

February 12, 2002

Merrett R. Stierheim, Superintendent of Schools

SUBJECT: SUPERINTENDENT'S REORGANIZATION AND RESTRUCTURING OF OFFICES WITHIN THE SCHOOL DISTRICT

1. APPROVE PROPOSED REORGANIZATION AND RESTRUCTURING OF SELECTED DISTRICT OFFICES
2. DELETE MANAGERIAL EXEMPT POSITIONS
3. RECLASSIFICATION OF MANAGERIAL EXEMPT POSITIONS
4. ESTABLISH AND CLASSIFY NEW MANAGERIAL EXEMPT POSITIONS
5. APPROVE LATERAL TRANSFERS, MANAGERIAL EXEMPT PERSONNEL
6. APPOINT AND ASSIGN

Authorization of the Board is requested to approve the Superintendent's reorganization and restructuring of selected offices within the school district. By statute, 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.

The Superintendent's purpose in developing and recommending the reorganization and restructuring is to implement an organizational model that better designates functions, streamlines the administrative organization of the district and produces both short and long term cost savings to the district. This effort represents one phase of a multiphase plan. Earlier phases included the implementation of a hiring freeze and other districtwide cost saving measures including the elimination of administrative excesses. Recommendations for subsequent phases will be based on the outcome of educational surveys, OPPAGA recommendations, fiscal implications, managerial studies by department directors, and competitive selection of selected critical district positions.

The criteria and objectives of the reorganization are as follows:

1. Our Management Structure will be focused on education as the primary mission of the District.
2. The structure will substantially reduce the number of direct reports to the Superintendent.
3. The structure will be designed to substantially improve management oversight and accountability for the efficient and effective operation of the District's business functions in support of the District's prime objective.
4. A goal of the reorganization is to consolidate (amalgamate) functions.

DEPUTY SUPERINTENDENT OF EDUCATION - Direct reports to the Superintendent have been reduced from eleven to five. The Associate Superintendent, Education, and the Associate Superintendent, School Operations, will report to the Superintendent until the Deputy Superintendent of Education has been appointed. That appointment will follow a national search with the assistance of a Blue Ribbon Search Committee of community and educational leaders. While the appointment is the ultimate decision of the Superintendent, because of the importance of this selection, Board members will be given the opportunity to meet with each of the finalists.

CHIEF BUSINESS OFFICER - This executive will serve the District and the Superintendent through the oversight management of the four major business operations that support the District activities: Facilities Planning/ Construction and Land Acquisition, Maintenance, Transportation, and Food Service. In addition, this office will oversee District Building Operations.

Mr. Joe Arriola has agreed to serve pro bono as the Chief Business Officer for one dollar while the District recruits nationally for this critically important executive. Mr. Arriola is a highly successful businessman and community leader. He will also chair the search committee for the permanent appointment and will use his management and business experiences in reviewing these large operations.

CHIEF OF STAFF - A major part of this reorganization is the consolidation of important activities that provide the Board and the Superintendent with important checks and balances, including organizational discipline, evaluation and research, and compliance activities. Mr. Paul Philip has agreed to accept the appointment of Chief of Staff, MEP pay grade 26. Mr. Philip served as Assistant County Manager for three years following a distinguished career in the Federal Bureau of Investigation, culminating as the Special Agent in charge of the Miami Regional Office. Organizational units reporting to the Chief of Staff include Professional Standards, Police and District Security, Hospitality Services, Internal Audits, Evaluation and Research, EEO/Compliance, Labor Relations, Community Services, and Educational Facilities Compliance.

CHIEF FINANCIAL OFFICER - The fourth direct report (Dr. Richard Hinds) is consistent with the existing organization. The following organizational units will continue to report to Financial Affairs: Procurement Management, Information Technology, Budget, Controller, Treasurer, Legislative Relations. Risk and Benefits Management will move under the Chief Financial Officer.

CHIEF PERSONNEL OFFICER - Ms. Magaly Abrahante, currently Administrative Director, Schools of Choice, will move to the newly established and classified position of Chief Personnel Officer, MEP pay grade 26. The following units will Report to Ms. Abrahante : Human Resources, Wage and Salary Administration, Employee Support Programs, Teacher Education, and Personnel Administration.

Ms. Abrahante has served with distinction in this district including four years as the Director of EEEEO where she dealt extensively and capably with personnel matters.

There will be a need for further changes and fine-tuning in subsequent phases of this overall reorganization effort. Those changes will come about after input from those executives who will be given leadership responsibilities in the reorganization.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, approve the reorganization and the respective transfers of authority effective February 14, 2002, and that the Superintendent is directed to make the necessary transitions as expeditiously as possible:

1. Approve the proposed reorganization and restructuring of selected district offices.
2. Delete the following administrative positions:
 - a. Deputy Superintendent, Management and Accountability, MEP pay grade 27
 - b. Deputy Superintendent, School Operations, MEP pay grade 27
 - c. Deputy Superintendent, Personnel Management and Services, MEP pay grade 27
 - d. Deputy Superintendent, Federal Programs and Grants Administration
 - e. Executive Officer, Integrated Media Services, MEP pay grade 25.
3. Reclassify the following managerial exempt positions:
 - a. Deputy Superintendent of Education, MEP pay grade 27, to Deputy Superintendent of Education, MEP pay grade 28
 - b. Chief Facilities Officer (Construction), MEP pay grade 27, to Chief Facilities Officer (Construction), MEP pay grade 26
 - c. Chief Facilities Officer (Maintenance), MEP pay grade 27, to Chief Facilities Officer (Maintenance), MEP pay grade 25
 - d. Associate Superintendent, Adult/Vocational and Alternative Education, MEP pay grade 26, to Assistant Superintendent, Adult/Vocational and Alternative Education, MEP pay grade 25
 - e. Region Superintendent, MEP pay grade 26, to Region Superintendent, MEP pay grade 25

- f. Treasurer, MEP pay grade 26, to Treasurer, MEP pay grade 25
- g. Associate Superintendent, Procurement Management, MEP pay grade 26, to Assistant Superintendent, Procurement Management, MEP pay grade 25
- h. Controller, MEP pay grade 26, to Controller, MEP pay grade 25
- i. Assistant Chief, Facilities Support Services, MEP pay grade 26, to Assistant Chief, Facilities Support Services, MEP pay grade 25
- j. Associate Superintendent, Elementary and Secondary Education, MEP pay grade 26, to Assistant Superintendent, Elementary and Secondary Education, MEP pay grade 25
- k. Associate Superintendent, Office of Information Technology, MEP pay grade 26, to Executive Officer, Office of Information Technology, MEP pay grade 25
- l. Executive Officer, Wage and Salary Administration, MEP pay grade 25, to Administrative Director, Wage and Salary Administration, MEP pay grade 24
- m. Assistant Superintendent, Employee Support Programs, MEP pay grade 25, to Administrative Director, Employee Support Programs, MEP pay grade 24
- n. District Director, District Office Operations, MEP pay grade 23, to Supervisor, Building Operations, MEP pay grade 19
- o. District Director, Safety and Energy Management, MEP pay grade 23, to Supervisor, Safety and Energy Management, MEP pay grade 20
- p. Executive Director, Management Projects and Board Meeting Records Control, MEP pay grade 22, to Supervisor, Management Projects, MEP pay grade 20
- q. Unit Commander, Youth Crime Watch, MEP pay grade 22, to Unit Commander, Youth Crime Watch, MEP pay grade 18.
- r. Executive Director, Management Selection, MEP pay grade 22, to District Director, Management Selection, MEP pay grade 23.

5. Establish and classify managerial exempt positions:

- a. Chief Operating Officer, MEP pay grade 27
- b. Chief Personnel Officer, MEP pay grade 26
- c. Associate Superintendent, Education, MEP pay grade 26
- d. Chief of School Police and District Security, MEP pay grade 25
- e. Assistant Superintendent, Curriculum and Instruction, MEP pay grade 25

- f. Administrator on Special Assignment, Food and Nutrition, MEP pay grade 25
- g. Administrator on Special Assignment, Operations, MEP pay grade 25
- h. Communications Executive Officer, MEP pay grade 25
- i. Administrative Director, Business Services, MEP pay grade 24
- j. Administrative Director, Operations and Attendance Boundary Committee, MEP pay grade 24
- k. Personnel Compliance Officer, MEP pay grade 18
- l. Administrative Director, Information Technology, MEP pay grade 24

6. Approve Lateral Transfers, Managerial Exempt Personnel

- a. Dr. George Koonce, Region Superintendent, Region VI, MEP pay grade 26, to Associate Superintendent, School Operations, MEP pay grade 26
- b. Ms. Mercedes Tural, Associate Superintendent, Career Preparation and Innovative Programs, MEP pay grade 26, to Associate Superintendent, Education, MEP pay grade 26
- b. Mr. Alberto Carvalho, Public Information Officer, MEP pay grade 24, to Administrative Director, Federal Grants Administration, MEP pay grade 24
- c. Mr. Craig Rinehart, Executive Director, Budget and Operations, Office of Information Technology, MEP pay grade 22, to Executive Director, Network and Internet Services, MEP pay grade 22
- d. Carnell White, Region I Director, MEP pay grade 24 to Region II Director, MEP pay grade 24.
- e. Ms. Kamela Patton, Region VI Director, MEP pay grade 24, to Region III Director, MEP pay grade 24
- f. Mr. Jorge Sotolongo, Region I Director, MEP pay grade 24, to Region V Director, MEP pay grade 24
- e. Mr. Michael McNeal, Administrative Director, Student Transfers and Attendance Services, MEP pay grade 24, to Administrative Director, Operations and Attendance Boundary Committee, MEP pay grade 24
- e. Ms. Carolina Naveiras, Executive Director, Management Selection, MEP pay grade 22, to School Principal, MEP pay grade 22
- f. Ms. Isora Castro, Executive Director, Capital Construction, MEP pay grade 47, to Executive Director, Construction Management (Maintenance), MEP pay grade 47

- g. Ms. Shari A. Lee, Executive Director, Construction Management, MEP pay grade 47, to Executive Director, Capital Construction, MEP pay grade 47.

7. Appoint and assign:

- a. Ms. Carol Cortes, Deputy Superintendent, Management and Accountability, MEP pay grade 27, to Region Superintendent, Region VI, MEP pay grade 25
- b. Mr. Nelson E. Diaz, Deputy Superintendent, Personnel Management and Services, MEP pay grade 27, to Region Superintendent, Region V, MEP pay grade 25
- c. Dr. John Johnson II, Deputy Superintendent, Federal Programs and Grants Administration, MEP pay grade 27, to Region Superintendent, Region IV, MEP pay grade 25
- d. Mr. Joseph Mathos, Deputy Superintendent, Education, MEP pay grade 27, to Assistant Superintendent, Adult/Vocational and Alternative Education, MEP pay grade 25
- e. Mr. Paul Philip, to the position of Chief of Staff, MEP pay grade 26
- f. Ms. Magaly Abrahante, Administrative Director, Schools of Choice, MEP pay grade 24, to Chief Personnel Officer, MEP pay grade 26
- g. Ms. Marta Leyva, Associate Superintendent, School Operations, MEP pay grade 26, to Administrative Director, Student Transfers and Attendance Services, MEP pay grade 24
- h. Mr. Mayco Villafano, to the position of Communications Executive Officer, MEP pay grade 25
- i. Mr. Donald Cuccaro, Chief of Police (Contract), to Chief of Police and District Security, MEP pay grade 25
- j. Ms. Neyda Navarro, Region Superintendent, Region V, MEP pay grade 26, to Region Director, Region VI, MEP pay grade 24
- k. Mr. Nelson Perez, Associate Superintendent, Adult/Vocational and Alternative Education, MEP pay grade 26, to Administrative Director, Alternative Education and Dropout Prevention, MEP pay grade 24
- l. Ms. Willa Young, Region Director, Region III, MEP pay grade 24, to Region Superintendent, Region III, MEP pay grade 25
- m. Ms. Lourdes Rovira, Administrative Director, Bilingual Education and World Languages, MEP pay grade 24, to Assistant Superintendent, Curriculum and Instruction, MEP pay grade 25

- n. Mr. Michael Bell, Executive Director, Schools of Choice, MEP pay grade 22, to Administrative Director, Schools of Choice, MEP pay grade 24
- o. Mr. Dennis Davis, Principal, Miami Sunset Senior High School, MEP pay grade 23, to Region Director, Region I, MEP pay grade 24
- p. Ms. Helen Holt, Executive Director, Schools of Choice, MEP pay grade 22, to District Director, Management Selection, MEP pay grade 23
- q. Mr. Rafael Urrutia, District Director, EEEO and Compliance, MEP pay grade 23, to Administrative Director, Personnel Administration, MEP pay grade 24
- r. Ms. Deborah Karcher, to the position of Interim Executive Officer, Office of Information Technology, MEP pay grade 25
- s. Dr. Joyce Annunziata, Assistant Superintendent, Professional Standards, MEP pay grade 25, to Region Director, Region IV, MEP pay grade 24
- t. Ms. Helen Blanch, Administrative Director, Network Services and Internet, MEP pay grade 24, to Executive Director, Schools of Choice, MEP pay grade 22
- u. Ms. Susan Rothstein, Coordinator II, Compliance, pay grade 43, to District Director, EEEO and Compliance, MEP pay grade 23
- v. Ms. Joanne Urrutia, Executive Director, Bilingual/Foreign Language Programs, MEP pay grade 22, to Administrative Director, Bilingual Education and World Languages, MEP pay grade 24
- w. Mr. Oscar Fraga, District Supervisor, Bilingual Programs, MEP pay grade 21, to Executive Director, Federal Grants, MEP pay grade 22
- x. Maria Theresa Perez, EEEO Compliance Officer, pay grade 43, to Personnel Compliance Officer, MEP pay grade 18
- y. Mr. James Dillard, Assistant Chief, Design and Construction, MEP pay grade 26, to Supervisor I, Sourcing Contracts, Maintenance, pay grade 43
- z. Ms. Vera Hirsh, Administrative Director, Personnel Administration, MEP pay grade 24, to School Principal, MEP pay grade 22
- aa. Ms. Onetha Gilliard, Assistant Superintendent, Management and Accountability, MEP pay grade 25, to Principal, Miami Edison Middle School, MEP pay grade 22

- bb. Dr. Bhagwan S. Gupta, Executive Director, Transportation Budget, MEP pay grade 22, to Administrative Director, Business Services, MEP pay grade 24
- cc. Ms. Maria T. Rojas, Region Director, Region V, to School Principal, MEP pay grade 22
- dd. Mr. George Suarez, Region Director, Region IV, to School Principal, MEP pay grade 22
- ee. Mr. Robert Thomas, Region Superintendent, Region III, MEP pay grade 26, to Region Director, Region I, MEP pay grade 24
- ff. Dr. Daniel Tosado, Associate Superintendent, Office of Information Technology, MEP pay grade 26, to Senior High School Principal, MEP pay grade 23, Miami Sunset Senior High School
- gg. Ms. Susan Renick-Blount, Region Director, Region II, to School Principal, MEP pay grade 22
- hh. Dr. James Moye, Region Superintendent, Region IV, MEP pay grade 26, to Administrator on Special Assignment, Food and Nutrition, MEP pay grade 25
- ii. Mr. Eddie T. Pearson, Deputy Superintendent, School Operations, MEP pay grade 27, to Administrator on Special Assignment, Operations, MEP pay grade 25
- jj. Ms. Beatriz Zarraluqui, District Supervisor, Bilingual Programs, to Executive Director, Schools of Choice, MEP pay grade 22.
- kk. Mr. Ronald Major, Principal, Miami Edison Middle School, MEP pay grade 22, to Principal, Miami Jackson Senior High School, MEP pay grade 23.
- ll. Mr. Joe Arriola, to the position of Chief Operating Officer, MEP pay grade 27, pro bono, for one dollar.