

Merrett R. Stierheim, Superintendent of Schools

**SUBJECT: SUPERINTENDENT'S REORGANIZATION AND RESTRUCTURING OF
SELECTED DISTRICT AND REGION OFFICES**

1. APPROVE PROPOSED REORGANIZATION AND RESTRUCTURING OF SELECTED DISTRICT AND REGION OFFICES
2. DELETE ADMINISTRATIVE POSITIONS
3. ESTABLISH AND CLASSIFY ADMINISTRATIVE POSITIONS
4. APPOINT AND ASSIGN ADMINISTRATIVE PERSONNEL
5. APPROVE LATERAL TRANSFERS OF ADMINISTRATIVE PERSONNEL
6. APPROVE RECLASSIFICATIONS OF ADMINISTRATIVE PERSONNEL
7. APPROVE CHANGE OF TITLES
8. APPROVE SALARY INCREASE OF 4% FOR PROMOTED MANAGERIAL EXEMPT PERSONNEL

Authorization of the Board is requested to approve the Superintendent's reorganization and restructuring of selected District and region offices. By law, it is within the Superintendent's authority to structure a reorganization involving personnel and offices within the District and then to submit this reorganization and restructuring to the Board. This item is being submitted for School Board approval pursuant to Florida Statutes 230.32(5) and 230.33(7) and School Board Rule 6Gx13- 2C-1.03.

This reorganization and restructuring of selected region and District offices has been modified since its original publication to delete changes involving Professional and Technical employees covered by the provisions of the Dade County Schools Administrators' Association (DCSAA) bargaining contract. This decision was made to allow for additional time to thoroughly review outstanding issues related to the proposed actions affecting DCSAA bargaining unit members.

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School Board Rule 6Gx13- 4A-1.16 permits the Superintendent discretion in making recommendations to the Board for direct appointment of administrative personnel when

**REVISED
REPLACEMENT**

proposing changes in the administrative organization. Additionally, School Board Rule 6Gx13- 4D-1.022, Manual of Procedures for Managerial Exempt Personnel, Section B-5, paragraph D, provides the following:

“An employee who is promoted from a position covered under this system shall move to the higher pay grade at a rate which provides a 9% increase provided such increase will not exceed the maximum, unless the Superintendent, due to unusual circumstances, recommends and The School Board approves non-implementation of this provision.”

Due to the extreme financial situation currently facing the District, it is recommended that promoted employees receive a 4% increase rather than the 9% increase.

The Superintendent's purpose in developing and recommending this reorganization and restructuring Agenda Item is to promote the educational mission of the District, provide cost savings, increase overall efficiency and streamline the administrative organization of the District. This reorganization and restructuring effort represents the second phase of a multiphase plan. The first phase included, among other initiatives, the implementation of a hiring freeze by the Superintendent and the approval of a reorganization and restructuring of key administrative positions by the Board. Recommendations for subsequent phases will be based on the mission of the District, further analysis of departmental needs, efficiency, and the District's financial situation.

EDUCATION AND SCHOOL OPERATIONS - Charter school operations will be consolidated under Ms. Carol Cortes, Region Superintendent, Region VI, who will move into the position of Charter Schools Superintendent, reporting to School Operations. The Division of Schools of Choice will continue to report to Ms. Mercedes Toural, Associate Superintendent, Education, and will incorporate the offices of School-to-Careers and One Community One Goal. Mr. Freddie Woodson, Chief Facilities Officer (Maintenance), will move to the position of Region Superintendent, Region VI. The Intergroup Relations Team will be consolidated with the Crisis Intervention Team in the Division of Student Services. Community schools will become part of the Office of Vocational, Adult and Alternative Programs, and their services will be integrated with those provided through the adult education centers. The Office of Title I Administration will be restructured to enhance efficiency and effectiveness.

CHIEF OF STAFF - The position of Administrative Director, Professional Assessment and Comprehensive Evaluation System (PACES) will be added to the Office of Professional Standards to oversee the implementation of all PACES functions. Ms. Susan Rothstein, District Director, Equal Educational Opportunity/Diversity Compliance, will become Administrative Director, Civil Rights and Diversity Compliance. Miami-Dade Schools Police will be restructured to enhance its efficiency and maximize its effectiveness by consolidating region operations under the leadership of three Police Majors, North, Central, and South Operations. Mr. Charles Martin, Assistant Chief of Police, will become Assistant Chief of Police, Operations.

BUSINESS OFFICE - Facilities planning functions will be consolidated under Ms. Ana Rijo-Conde, District Director, Site Planning, who will become Administrative Director, Facilities Planning. Ms. Suzanne Marshall, Chief Facilities Officer (Construction) will become Administrative Director, Facilities Operations and Legislative Support. Mr. Fernando Albuerne, Director, Development/Government, will become Executive Director, Facilities Planning.

FINANCE OFFICE - The Office of Information Technology will be reorganized to improve business and operation functions and enhance user support services. Mr. Craig Rinehart, Executive Director, Network and Internet Services will become Administrative Director, Business and Operations Services. Mr. Nicholas Di Liello, Client Liaison, will become Executive Director, Systems and Programming.

COMMUNICATIONS, MEDIA SERVICES AND WLRN - WLRN Channel 17/WLRN - FM will be streamlined to six divisions: television, radio, finance, engineering, production and special projects. The Office of Public Relations will be restructured to improve efficiency, increase public access to information, and enhance district services.

PERSONNEL MANAGEMENT AND SERVICES - Staffing functions (managerial, professional and technical, instructional and non-instructional) will be consolidated under the Office of Human Resources and Staff Development. Mr. Gabriel P. Quintero, Executive Director, Professional Development, will become District Director, Instructional and Non-Instructional Staff Development. The District's staff recruitment efforts will be expanded to include managerial, professional and technical, and non-instructional personnel. Ms. Cindy Soell, Director, Instructional Recruitment and Staffing, will become Executive Director, Staff Recruitment. Ms. Helen Holt, District Director, Management Selection, will move to the position of Administrative Director, Employee Support Services.

RECOMMENDED: That effective June 20, 2002, or as soon thereafter as can be facilitated, The School Board of Miami-Dade County, Florida:

1. Approve the proposed reorganization and restructuring of selected district and region offices;
2. Delete the following administrative positions:
 - a. Assistant Chief, Facilities Support, MEP pay grade 25
 - b. Executive Director, Learning Disabilities, MEP pay grade 22 (effective 7/1/2002)
 - c. Executive Director, Operations Management/Planning, MEP pay grade 22
 - d. Executive Director, Employment Standards, MEP pay grade 22
 - e. Executive Director, Community Schools, MEP pay grade 22
 - f. Director, Community Outreach, MEP pay grade 21

3. Establish and classify the following administrative positions:
 - a. Charter School Superintendent, MEP pay grade 25
 - b. Administrative Director, Professional Assessment and Comprehensive Evaluation System (PACES), MEP pay grade 24
 - c. Administrative Director, Charter Schools, MEP pay grade 24
 - d. Administrative Director, Staff Development, MEP pay grade 24
 - e. Director, Charter Schools, MEP pay grade 21
 - f. Police Major, MEP pay grade 21
 - g. Coordinator, School Operations, MEP pay grade 19

4. Appoint and assign administrative personnel:
 - a. **Ms. Helen Holt**, District Director, Management Selection, MEP pay grade 23, to Administrative Director, Employee Support Services, MEP pay grade 24
 - b. **Dr. Thomasina B. O'Donnell**, District Director, Professional Standards, MEP pay grade 23, to School Principal, MEP pay grade 22
 - c. **Ms. Kathleen Caballero**, Principal, Kensington Park Elementary School, MEP pay grade 22, to District Director, Administrative Staffing, MEP pay grade 23
 - d. **Mr. Manuel Gonzalez**, Executive Director, Community Schools, MEP pay grade 22, to Assistant Principal, Lindsey Hopkins Technical Education Center, MEP pay grade AP
 - e. **Mr. Paul Greenfield**, Principal, W. J. Bryant Elementary School, MEP pay grade 22, to District Director, Professional Standards, MEP pay grade 23
 - f. **Ms. Norma B. Sanchez-Zick**, Director, Community Outreach, MEP pay grade 21, to Assistant Principal, Elementary School, pay grade AP
 - g. **Dr. Lourdes Linares**, Supervisor, Magnet Programs, MEP pay grade 20, to Director, Charter Schools, MEP pay grade 21
 - h. **Ms. Sandra D. Hudson**, Staff Specialist, Vocational Education, MEP pay grade 18, to Director, Career Education, MEP pay grade 21 (effective 7/1/2002)

5. Approve the following lateral transfers of administrative personnel:
 - a. **Ms. Carol Cortes**, Region Superintendent, Region VI, MEP pay grade 25, to Charter Schools Superintendent, MEP pay grade 25
 - b. **Mr. Freddie Woodson**, Chief Facilities Officer (Maintenance), MEP pay grade 25, to Region Superintendent, Region VI, MEP pay grade 25

- c. **Dr. Geneva K. Woodard**, Administrative Director, Instructional Support, MEP pay grade 24, to Administrative Director, Charter Schools, MEP pay grade 24
- d. **Ms. Gwendolyn Bryant**, Executive Director, Instructional Staffing/Certification, MEP pay grade 22, to Executive Director, Professional and Technical Staffing, MEP pay grade 22
- e. **Ms. Gloria A. Kotrady**, Executive Director, New Teacher Support, MEP pay grade 22, to Executive Director, Management Training, MEP pay grade 22
- f. **Ms. Brenda Miles**, Executive Director, Professional and Technical Staffing, pay grade 22, to Executive Director, Management Training, MEP pay grade 22
- g. **Dr. James E. Monroe**, Executive Director, Employment Standards, MEP pay grade 22, to School Principal, MEP pay grade 22
- h. **Ms. Marilyn M. Thomas**, Executive Director, Management Training, MEP pay grade 22, to Executive Director, Instructional Staffing/Certification, pay grade 22
- j. **Ms. Connie L. Kostyra**, Coordinator, Student Transfers, MEP pay grade 19, to Coordinator, School Operations, MEP pay grade 19

6. Approve the following reclassifications of administrative personnel:

- a. **Ms. Suzanne Marshall**, Chief Facilities Officer (Construction), MEP pay grade 26, to Administrative Director, Facilities Operations and Legislative Support, MEP pay grade 24
- b. **Dr. John W. Pennington**, Administrative Director, Capital Construction Compliance, MEP pay grade 24, to Executive Director, Capital Construction Compliance, MEP pay grade 22
- c. **Mr. Thomas Harrison**, District Director, Vehicle Maintenance, MEP pay grade 23, to Director I, Vehicle Maintenance, MEP pay grade 21
- d. **Ms. Ana Rijo-Conde**, District Director, Site Planning, MEP pay grade 23, to Administrative Director, Facilities Planning, MEP pay grade 24
- e. **Dr. Carlo Rodriguez**, District Director, Schools of Choice, MEP pay grade 23, to Administrative Director, Charter Schools, MEP pay grade 24
- f. **Mr. Jeffrey J. Ronci**, District Director, Public Relations, MEP pay grade 23, to Marketing Director, MEP pay grade 21
- g. **Ms. Susan P. Rothstein**, District Director, EEO/Diversity Compliance, MEP pay grade 23, to Administrative Director, Civil Rights and Diversity Compliance, MEP pay grade 24

- h. **Ms. Bernice T. Ball**, Executive Director, EH/SED Programs, MEP pay grade 22, to District Director, EH/SED Programs, MEP pay grade 23
- i. **Mr. Nelson Duenas**, Executive Director, Systems and Programming, MEP pay grade 22, to Director, Computer Operations and Facilities Support, MEP pay grade 21
- j. **Ms. Phyllis P. Hallberg**, Executive Director, Student Services, MEP pay grade 22, to District Director, Student Services, MEP pay grade 23
- k. **Ms. JoAn Moya**, Executive Director, Information Services, MEP pay grade 22, to Public Relations Director, MEP pay grade 21
- l. **Mr. Gabriel P. Quintero**, Executive Director, Professional Development, MEP pay grade 22, to District Director, Instructional/Non-Instructional Staff Development, MEP pay grade 23
- m. **Mr. Craig Rinehart**, Executive Director, Network and Internet Services, MEP pay grade 22, to Administrative Director, Business and Operations Services, MEP pay grade 24
- n. **Mr. Fernando Albuerne**, Director, Development/Government, MEP pay grade 21, to Executive Director, Facilities Planning, MEP pay grade 22
- o. **Dr. Sharrie R. Dean**, District Supervisor, Title I, MEP pay grade 21, to Executive Director, Title I, MEP pay grade 22
- p. **Mr. Nicholas Di Liello**, Client Liaison, MEP pay grade 21, to Executive Director, Systems and Programming, MEP pay grade 22
- q. **Mr. Charles Martin**, Assistant Chief of Police, MEP pay grade 21, to Assistant Chief of Police Operations, MEP pay grade 22
- r. **Ms. Cindy Soell**, Director, Instructional Recruitment and Staffing, MEP pay grade 21, to Executive Director, Staff Recruitment, MEP pay grade 22
- s. **Ms. Maria Teresa Perez**, Personnel Compliance Officer, MEP pay grade 20, to Personnel Compliance Officer, MEP pay grade 21
- t. **Ms. Stephana A. Clark**, Coordinator, Region Operations, MEP pay grade 19, to Police Captain, MEP pay grade 20
- u. **Mr. John C. Hunkiar**, Coordinator, Region Operations, MEP pay grade 19, to Police Major, MEP pay grade 21
- v. **Ms. Claudia Milton**, Coordinator, Region Operations, MEP pay grade 19, to Police Major, MEP pay grade 21
- w. **Ms. Rosa M. Molina**, Fringe Benefits Manager, pay grade 19, to Fringe Benefits Supervisor, pay grade 20
- x. **Mr. Evelio Rodriguez**, Coordinator, Region Operations, MEP pay grade 19, to Police Major, MEP pay grade 21

- y. **Mr. Arnie Weatherington**, Coordinator, Region Operations, MEP pay grade 19, to Police Captain, MEP pay grade 20
7. Approve the following change of titles:
- a. Chief Facilities Officer (Maintenance), MEP pay grade 25, to Facilities Maintenance Officer, MEP pay grade 25
 - b. Administrative Director, Risk and Benefits Management, MEP pay grade 24, to Risk and Benefits Officer, pay grade 24
 - c. Administrative Director, State Legislative Relations, MEP pay grade 24, to Administrative Director, State Legislative Relations and Budget Planning, MEP pay grade 24
 - d. Administrative Director, Employee Support Programs, MEP pay grade 24, to Administrative Director, Employee Support Services, MEP pay grade 24
 - e. District Director, Management Selection, MEP pay grade 23, to District Director, Administrative Staffing, MEP pay grade 23
 - f. District Director, Media Programs, MEP pay grade 23, to General Manager WLRN and Director of Media Programs, MEP pay grade 23
 - g. Executive Director, Risk Management, MEP pay grade 22, to Assistant Risk and Benefits Officer, MEP pay grade 22
8. Approve salary increases of 4% for promoted Managerial Exempt Personnel due to unusual financial circumstances pursuant to School Board Rule 6Gx13- 4D-1.022, Manual of Procedures for Managerial Exempt Personnel.

