



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: February 9, 2016

TITLE: New Administrator Leadership Academy Participants

BACKGROUND:

Each year, new administrators participate in the New Administrator Leadership Academy. Early in the first semester, they meet together with Monica Nelson as a group to review the program and learn about the expectations. Eleven modules have been developed to provide an overview of the Amphitheater Unified School District and to allow participants to learn about the departments with which they will interact in their new administrative roles. They also have a chance to interact with various people who can provide support, assistance, and guidance on the systems in place throughout the district.

During the remainder of the semester, they schedule individual or small group meetings with Joe Paddock (District Director of Interscholastic Activities), Amy Sharpe (Director of Community Relations), Mike Bejarano (Chief Academic Officer for Secondary Education), Roseanne Lopez (Chief Academic Officer for Elementary Education), Darlene Mansouri (Director of Federal Programs), Scott Little (Chief Financial Officer), Todd Jaeger (Associate to the Superintendent and Legal Counsel), Jim Burns (Director of Operational Support), Pat Sledge (Director of Facilities), and Marc Lappitt (Director of Transportation).

Each of the people listed above cover a wide range of topics related to their areas of expertise and their departments. A sample of the topics covered is listed below:

- Interscholastic Module: Arizona Interscholastic Association (AIA) structure, bylaws, eligibility rules, athletic handbooks, “Victory With Honor” program, Title IX equity issues, procurement, supervision of events, athletic fees, addendums, and parent support organizations
- Community Relations Module: public relations, marketing, community outreach, web content, Amphi webpages, community partnerships, the “Amphi” brand, event calendars, and representing the district at community events.
- Curriculum Module: implementing Arizona’s learning standards, curricular alignment issues, intervention programs, retention policy requirements, local and state-wide assessments, summer school, School Improvement Process, Amphitheater Teacher Performance Evaluation System (ATPES), 301 plans, working with Curriculum/Instruction Support Specialists, Tyler training, report cards, Creating Independence through Student owned Strategies (CRISS) training, ACHIEVE program, counselors’ roles, librarians’ roles, professional development opportunities, Amphi Academy Online, AdvancED accreditation, Distinguished Service Award (DSA), student fees, and supplementary materials acquisition
- Federal Programs Module: Title I, Title II, Title III, Title VII and Johnson O’Malley, refugee programs, McKinney-Vento programs, volunteers, Family Resource and Wellness Centers, monitoring and accountability processes, state grants and tutoring programs, Parents as Teachers program, and Language Acquisition programs.
- Finance Module: Arizona school funding overview, charts of accounts, budget development, staffing allocations, grant requirements, site allocations, tax credits management, auxiliary accounts, student clubs, and procurement rules and processes.
- Human Resources Module: conducting legal interviews, personnel action forms (PAF), recruiting, hiring, Equal Employment Opportunity (EEO), evaluation timelines and tracking, evaluation process (certified and classified), performance issues, separation, teacher contract status, certification requirements, insurance, Workers’ Compensation, leave policies, personnel policies, and the sub-finder system.
- Legal Module: review of policy and regulation systems, student disciplinary policies, regulations and procedures, Code of Conduct, hearings, special education issues, search and seizure issues, student

rights, evaluations, sexual harassment, risk management, contracts with third parties, employment offers and reference checks, employee relations, Amphitheater Education Association (AEA) rights, domestic relations and custody issues, enrollment issues, records management, Family Educational Rights and Privacy Act (FERPA), sex offenders, and use of tax credits.

- Operational Support Module: custodial issues, facilities rentals, shops and duties, work orders, Americans with Disabilities Act (ADA) issues, emergency on-call, standards for room temperatures, fire alarm panels and controls, building projects and remodeling at sites, facilities assessment, and outside vendors working at sites.
- Student Services Module: Individuals with Disabilities Education Act (IDEA), Individualized Education Plan (IEP), child find, student study team (SST), discipline, services to private school students, extended school year (ESY), preschool, transitions for students, assistive technology, 504, Americans with Disabilities Act Amendments Act (ADAAA), Medicaid, health services, homebound, and seclusion and restraint of students.
- Technology Module: Tyler Student Management System, Student Accountability Information System (SAIS), Outlook email and calendar programs, software and hardware specifications, district technology plan, web and email filtering, and wireless.
- Transportation and Food Services Module: shared responsibility of transportation and the school sites, drivers, garage staff, vans and cars (guidelines for use), bus routes, special education issues, new rules on free and reduced eligibility for students, breakfast in the classrooms, and new ideas for meals and snacks.

Once all the modules have been completed, participants meet with Monica Nelson for a debriefing session related to things learned, further questions, suggestions for the New Administrator Leadership Academy program, and personal professional development plans. They finish their experience with a one-to-one meeting with Patrick Nelson.

Tonight there are six individuals who have completed the Academy. They are

Steve Duley, Director of Student Services
Amy Sharpe, Director of Community Relations
Wendy Biallas-Odell, principal at Painted Sky Elementary
Amanda Magelli, Instructional Support Assistant (ISA) at Coronado K-8
Chris Trimble, Instructional Support Assistant (ISA) at Wilson K-8
Kristin McGraw, Special Education Coordinator

RECOMMENDATION: This item is presented for the Board's information and recognition.

INITIATED BY:



Monica Nelson, Associate Superintendent

Date: January 27, 2016



Patrick Nelson, Superintendent