100,728.00	\$122,435.00
Director of Budget and Fiscal Services	32	\$93,441.00	\$113,569.00
Director of Human Resources	32	\$93,441.00	\$113,569.00
Director of School Support & Accountability	29	\$89,156.00	\$108,374.00
Director of Special Projects	32	\$93,441.00	\$113,569.00
Director of Facilities, Operations and Resource Conservation	25	\$83,836.00	\$101,897.00
Administrator (Elementary)	31	\$91,500.00	\$111,500.00
Administrator (Elementary)	31	\$91,500.00	\$111,500.00
Administrator (Middle)	31	\$91,500.00	\$111,500.00
Administrator (High)	31	\$91,500.00	\$111,500.00
Administrator (High)	31	\$91,500.00	\$111,500.00
<b>TOTAL</b>		<b>\$1,562,271.00</b>	<b>\$1,803,348.00</b>

**Change of Title Only (Informational)**

Title		Annual Salary Range Step 1	Annual Salary Range Step 5
Director of Measure C	30	\$90,646.00	\$110,174.00
From Director of Adult Education to Director of College/ Career/Adult School	<i>no change to Salary Grade</i>	\$89,156.00	\$108,374.00

**Abolish** upon approval by the Board of Education, the following job classifications on the Management Salary Schedule.

Title		Annual Salary Range Step 1	Annual Salary Range Step 5
Assistant Superintendent - Student Achievement and School Support	N/A	\$148,400.00	\$148,400.00
Assistant Superintendent - Personnel	N/A	\$149,400.00	\$149,400.00
Assistant Superintendent - Special Education/Student Services	N/A	\$147,648.00	\$147,648.00
Chief Financial Officer	N/A	\$148,400.00	\$148,400.00
Director of Secondary Education	36	\$97,040.00	\$117,951.00
Assistant Director of Student Services (vacant)	28	\$85,986.00	\$104,514.00
Assistant Director of Categoryicals & School Support	28	\$87,968.00	\$106,922.00
Director of Development	29	\$89,156.00	\$108,374.00
Director of Maintenance & Operations	36	\$100,728.00	\$122,435.00
Interim Director of Measure C	30	\$90,646.00	\$110,174.00
Student Achievement and School	28	\$88,581	\$104,018.00
Student Achievement and School	28	\$88,581	\$104,018.00
Student Achievement and School	28	\$88,581	\$104,018.00
Student Achievement and School	28	\$88,581	\$104,018.00
Student Achievement and School	28	\$88,581	\$104,018.00
Student Achievement and School	28	\$88,581	\$104,018.00
<b>Total</b>		<b>\$1,676,858.00</b>	<b>\$1,888,326.00</b>