

PIEDMONT UNIFIED SCHOOL DISTRICT

MEMORANDUM

TO: Board of Education

FROM: Randall Booker, Superintendent

DATE: May 9, 2018

RE: **DISTRICT REORGANIZATION**

I. SUPPORT INFORMATION

With the 2017-18 school year coming to a close, PUSD is losing three incredible administrators who have served students, teachers and staff, and families for many years. The contributions of these fine administrators are far-reaching.

- Mr. Michael Brady will enjoy a well-deserved retirement. He has served the District for the past 15 years in a variety of roles: MHS Principal, Assistant Superintendent of Business Services, Director of Facilities, Adult Education Director, Director of Alternative Education (including oversight of the Wellness Center), H1 Bond Program Manager, and most recently supporting Special Education. He will be dearly missed. His focus on students and the overall operations of the district is unparalleled.
- Ms. Julie Valdez will take a yearlong leave of absence. She has served the District for the past 11 years as both the Beach Elementary School Principal and the Director of Special Education. She has been an integral member of the administrative team, providing extensive insight into the needs of elementary students and leading a complex and demanding SPED program. Her compassion and empathy for students will be hard to replace for 2018-2019.
- Ms. Song Chin-Bendib will begin the 2018-19 school year as the Assistant Superintendent of Business Services in the Pacific Grove Unified School District. She has served the District for the past 4 years as both the Chief Business Official and the Assistant Superintendent of Business Services. She has been incredible in keeping our finances in order during a tumultuous time in state funding. I'm appreciative of the systems she introduced and the keen oversight of our budget and operations.

Following any staff change there is a period of transition and, given the depth of experience and range of responsibilities of these three individuals, this transition will be especially challenging. Nonetheless, the District is working to ensure that these changes are facilitated as smoothly as possible.

Periodically, the District reorganizes its administrative structure to better serve students and better support educators, and these significant staff changes have prompted a reevaluation. After consultation with District staff and the Administrative Team, I have

decided to initiate the following:

Eliminate the Position of Assistant Superintendent for Business Services

While the Assistant Superintendent of Business Services provided a breadth of leadership and oversight across a variety of programs within the Business Service Department, this shift provides the District with the opportunity to provide more depth and focus in our financial systems to navigate the worsening fiscal crisis. The financial oversight responsibilities of this position will be transferred to a Chief Financial Officer (see below).

Restore the Position of Assistant Superintendent for Educational Services

The nature and volume of our work as administrators and educators is changing. We have significant new curriculum to implement, new courses to develop, new general and special education mandates, new education technology, and new initiatives to promote the social and emotional health and development of students. In addition, we must meet rising expectations -- to more affirmatively address student wellness and social justice issues, and to provide more differentiated programming. All of these require careful planning, organization, and support for implementation by our directors, principals, and staff. The Director of Curriculum & Instruction has borne much of this work although this is beyond the scope of the position.

Furthermore, there is increased accountability reporting from the state (e.g. LCAP, ConApp, and CALPADS, Title Programs) that requires active oversight and coordination.

To manage the tremendous expansion of educational services work, and to confer the authority to implement change in a consistent and orderly manner across all school sites, the District needs an Assistant Superintendent *dedicated to educational services*. This position is an essential part of most school districts and was previously part of this District until the position was eliminated in 2015 due to budget constraints. In conjunction, and to keep personnel costs down, we will look to eliminate the Director of Curriculum & Instruction position as a result.

ADD a Chief Financial Officer Position

The Chief Financial Officer will provide oversight to the Director of Fiscal Services and the rest of the Business Services Team. We will need an individual who is fluent with the new accounting software (ESCAPE) and can creatively develop and oversee a budget that improves services and systems while cutting costs.

HIRE a new Director of Special Education

With Ms. Valdez's leave of absence, the District will post and hire a new Director of Special Education. This position will continue to provide leadership over all SPED programs as well as the Wellness Center and District Nursing.

The purpose of these proposed changes is to:

- better meet current and future needs for educational services across the District;
- strengthen the administrative team and re-adapt duties to better support educators and better serve students;

- appropriately allocate costs between the General Fund and Measure H1 bond funds.

These changes are cost neutral and will not impact the General Fund.

The District will work closely with both APT and CSEA Leadership to secure both teacher and support staff representation on the interview panels. Our goal is to announce the new Chief Financial Officer at the May 23rd Board of Education Meeting and the new Assistant Superintendent of Educational Services and Director of Special Education at the June 13th Board of Education Meeting.

II. **RECOMMENDATION: REVIEW AND DISCUSSION**

Update on District Reorganization