



FONTANA UNIFIED SCHOOL DISTRICT
9680 Citrus Avenue
Fontana, CA 92335
Web Site Address: www.fusd.net

BOARD OF EDUCATION SPECIAL MEETING
AGENDA

DATE: May 25, 2005
TIME: 6:30 p.m. (Open Session)
PLACE: Administration Building #1 Conference Room
9680 Citrus Avenue, Fontana, California

I CALL TO ORDER

II PLEDGE OF ALLEGIANCE

III ADOPTION OF AGENDA

IV OPPORTUNITY FOR PUBLIC COMMENT ON AGENDA ITEMS

The Governing Board welcomes and encourages public comments. Members of the public may comment on items included on this agenda; however we ask that you limit your comments to three (3) minutes so that as many as possible may be heard. (*Education Code §35145.5, Government Code §54954.3*)

V DISCUSSION/ACTION SESSION

1. Approval of District Organization Structure (Goal #1, 2, 3, 4 and 5) (Ref. A)

DISCUSSION
and/or
ACTION

The Superintendent recommends the Board adopt the District Organization structure and approve the accompanying job description/title changes, implementing the changes as soon as practical but no later than July 1, 2005 as submitted in Reference A of the agenda.

Motion made by _____, seconded by _____
Motion passed _____ Ayes _____ Nays _____

VI ADJOURNMENT

FONTANA UNIFIED SCHOOL DISTRICT
Fontana, California

Office of the Superintendent

ITEM TITLE: Approval of District
Organization Structure (Goal #1, 2, 3,
4 & 5)

BOARD OF EDUCATION MEETING: 05/25/05

- Action Session
 Consent Calendar Session
 Information/Discussion
 Public Hearing
 Report

BACKGROUND:

At the May 18, 2005 regularly scheduled Fontana Unified School Board meeting, the Board adopted the District Goals for the 2005-08 school years. It was recommended that the superintendent reorganize the district, if necessary, to facilitate the implementation of the goals.

CURRENT CONSIDERATION:

In order to implement the District Adopted Goals and best serve the needs of our students it is necessary to focus district assets and management structure in a student-oriented model that places the highest priority on school support. To facilitate this focus, a new Division of School Support will be established, staffed with current district departments and staff. Only personnel that directly report to the division leaders are affected inasmuch as they are considered direct reporters. This reorganization results in no new district office administrative positions. As the district moves toward this student-oriented model, future changes will be submitted to the Governing Board for consideration when it is apparent such a need is necessary.

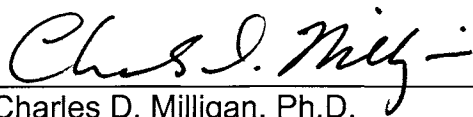
FISCAL IMPLICATION:

None

SUPERINTENDENT'S RECOMMENDATION:

The superintendent recommends the Board adopt the District Organization structure as submitted on the attached 7 pages and approve the accompanying job description/title changes, implementing the changes as soon as practical but no later than July 1, 2005.

Approved for submission to the Board of Education:



Charles D. Milligan, Ph.D.
Superintendent of Schools

CDM:cs

FONTANA UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES DIVISION

Richard Stedry, Ed.D., Deputy Superintendent

<u>DEPARTMENT</u>	<u>NAME</u>	<u>TITLE</u>
Technology	Randy Bassett	Director
	Dave Araujo	Coordinator
	Clara Camacho	Coordinator
Child Nutrition	Joann Lancaster	Director
	Leticia Bonilla	Coordinator
	Hilda Castillo	Coordinator
	Penny Hanson	Coordinator
	Vickie Ireton	Coordinator
Construction & Facilities Renovation	Julius Conway	Director
	Hank De Haan	Owner's Representative
Facilities Planning	Yvonne Medina	Director
Fiscal Services	Melissa Anderson	Director
	Olivia Lopez	Assistant Director
Maintenance & Operations	Lloyd Cash	Director
	Shawn Kingsley	Assistant Director, Maintenance
	Leonard Valdepena	Assistant Director, Operations
Printing & Mail Services	Maryann Patterson	Director
	Emil Ingram	Coordinator, Printing Services & Graphic Services
Purchasing	Janie Burgo	Director
	Billie Welzel	Coordinator
Risk Management/Workers' Compensation	Larry Wilkie	Director
Transportation	Mary Stevens	Director
School Police	Al Reshaw	Chief

FONTANA UNIFIED SCHOOL DISTRICT

DIVISION OF SCHOOL SUPPORT

Gail Grant, Ed.D, Assistant Superintendent

Cali Olsen, Assistant Superintendent

<u>DEPARTMENT</u>	<u>NAME</u>	<u>TITLE</u>
School Principals		
Special Programs and Student Services	Steve Desist	Executive Director
Core Curriculum K-5	Oscar Dueñas	Director
	Raquel Posadas Gonzalez	Coordinator Reading First
	Vacant	Coordinator Elementary EL
	Vacant	Coordinator Elementary Ed
Core Curriculum 6-12	Marv Abrams	Director
	Sallie Paul	Coordinator Secondary Ed
	Vacant	Coordinator Secondary EL
	Vacant	Coordinator Newcomer Center
Assessment and Evaluation	Carole Lee	Director
	Paul Gale	Coordinator
	Kim Hill	Coordinator
Staff Development	Teresa Barnett	Director
	Joan Prehoda	Coordinator
Categorical Programs	Vacant	Coordinator
Vocational Education	Pam Tuttle	Coordinator
	Sandy Valdepeña	Coordinator

FONTANA UNIFIED SCHOOL DISTRICT

Educational Services

Laurie St. Gean, Deputy Superintendent

<u>DEPARTMENT</u>	<u>NAME</u>	<u>TITLE</u>
Early Education	Patty Lynch	Director
	Shawnessy Rodriguez	Coordinator
	Laurie Finucane	Coordinator
Child Welfare and Attendance	Dennis Barnett	Director
	Mike Coates	Coordinator
	Bruce Miller	Coordinator
Adult Education	Pat Meagher	Principal
	Carolyn Baxter	Assistant Principal
Special Education	Gayle Hinazumi	Director
	Bob McKee	Coordinator
	Pauline Miles	Coordinator
	Leslie Woodhouse-Moore	Coordinator
	Kathy Gibson	Coordinator
	Michelle Southworth	Coordinator

FONTANA UNIFIED SCHOOL DISTRICT

Human Resources

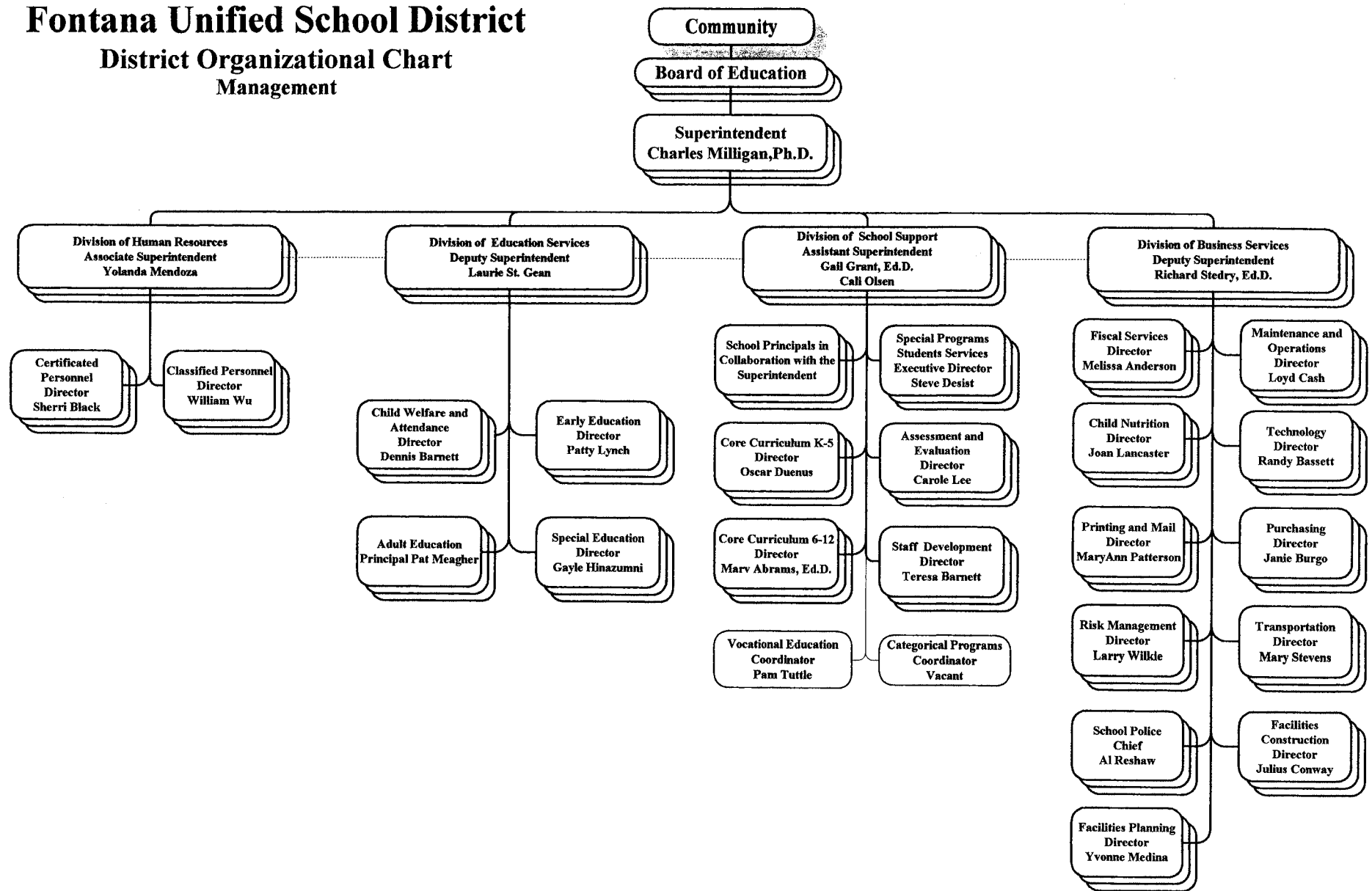
Yolanda Mendoza, Associate Superintendent

<u>DEPARTMENT</u>	<u>NAME</u>	<u>TITLE</u>
Certificated Personnel	Sherri Black Joan Fields	Director Coordinator
Classified Personnel	William Wu Christine Leyva	Director Coordinator

Fontana Unified School District

District Organizational Chart

Management



**FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Assistant/Associate Superintendent
School Support Services (2 positions)

CATEGORY: Educational

REPORTS TO (BY TITLE): Superintendent

WORK YEAR: 220 Days

POSITION DESCRIPTION:

Under the supervision of the Superintendent, performs a wide variety of leadership and supervisory responsibilities as needed to provide direct support to the school sites and provide leadership for the District. These duties may include, but are not limited to, providing direct supervision of, and leadership for, all aspects of curricula and instructional issues and related school issues.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Supports, assists and mentors site administrators with all aspects of site level administration and all issues related to student success
- Assists the superintendent in the evaluation of principals
- Collaborates with the Superintendent and acts as chief of operations for the district
- Oversees all budgetary expenditures involving school sites
- Supervises, assists and makes recommendations to site administrators related to site curriculum and instructional issues and related staff
- Develops and implements a coaching plan to support and assist site administrators
- Communicates with site administrators, District personnel and members of the public to coordinate activities, resolve issues and exchange information
- Plans, organizes and directs all functions of educational and related programs critical to student success
- Formulates, directs and coordinates all District programs related to effective instructional methods and procedures to ensure student success
- Provides leadership in the development, evaluation, revision, coordination and implementation of all aspects of curriculum and instruction for kindergarten through twelfth grade including, but not limited to, assessment and evaluation, instructional technology, vocational education, student services, staff development and all other assigned departments
- Directs and coordinates curriculum and instructional issues with designated Directors
- Evaluates assigned Directors, staff and recommends personnel actions
- Directs and coordinates all categorical programs and monitors categorical expenditures for compliance issues
- Provides leadership in the development of educational policies and programs
- Plans, organizes and monitors the development of educational programs that meet mandated educational reforms
- Develops, recommends and implements general policies, regulations and administrative procedures related to student success
- Directs and coordinates the District's programs of curriculum development, textbook adoption, use of instructional supplies and equipment, implementation and the use of effective instructional methods, strategies and procedures
- Formulates general plans of organization related to curriculum and instruction

- Provides leadership to ensure District compliance with all state and federal programs
- Assists with the development of educational policies and programs for the District
- Attends Board of Education meetings and prepares reports for the Board of Education
- Serves as a member of the Superintendent's Cabinet
- Attends professional meetings and conferences
- Performs other duties as assigned

QUALIFICATIONS:

Credentials and Experience:

- California Administrative Services Credential
- Master's Degree
- Successful teaching, site administrative and district level experience

License Required:

- Possession of a valid and appropriate California Driver's License. Insurability by District Liability Insurance Carrier may be required. May be required to provide own transportation to sites during workday.

Knowledge of:

- Budget preparation and control
- Principles and practices of management
- Applicable laws, codes, regulations, policies and procedures
- District organization, operations, policies and objectives

Ability to:

- Analyze problems, identify potential solutions and make appropriate and effective decisions.
- Communicate effectively in written and oral form.
- Establish effective organizational and community relationships.
- Work in a diverse socio-economic and multicultural community.
- Properly interpret and make decisions in accordance with School District regulations, laws, policies and procedures.
- Recommend improvements in operations, rules, regulations and policies.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk, conference table or in meetings of various configurations
- Ability to circulate for extended periods of time
- Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students
- Ability to understand speech at normal levels
- Ability to communicate so others will be able to clearly understand normal conversation

Approved 5/25/05