

MEMORANDUM

August 2, 2006

TO: The Honorable Chair and Members of The School Board of Miami-Dade County, Florida

FROM: Rudolph F. Crew, Superintendent of Schools *R.F.C.*

**SUBJECT: WITHDRAWAL OF AGENDA ITEM A-2, AUGUST 2, 2006  
SCHOOL BOARD MEETING  
REQUEST FOR APPROVAL OF SUPERINTENDENT'S  
REORGANIZATION AND RESTRUCTURING OF SELECTED  
DISTRICT OFFICES**

Agenda Item A-2 is being withdrawn from the August 2, 2006 Agenda. It is anticipated that this item will be brought to the Board at a future date.

RFC:cm  
M150

Attachment

cc: Superintendent's Cabinet  
School Board Attorney

Rudolph F. Crew, Ed.D., Superintendent of Schools

**SUBJECT: REQUEST FOR APPROVAL OF SUPERINTENDENT'S REORGANIZATION AND RESTRUCTURING OF SELECTED DISTRICT OFFICES**

1. APPROVE THE PROPOSED REORGANIZATION AND RESTRUCTURING OF SELECTED DISTRICT OFFICES
2. DELETE MANAGERIAL EXEMPT PERSONNEL (MEP) AND CONTRACT POSITIONS
3. ESTABLISH AND CLASSIFY MANAGERIAL EXEMPT PERSONNEL (MEP) POSITIONS
4. APPROVE CHANGE OF TITLES AND/OR PAY GRADE
5. APPOINT AND ASSIGN MANAGERIAL EXEMPT PERSONNEL (MEP)
6. APPROVE LATERAL TRANSFERS OF MANAGERIAL EXEMPT PERSONNEL (MEP)
7. RECEIVE ORGANIZATIONAL CHARTS
8. AUTHORIZE THE SUPERINTENDENT TO MAKE MINOR PERSONNEL ADJUSTMENTS IN THE REORGANIZATION, IF NECESSARY, AND REPORT IN WRITING TO THE BOARD

**COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY**

Authorization of the Board is requested to approve the Superintendent's reorganization and restructuring of selected District 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 1001.49 and 1012.27 and School Board Rule 6Gx13- 2C-1.03.

School Board Rule 6Gx13- 4A-1.16, permit the Superintendent discretion in making recommendations to the Board for direct appointment of Managerial Exempt Personnel (MEP) when proposing changes in the administrative organization.

The Superintendent's purpose in developing and recommending this reorganization and restructuring Agenda Item is to promote the strategic initiatives of the District, reduce costs, and increase overall efficiency. The proposed reorganization will enable the District to effectively and efficiently implement the Board-approved strategic objectives and initiatives including eliminating low performing schools, revamping gifted education, improving student health and safety, redesigning alternative education and redesigning recruiting and evaluation processes.

As part of the zero-based budget process and because of the need to ensure that we have the resources needed to implement Board priorities, staff conducted an in-depth analysis of

their departments to ensure alignment of resources to strategic initiatives. This analysis resulted in the proposed reorganization as well as a net reduction of 90 non-school site positions, for a net savings to the District of approximately \$5 million. This \$5 million savings continues the District's trend of reducing non-school site positions and payroll expenses. As you recall, an additional 500 non-instructional positions, for a net savings of \$19 million, were eliminated at the 2005-06 mid-year budget resolution (Agenda Item E-13, February 2006 School Board meeting).

Added

**RECOMMENDED:** That effective August 3, 2006, 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 offices;
2. Delete the following Administrative and Contract positions:
  - a. Special Counsel to the Office of the Superintendent, Contract, Office of the Superintendent
  - b. Assistant to Special Counsel to the Office of the Superintendent, MEP pay grade 22, Office of the Superintendent
3. Establish and classify the following administrative positions (all positions are established through the conversion of existing positions):
  - a. Assistant Superintendent, Special Projects, MEP pay grade 25, Office of the Superintendent
  - b. Marketing Officer, MEP pay grade 24, Office of Intergovernmental Affairs and Grants Administration
  - c. Administrative Director, Recruitment, MEP pay grade 24, Office of Human Resources, Recruiting, and Performance Management
  - d. Administrative Director, School Operations, MEP pay grade 24, School Operations
  - e. District Director, Physical Education and Health Literacy, MEP pay grade 23, Student Services
  - f. District Director, Comprehensive Health Services, MEP pay grade 23, Student Services
  - g. District Director, Employment Standards, MEP pay grade 23, Office of Human Resources, Recruiting, and Performance Management
  - h. District Director, Non-Instructional Recruitment, MEP pay grade 23, Office of Human Resources, Recruiting, and Performance Management
  - i. District Director, Investigations, MEP pay grade 23, Office of Human Resources, Recruiting and Performance Management

- j. Executive Director, Performance Management, MEP pay grade 22, Office of Human Resources, Recruiting and Performance Management
  - k. Executive Director, Professional Development, MEP pay grade 22, Professional Development
  - l. Director, School Social Work Program, MEP pay grade 21, Student Services
  - m. Knowledge Management Officer, MEP pay grade 20, Office of the Superintendent
4. Approve change of titles and/or pay grades for the following administrative positions:
- a. Deputy Superintendent Curriculum, Instruction, and School Improvement Zone, MEP pay grade 28, to Deputy Superintendent Curriculum and Instruction, MEP pay grade 28, Office of Curriculum and Instruction
  - b. Associate Superintendent, Intergovernmental Affairs and Grants Administration, MEP pay grade 26 to Associate Superintendent, Intergovernmental Affairs, Grants Administration, and Community Services, MEP pay grade 27, Office of Intergovernmental Affairs, Grants Administration, and Community Services
  - c. Chief of Staff, MEP pay grade 26 to Chief of Staff, MEP pay grade 27, Office of the Superintendent
  - d. Chief Communications Officer, MEP pay grade 26, to Chief Communications Officer, MEP pay grade 25, Office of Public Information
  - e. Human Resources Officer, MEP pay grade 24, to Officer of Human Resources, Recruiting, and Performance Management, MEP pay grade 24, Office of Human Resources, Recruiting, and Performance Management
  - f. Administrative Director, Instructional Staffing, MEP pay grade 24, to Employment and Staffing Officer, MEP pay grade 24, Office of Human Resources, Recruiting, and Performance Management
  - g. District Director, Staff Recruitment, MEP pay grade 23, to District Director, Instructional Recruitment, MEP pay grade 23, Office of Human Resources, Recruiting, and Performance Management
5. Appoint and assign MEP personnel:
- a. **Alberto M. Carvalho**, Associate Superintendent Intergovernmental Affairs and Grants Administration, MEP pay grade 26, Office of Intergovernmental Affairs and Grants Administration, to Associate Superintendent Intergovernmental Affairs, Grants Administration, and Community Services, MEP pay grade 27, Office of Intergovernmental Affairs, Grants Administration, and Community Services

- b. **Carolyn Spaht**, Chief of Staff, MEP pay grade 26, Office of the Superintendent to Chief of Staff, MEP pay grade 27, Office of the Superintendent
  - c. **Kathleen P. Caballero**, Regional Administrative Director, MEP pay grade 24, Regional Center II to Assistant Superintendent School Operations, MEP pay grade 25, School Operations
  - d. **Consuelo V. Dominguez**, Senior High Principal, MEP pay grade P3, MAST Academy to Administrative Director, School Operations, MEP pay grade 24, School Operations
  - e. **Viola E. Irons**, Elementary Principal, Tropical Elementary School, MEP pay grade P1 to Administrative Director Elementary Instructional Support, MEP pay grade 24, School Improvement Zone
  - f. **Jayne D. Greenberg**, Executive Director Life Skills, MEP pay grade 22, Life Skills and Special Programs to District Director, Physical Education and Health Literacy, MEP pay grade 23, Student Services
  - g. **Wilma Steiner**, Instructional Supervisor Comprehensive Health Program, MEP pay grade 21, Student Services, to District Director, Comprehensive Health Services, MEP pay grade 23, Student Services
  - h. **Ursula T. Wright**, Executive Director, CIU, MEP pay grade 22, Civilian Investigative Unit, to District Director, Investigations, MEP pay grade 23, Civilian Investigative Unit
  - i. **Daniel R. Ore**, School Social Worker, Student Services, to Director, School Social Work Program, MEP pay grade 21, Student Services
  - j. **Isabel M. Siblesz**, Regional Administrative Director, MEP pay grade 24, Regional Center IV to District Director, Employment Standards, MEP pay grade 23, Office of Human Resources, Recruiting, and Performance Management
  - k. **Carline M. Faustin**, Media Relations Officer and Translations, DCSAA pay grade 44, Public Relations, to Director Community Outreach, MEP pay grade 21, Public Relations
6. Approve the following lateral transfers of MEP personnel:
- a. **Antoinette G. Dunbar**, Deputy Superintendent Curriculum, Instructional and School Improvement, MEP pay grade 28, Curriculum, Instruction, and School Improvement to Deputy Superintendent Curriculum and Instruction, MEP pay grade 28, Office of Curriculum and Instruction
  - b. **Kamela K. Patton**, Assistant Superintendent, School Operations, MEP pay grade 25, School Operations to Assistant Superintendent, Special Projects, MEP pay grade 25, Office of the Superintendent
  - c. **Mariaelena Vidal**, Human Resources Officer, MEP pay grade 24, Office of Human Resources to Employment and Staffing Officer, MEP pay grade 24, Office of Human Resources, Recruiting, and Performance Management

- d. **Lesly Prudent**, District Director Non-Instructional Staffing, MEP pay grade 23, Non-Instructional Staffing to District Director of Non-Instructional Recruitment, MEP pay grade 23, Office of Human Resources, Recruiting, and Performance Management
- e. **Cindy Soell**, District Director Staff Recruitment, MEP pay grade 23, Staff Recruitment to District Director Instructional Recruitment, Office of Human Resources, Recruiting, and Performance Management
- f. **Denise M. Gudwin**, Executive Director Non-Instructional Training, MEP pay grade 22, Training and Development to Executive Director, Professional Development, MEP pay grade 22, Professional Development
- g. **Claudia O. Sandoval**, Administrative Assistant, MEP pay grade 20, Office of the Superintendent, to Knowledge Management Officer, MEP pay grade 20, Office of the Superintendent

7. Receive the Organizational Charts

6. Authorize the Superintendent to make minor personnel adjustments in the reorganization, if necessary, and report in writing to the Board.

<b>SALARY RANGE</b>	
28	119,158 - 199,388
27	110,392 - 180,398
26	106,396 - 165,903
25	102,998 - 140,481
24	98,400 - 131,258
23	81,792 - 125,938
22	72,842 - 121,052
21	67,291 - 113,716
20	62,167 - 104,362