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TO: Members, Board of Education

FROM: Dr. Constance Collins, Superintendent

RE: District 97 Reorganization

DATE: March 4, 2010

With key central office retirements over the next couple of years, the cabinet has had several hours of extensive discussion regarding the most efficient and effective way to deliver support and services to our students, staff and community. During this discussion, it was determined that this is an opportune time to review department configurations, job descriptions and position titles. Because our schools are the recipients of central office services, a review of the recommendations with principals resulted in the attached documents. The recommendations do not reflect any reductions or addition of central office staff even though administration is challenged to respond to the increasing demands for data, meeting the rising AYP target, and implementing the unfunded mandate, Response to Intervention (RtI.) Attached you will find the following five documents:

- A. 2010-11 Proposed Program chart showing a change in titles and programmatic assignments. The changes are in red. Please note, the title change to Grants/RtI/PBIS Coordinator will include a two-three year gradual increase in days to full time status without increase in salary.
- B. 2010-11 Proposed Organizational chart with specific titles/names in positions; this includes the two additional assistant principals at Lincoln and Longfellow; please refer to the color key for explanation of position levels.
- C. 2011-12 Proposed Program chart showing 2011-12 changes in programmatic assignments. Those changes are in green.
- D. Description of Personnel for district office positions which gives a brief outline of each title's responsibilities.
- E. Job descriptions for the following new positions which includes a student services coordinator which is not a new FTE :
 1. System Manager
 2. Teacher-Leader of Mentoring and Induction (due to increase in number of new teacher hires)
 3. Student Services Coordinator (not new FTE)
 4. Webmaster
 5. Assistant Principal
 6. Student Support Specialist

Following the March 9 board of education meeting administration is recommending the following positions be posted:

- 1 mentoring teacher leader
- 2 elementary assistant principals (Lincoln, Longfellow)
- 1 student support specialist (Mann)
- 1 student service coordinator