



GOVERNING BOARD AGENDA ITEM AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: February 6, 2018

TITLE: New Administrator Leadership Academy

BACKGROUND:

Each year, new administrators in Amphi 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 expectations. Fifteen 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 the people who can provide support, assistance, and guidance on the systems in place throughout the district.

Participants schedule individual or small group meetings with Mando Soto (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), Kristin McGraw (Director of Student Services), Scott Little (Chief Financial Officer), Michelle Tong (Legal Counsel), John Hastings (Manager of Human Resources), Jim Burns (Director of Operational Support), Pat Sledge (Director of Facilities), Marcela Arizpuro (Director of Transportation/Food Services), Cherie Gaither (Director of Health Services), Lauren McIntyre (Director of Instructional Technology), and Monica Nelson (Associate Superintendent).

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 Modules (elementary and secondary): 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, Native American, refugee programs, McKinney-Vento programs, volunteers, monitoring and accountability processes, state grants and tutoring programs, Parents as Teachers program, and Language Acquisition programs.
- Finance Module: Arizona school funding overview, chart of accounts, budget development, staffing allocations, grant requirements, site allocations, tax credit 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/Facilities Modules: 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 (SMS), Student Accountability Information System (SAIS), Outlook email and calendar programs, software and hardware specifications, District technology plan, web and email filtering, and wireless access.
- Transportation and Food Services Modules: 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.
- Health Services Module: standing orders, AEDs, stock inhalers, Epi pens, case management, annual vision screenings, communicable diseases and chronic health issues, immunization requirements, medication procedures and trainings, suspected substance abuse tool, and community relations.

Once all the modules have been completed, participants meet a second time 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 meeting with Superintendent Todd Jaeger.

Tonight there are eight individuals who have completed the Academy. They are:

Tara Bulleigh, Principal at CDO
Kristjan Laumets, Principal at Copper Creek
Erika Genis, Assistant Principal at Coronado K-8
Jason Weaver, Principal at Harelson
Gayle Taylor, Assistant Principal at La Cima
Jennifer Royer, Assistant Principal at Prince
Maggie Marjanovic, Assistant Principal at Wilson K-8
Jennifer Newman, Assistant Director of Student Services

RECOMMENDATION:

This item is presented for the Board's information.

INITIATED BY:



Monica Nelson, Associate Superintendent

Date: January 29, 2018



Todd A. Jaeger, J.D., Superintendent