

**Division Reorganizations:  
Curriculum and Instruction &  
Professional Development,  
Information and Educational  
Technology Services,  
and  
Financial Services**

*Presented by:*

Superintendent's Cabinet  
February 11, 2020



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# Purpose

- Identify the purpose of the reorganizations
- Provide perspective of tasks with timelines
- Review positions
- Next steps
- Questions



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# Curriculum and Instruction & Professional Development



Lauren Odell, Associate Superintendent  
Curriculum and Instruction &  
Professional Development



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# District Goal Alignment

**Goal One:** Increase academic achievement and ensure equitable access to enable all students to attain college and career readiness.

- 1.1 Ensure Great Instruction First Time.
- 1.3 Increase English Learner growth toward English proficiency.

**Goal Two:** Ensure all employees have access to high quality professional development.

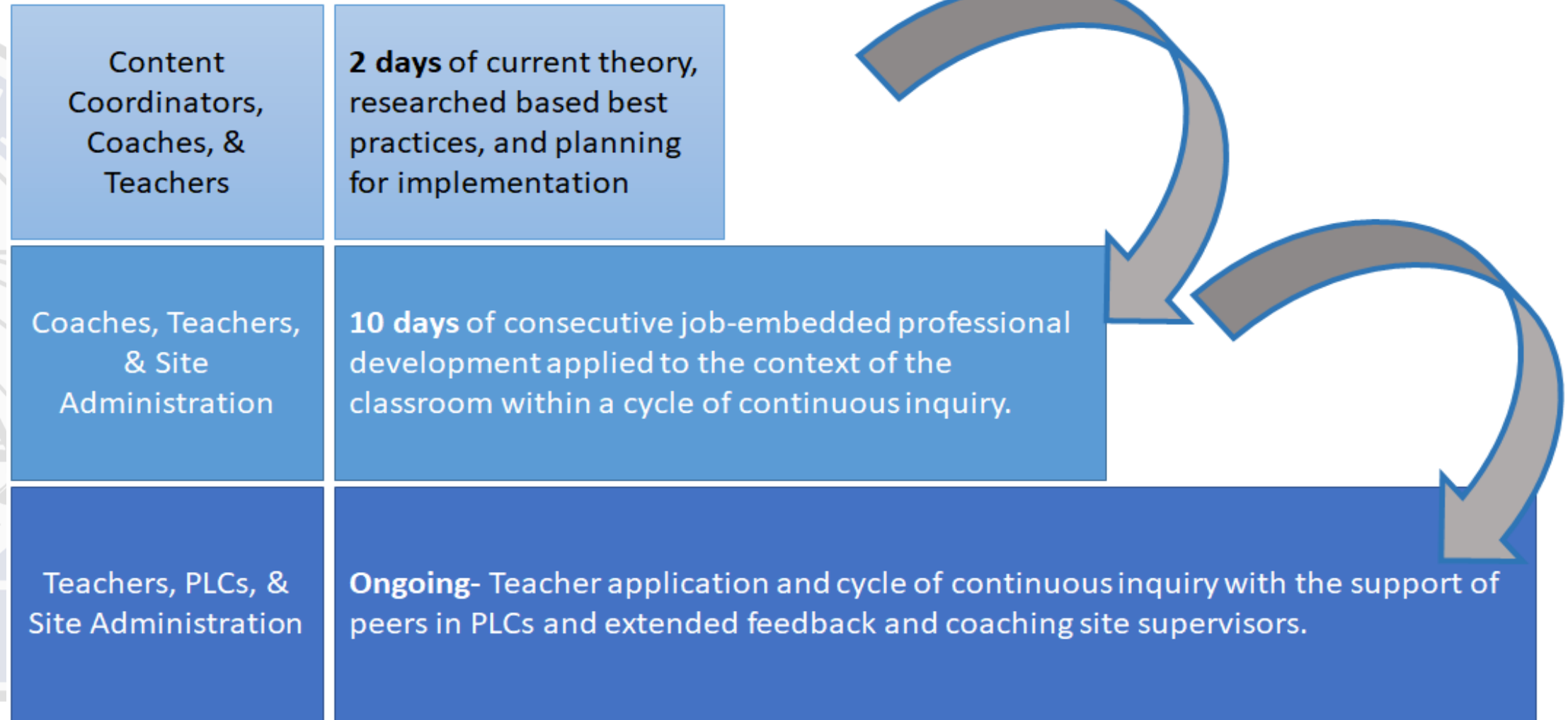
- 2.1 Increase targeted professional development in the areas of early literacy, mathematics, **English Language Development (ELD)**, effective PLC teams, culturally responsive instruction, and leadership development.

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# Instructional Coach Model

- Coordinator and Coach position identified as “not working” by principals, coaches, coordinators, and district administration.
- Currently, “Tandem Teaching” model in K-6 sites.
- Next step: Job embedded professional development to expand opportunities beyond current offerings.

# Job Embedded Professional Development



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# Timeline

July - August	September - October	November - December	January - February
<ul style="list-style-type: none"> <li>• Team Building</li> <li>• Pros/Cons of Coaching</li> <li>• Coaches/Coordinators defined Locus of control</li> <li>• Expectations for coaching cycles and site supports</li> <li>• Document how we spend our time</li> <li>• Fixed focus for year</li> <li>• Training for coaches</li> </ul>	<ul style="list-style-type: none"> <li>• Survey principals on their perspective of site DIFFS and coaching</li> <li>• Dr. Noguchi met with coaches</li> <li>• Training for coaches</li> </ul>	<ul style="list-style-type: none"> <li>• Review fiscal reality and future implications with Fiscal dept.</li> <li>• Coaches brainstormed job descriptions/responsibilities for coaches and coordinators</li> <li>• Drafts reviewed with Cabinet</li> <li>• Review with MTSS implementation</li> <li>• Training for coaches</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Noguchi and HR met with coaches</li> <li>• Noguchi and HR met with union partnership on job descriptions</li> <li>• HR and CIPD met with MTA</li> <li>• Cabinet met with principals/admin</li> <li>• Training for coaches</li> </ul>

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# Proposed Organizational Chart

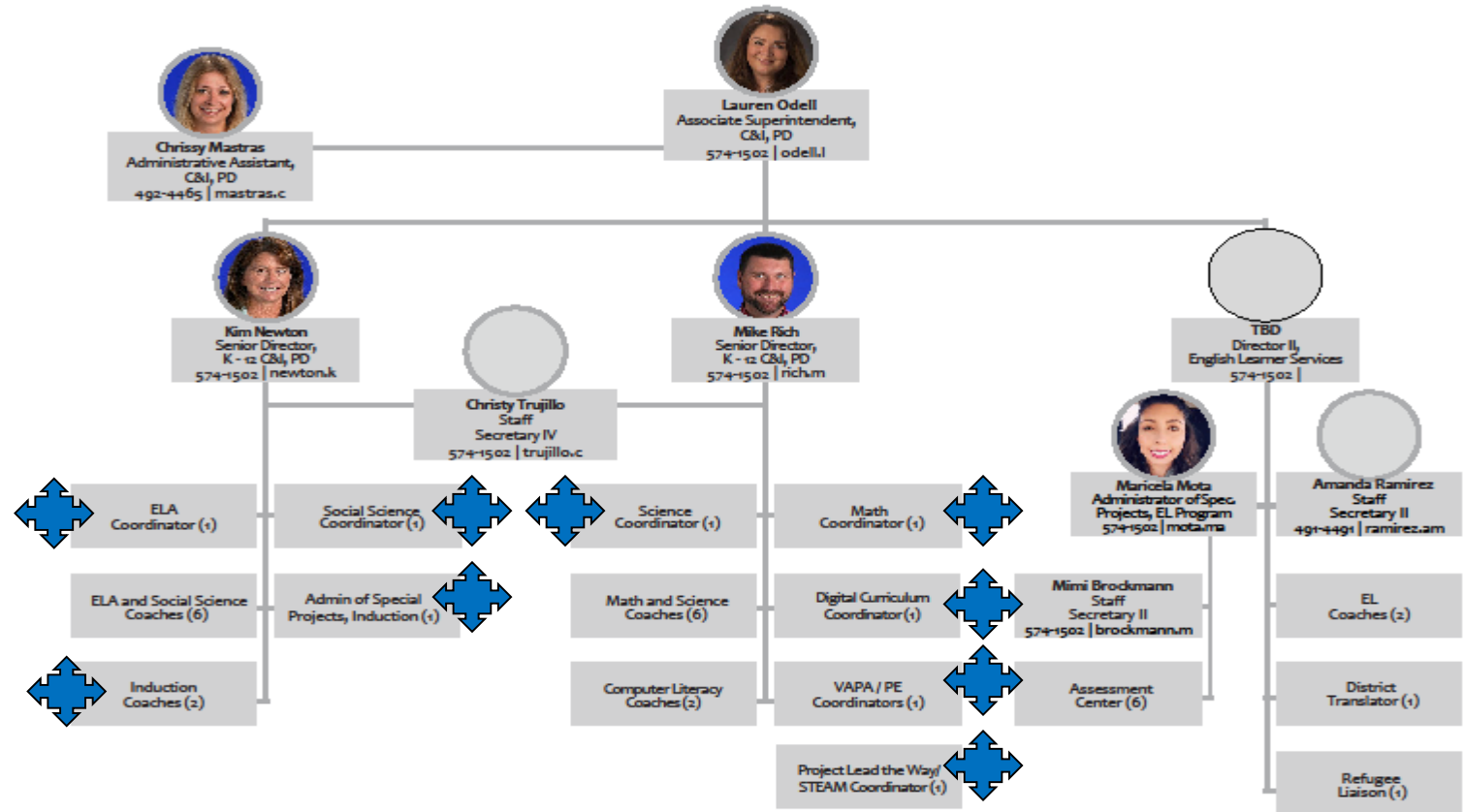


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DRAFT 2020-2021

 = New Positions or significantly changed.

- ELA Coordinator (1)
- BTSA Coaches (2)
- Social Science Coordinator (1)
- Administrator of Special Projects, Induction (1)
- Science Coordinator (1)
- Math Coordinator (1)
- Digital Curriculum Coordinator (1)
- VAPA/PE Coordinator (1)
- Project Lead the Way STEAM Coordinator (1)

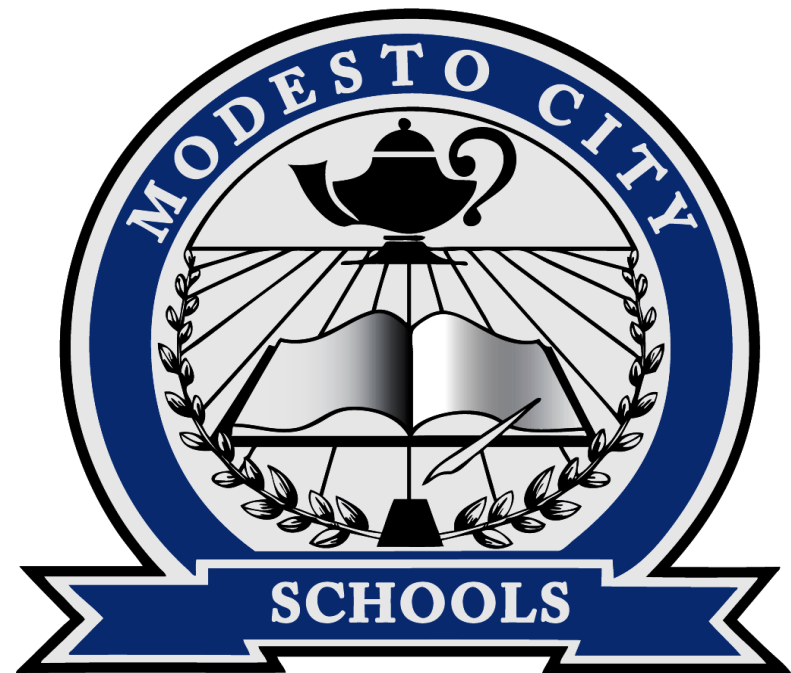


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# Information and Educational Technology Services



Russ Selken,  
Chief Technology Officer



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# District Goal Alignment

- **Goal Three:** Provide a safe, welcoming, and respectful learning environment for every member of the school community while ensuring effective district-wide communication for students, staff, families, and community partners.
  - 3.5 Improve operational efficiencies through the use of technology, and improved network infrastructure.
- **Goal Four:** Ensure the District is fiscally and operationally sound.
  - 4.1 Implement sustainable plan for the budget under the Local Control Funding Formula.
- **Goal Five:** Recruit, hire, train, and retain high quality staff.

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# Purpose of Change

- **Increase and improve the efficiency and effectiveness** of the departments in IETS
  - Adjust staffing levels & roles to meet District needs (software support focus)
  - Ensure focus on mission critical applications and systems
  - Reduce department overall budget when possible
- **Retention and Recruitment**
  - Increase pay on critical positions
  - Attract and retain new staff
  - Retain talented staff



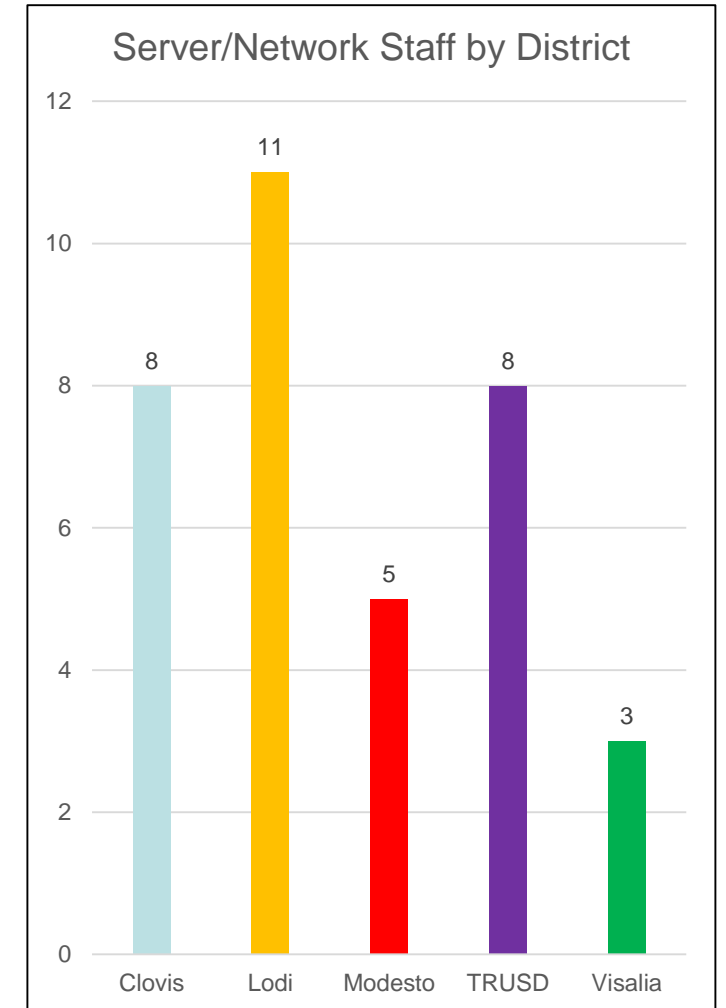
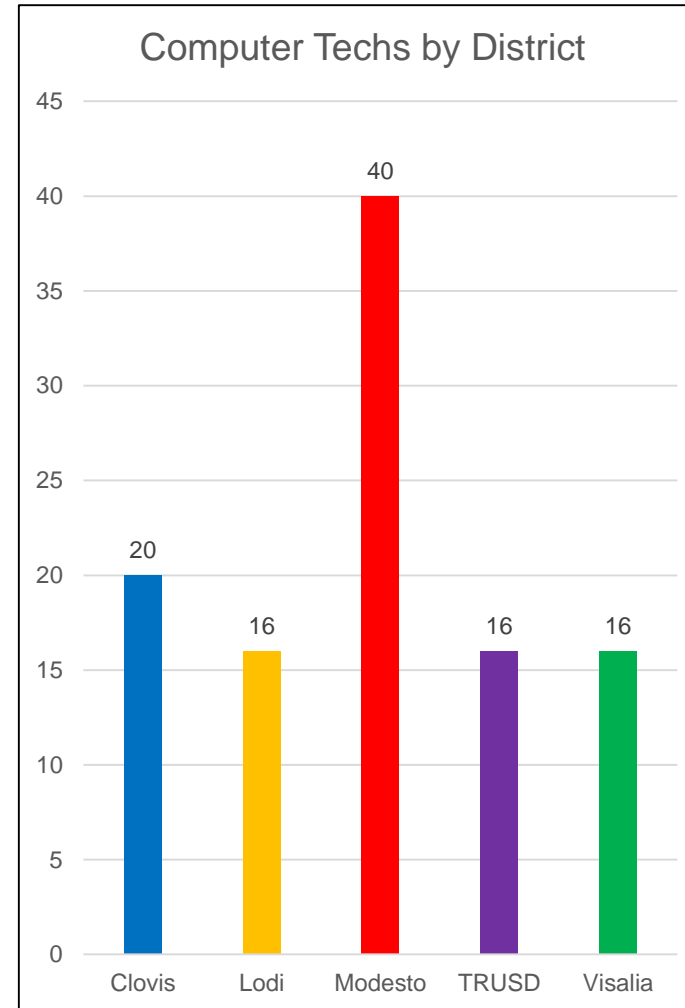
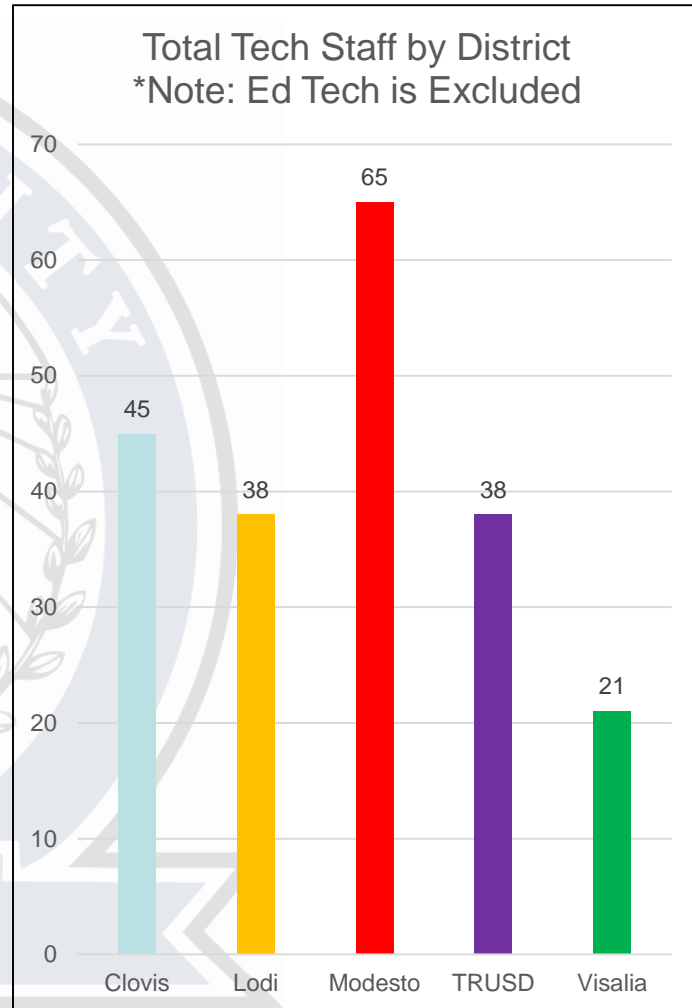
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# Purpose of Change

- **Improve customer service**
  - PowerSchool, QSS, Educational Applications
  - Overall Application support
- **Cyber Security**
  - **Analysis** showed we are **last**, or **next to last**, in **FTE** staffing levels of Infrastructure with comparable districts
  - Increase Cyber Security focus: **advert costly operational risks and downtime**
- **Data Analysis and Support**
  - Critical Dashboard information for Administration, Counselors – improved graduation rates, career & college readiness, etc.
  - In-servicing, and support to create a data driven culture/environment that is sustainable

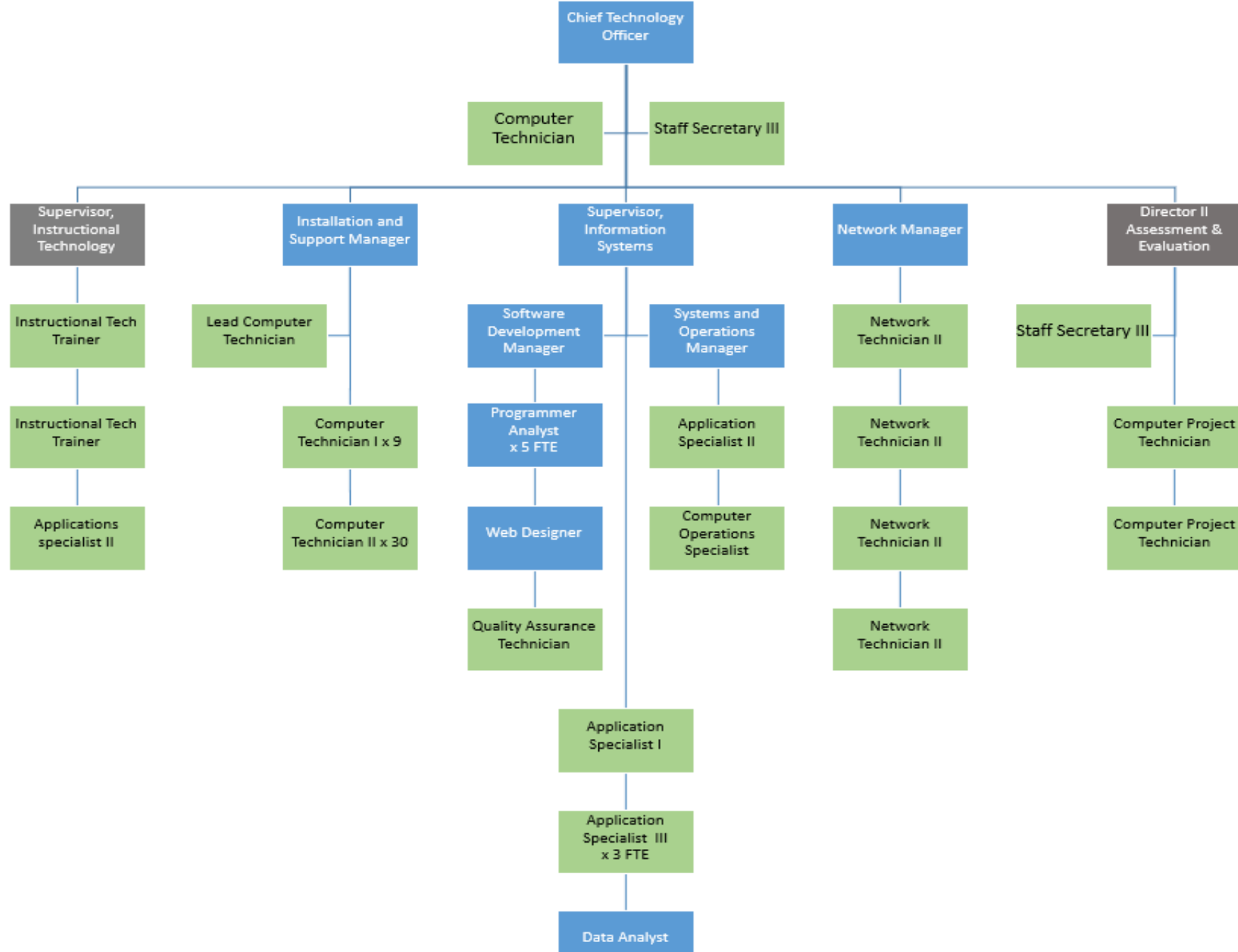
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# Staffing Levels (District Comparison)



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# Current Organizational Chart



Certificated

CSEA

Non-CSEA Positions

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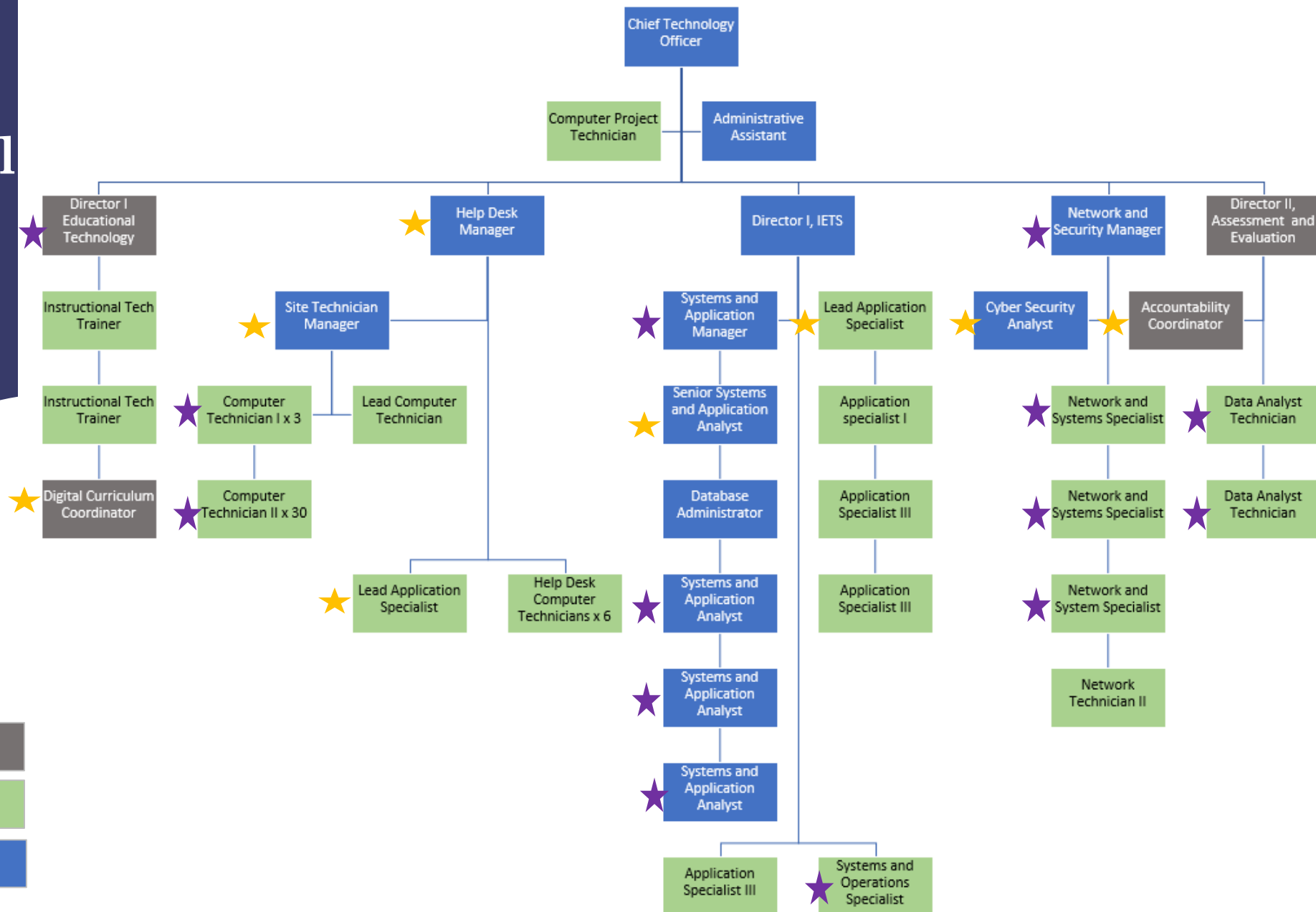
# Proposed Organizational Chart

★ = New Positions  
 ☆ = Updated Job Descriptions

Certificated

CSEA

Non-CSEA Positions



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# Summary of Job Description Changes

Improved Leadership, Educational Technology Services, Network Infrastructure, and Customer Service

Director I, IETS	Director I, Educational Technology	Network and Security Manger	Systems and Applications Manager	Help Desk Manager
<ul style="list-style-type: none"><li>• Leadership</li><li>• <b>Oversight of our core systems</b></li><li>• Manage staff effectiveness and ensure accountability</li><li>• Ensure disaster recover and operations</li></ul>	<ul style="list-style-type: none"><li>• Leadership</li><li>• Integration of technology tools for teaching</li><li>• <b>Mentoring program &amp; development “MCS Force”</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Manage staff and infrastructure</b></li><li>• Oversee design, and cost reductions</li><li>• Design, implement &amp; support disaster recovery</li></ul>	<ul style="list-style-type: none"><li>• Design, implement and support applications, and data tools</li><li>• <b>Provide backup to core systems operations</b></li><li>• Ensure a high level of customer service</li></ul>	<ul style="list-style-type: none"><li>• <b>Oversee software, hardware support</b></li><li>• Follow up on work order queue</li><li>• Ensure a high level of customer service and support</li></ul>

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# Summary of Job Description Changes

Improved Software Support, Cyber Security, and Data Analysis Information-Dashboard

Site Technician Manager	Cyber Security Analyst	Accountability Coordinator	Database Administrator	Digital Curriculum Coordinator
<ul style="list-style-type: none"><li>• <b>Manage site technicians at sites 100% of the time</b></li><li>• Ensure high level of site-level customer service and best practices</li></ul>	<ul style="list-style-type: none"><li>• <b>Ensure highest level of infrastructure and user cyber security practices</b></li><li>• Oversee network and system operations</li></ul>	<ul style="list-style-type: none"><li>• Provide data analysis to administrators</li><li>• <b>Provide in-serving for admin and teachers on data decisions</b></li><li>• Data &amp; test administration</li></ul>	<ul style="list-style-type: none"><li>• Balance workload</li><li>• Comprehensive operational oversight</li><li>• Ensuring all databases are backed up</li><li>• <b>Develop a recovery plan</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Maintain curriculum platforms</b></li><li>• Professional development</li><li>• Manage data and reports</li></ul>

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# Summary of Job Description Changes

Improved Software Support, Data Analysis for Administration and Teachers

<b>Senior Systems and Application Analyst:</b>	<b>Systems and Application Analyst</b>	<b>Lead Application Specialists</b>	<b>Data Analyst Technician</b>	<b>Systems and Operations Specialist</b>
<ul style="list-style-type: none"><li>• Critical Data Dashboard work</li><li>• Next level of proactive data systems development</li></ul>	<ul style="list-style-type: none"><li>• Help transition legacy systems (i.e. MOSIS)</li><li>• Focus on application work (i.e. Dashboard)</li></ul>	<ul style="list-style-type: none"><li>• Provides reliable and accurate Power School support</li><li>• high level of backup to the Director I, IETS role</li></ul>	<ul style="list-style-type: none"><li>• Organize data in a clear, accurate manner</li><li>• Assist accountability mgmt. staff with data presentation, testing</li></ul>	<ul style="list-style-type: none"><li>• Assist with systems analysis</li><li>• Basic programming functions</li><li>• Batch processing</li></ul>

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# Financial Services

Tim Zearley, Associate Superintendent,  
Business Services  
Michelle Price, Senior Director,  
Financial Services



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# Financial Services Reorganization

- **Increase and improve the efficiency and effectiveness** of the departments in Financial Services
  - Accounting – Internal Auditor (new)
  - Budget – Fiscal Analyst (new)
  - Payroll – Senior Payroll Analyst (new)
- **Director I, Internal Audits** position
  - Systematically **evaluate** procedures and **implementation** of best practices
    - Payroll, Attendance, Student Body Funds, Instructional Minutes
- **Fiscal Analyst**
  - Position Control oversight, school site visits and training, grant monitoring and review

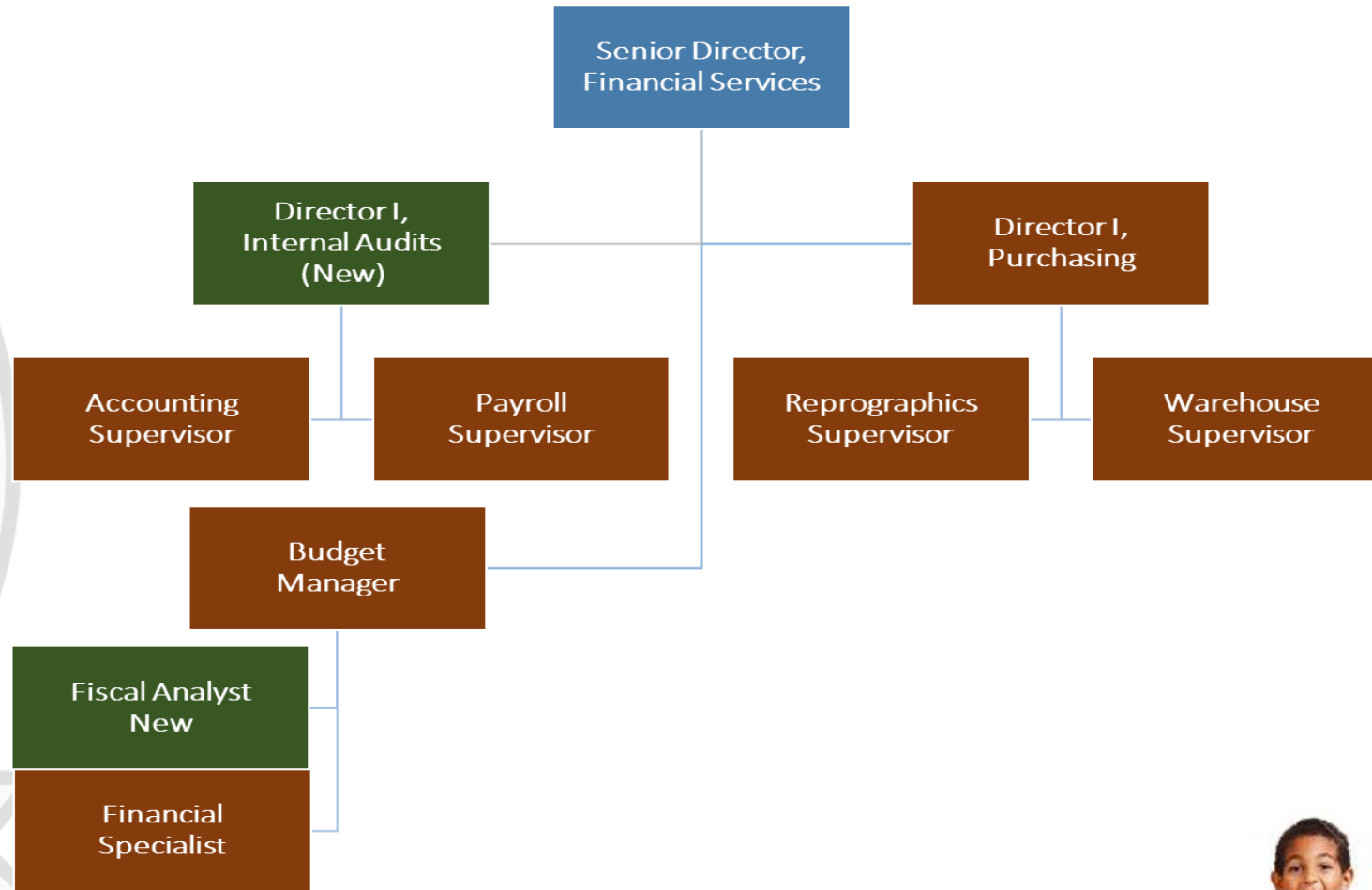
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# Financial Services Reorganization

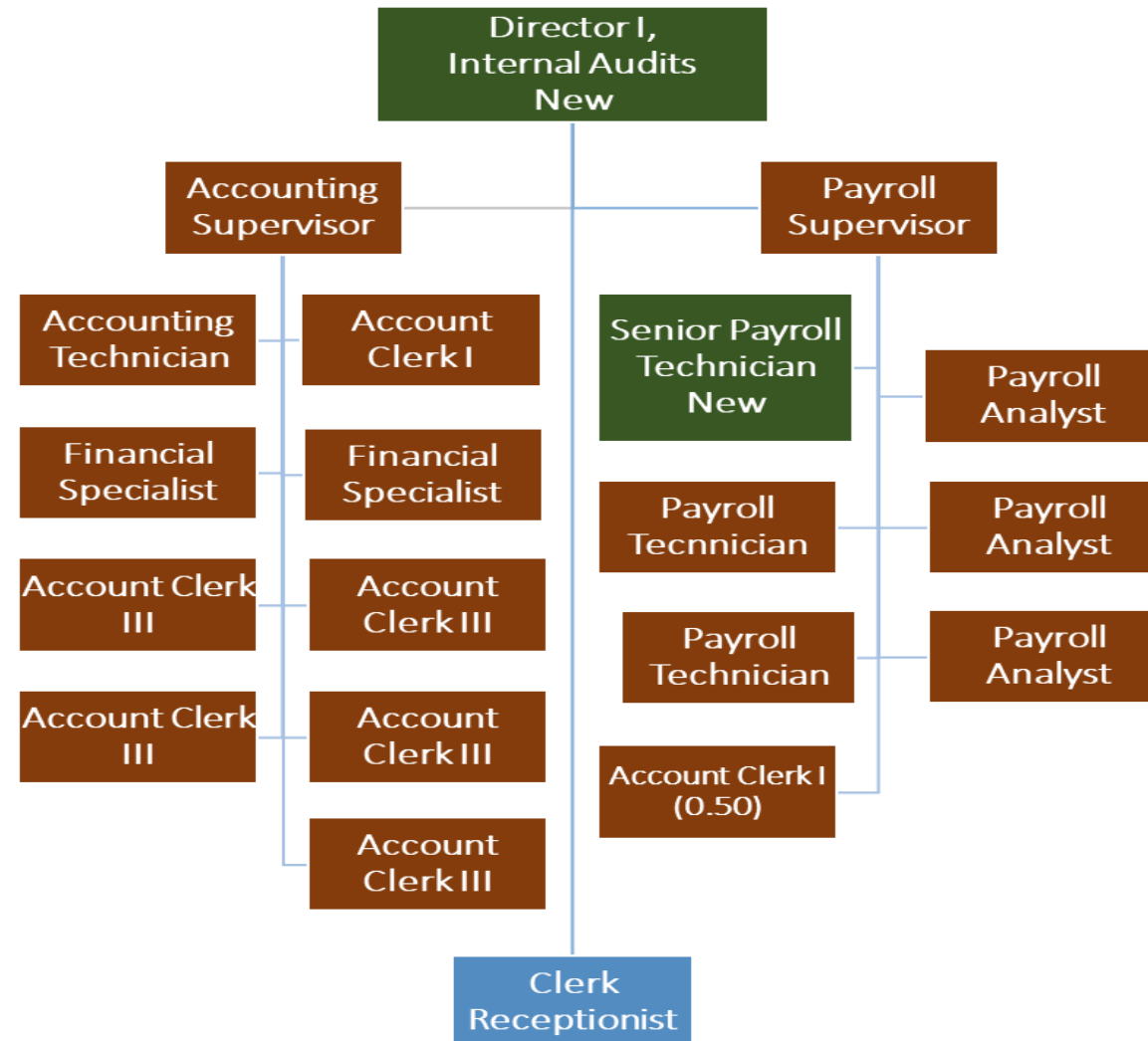
- **Senior Payroll Analyst**
  - **Lead** position providing **support** and **cross training** for Payroll Technicians
    - Management unit payroll processing, employee leave accruals, overpayments, wage garnishments
- Financial Services Department **Analysis** showed we are **last**, or **next to last**, in **FTE** staffing levels of comparable districts
  - MCS, Clovis USD, Lodi USD, Twin Rivers USD, and Visalia USD
- **Goal Five: Recruit, hire, train, and retain high quality staff**
  - Range increase for Director I, Purchasing and Accounting Supervisor positions

# Financial Services Department



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# Internal Audits, Accounting, Payroll



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# Overall Savings



DEPT	2019-2020	2020-2021	Difference
CIPD	\$5.2 million	\$4.8 million	(\$343,000)
IETS	\$3.1 million	\$3 million	(\$110,000)
FISCAL	\$858,802	\$924,141	<b>\$58,339</b>
Total			(\$394,661)

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# Next Steps/Action

- Board meeting February 21 - Action
- Work with Human Resources and Union Partners
- Communicate with various positions and administration affected
- End of year 2020-2021 evaluate effectiveness of changes



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# Questions



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