

**Superintendent's Office**  
**State of Division Summary**  
**October 16, 2015**

<b>Division:</b>	<b>Superintendent</b>
<b>Department:</b>	<b>Superintendent's Office</b>
<b>Department Head:</b>	<b>Malcolm Thomas, Superintendent</b>

**Staffing (15/16):**

**Cost Center Numbers for employees (list all applicable) 4001 and 4010**

Number of Employees	4001	4010
<b>Total Department:</b>		
Admin	2	0
Prof/Tech	8	2
Instructional	0	0
ESP	<u>2</u>	<u>1</u>
*Not counting elected official	12*	3

**Budget Summary (without personnel) (15/16):**

	4001	4010
General Revenue Budget:	\$ 214,200	24,500
Federal Project Budget (specify)	\$	
State Project Budget (specify)	\$	

**Department Summary:**

**1. Scope of Operations**

This division represents the CEO and immediate staff responsible for administration of the district in its entirety. The Superintendent, as CEO, oversees the entire district, with the Deputy Superintendent responsible for the day-to-day operations. As such, this department supervises Assistant Superintendents and their subordinates. Immediate staff within this division includes the Executive Assistant to the Superintendent, Office Administration Specialist, Administrative Recording Secretary, Investigator, Coordinator II – Public Relations, and Administrative Specialist. The Court Liaison and Administrative Secretary III also fall under cost center 4001.

The Deputy Superintendent provides leadership and support to schools and administrators throughout the district. This position is the conduit between the district and national and area law enforcement agencies, community support organizations, and emergency operations.

The Court Liaison and his office handle the disciplinary decisions, hearings, expulsions and placement of students in alternative education settings. This department also handles the students offered “in lieu of expulsion” opportunities, which includes offers of alternate placement. This department currently has one (1) College student assisting in the operation of the Court Liaison office.

The Investigator conducts independent research/investigation and interviews relative to situations within the purview of the Superintendent and Executive Staff. This position is responsible for making contact and maintaining liaison with Local, County, State and Federal Law Enforcement Entities, various Prosecutorial Jurisdictions, School Administrators, Groups representing the District and employees relating to matters concerning violations of School Board policy, procedures and applicable Criminal Statutes.

The Administrative Recording Secretary is responsible for recording, transcription and maintenance of official records of School Board meetings and workshops, and handles the posting to/enhancements of the website links for agendas, minutes and video streaming of meetings. This position is responsible for the advertising process for the district, as well as maintaining the electronic agenda, minutes and amendments to these fluid documents.

The Executive Assistant to the Superintendent is responsible for assisting the Superintendent with reaching his vision for the district, and, along with the Deputy Superintendent’s provided assistance to district administrators and staff. She also records and maintains records of all meetings scheduled (daily, weekly, monthly, etc.) for and by the Superintendent, including but not limited to: Executive Staff, Leadership Team, Personnel Planning Document Review, and School Advisory Councils, as well as Civic and Community events. This position is responsible for coordination of calendar events for the Superintendent of Schools, and also provides assistance during School Board workshops, meetings, and other events as deemed necessary.

The Office Administration Specialist provides assistance to the Deputy Superintendent, and district administrators and support staff on a daily basis, performing payroll, budget and financial reconciliation duties for the department. This position handles public records requests for the district, coordinating with department supervisors. In the absence of the Administrative Recording Secretary and/or Executive Assistant the Superintendent, this position performs those duties as necessary.

The Administrative Specialist position provides full time support to the Executive Assistant to the Superintendent, Office Administration Specialist, Investigator, Coordinator II – Public Relations and the Administrative Recording Secretary. She also provides assistance to the Superintendent and Deputy Superintendent on a daily basis, and Assistant Superintendents as needed.

The Coordinator II – Public Relations position is responsible for positive news/media information, primarily to inform the community at large about successes and student achievement within the district. This position coordinates media requests and assists schools and departments when they have a story idea to propose to the media, which includes composing and distributing news releases daily, weekly and quarterly

The Coordinator of Community Involvement, the Project Coordinator-Mentor Program and Administrative Secretary II make up the Community Involvement Department, which is cost center 4010. This department is responsible for training all school-based volunteers, and business partner coordinators; handling the recruitment, training and placement of mentors. This department also handles various annual events for the district, such as our Employee Retirement Program and Ceremony, the United Way of Escambia County Campaign, and various employee and volunteer luncheons.

## **2. Recent Efficiency/Cost Reduction Initiatives**

During the 2014-15 school-year, the Deputy Superintendent's Response Log reflected **507** situations requiring notification and/or support to administrators and department supervisors.

Office Administration Specialist coordinates public records requests, handling 110 requests during the past year. These requests resulted in collection of \$1,047.51 in copy and staff charges, with requests currently outstanding in excess of \$600.00.

The Investigator for the district handled 64 investigations. All of these investigations are closed, with their results briefed to appropriate authority for determination. This position continues to record (audio/video) interviews. These investigations involved contact with multiple agencies, to include local, state, and federal agencies, and have resulted in multiple criminal prosecutions or adverse personnel determinations. The Investigator is also responsible for the Fraud/Abuse Hotline, responding/investigating 56 reported incidents. This position also provides resources/research tools or assistance to other Departments as requested.

The Court Liaison effectively schedules due process hearings closer geographically, in order to reduce local travel expense, and by conducting multiple hearings at the same school when feasible. A total of 18 students were recommended for expulsion for the 2014-2015 school-year, with 205 students offered disciplinary reassignment. An informative web page was created and added as a departmental resource on the district website

The Coordinator II – Public Relations position handled the information posted to the School District Website via Facebook, 225 district wide calendar events, and issued 123 news releases last year.

The Community Involvement Department has continued the cost savings in providing the Parent Guide electronically, via the district website, versus printing the copies for distribution. The Youth Motivator Mentoring Program has worked diligently to increase the number of mentors in our schools to 650 during this past year.

## **3. Successes.** Update goals from the 2014-2015 state of division plan.

- Superintendent has “rounded” every school in district twice; and the Deputy Superintendent “rounded” every school in the district, some more than once.
- School Board Agenda/Minutes continue to be uploaded to district website by Administrative Recording Secretary
- Law Enforcement Canines conducted 428 sweeps, initiating 14 alerts, with 4 positive finds

- Placed 205 students in Disciplinary Reassignment Programs
- Letters written to every student scoring a level 5 FCAT(math/reading/science)
- Letters written to every student scoring a level 6 (writing)
- 939 manage-up notes written to staff and others personally by Superintendent
- Continued to reduce amendments and/or adds to School Board agendas as a result of deadline for agenda back-up materials being the same as agenda items, along with administrative review of agenda prior to publishing
- District 411 Newsletter continues with three issues sent each year
- Graduates of 2015 earned \$31 million in scholarships
- Foundation for Excellence Superintendent's Circle provided funds to be utilized in classrooms - total of \$6,645.06
- Successful renewal of One-Half Cent Sales Tax Referendum for ten more years
- Successfully completed a perfect School Board Agenda
- Expanded Middle School sports to include girls volleyball and JV boys basketball for school year 2015-2016
- Implemented Evidence Based Leadership Evaluation Systems for : 1) Educational Support, 2) Non-School Based Administrators, and 3) Professional/Admin Contract Personnel
- Constructed Professional Development Center (at Spencer Bibbs)
- Developed plan to relieve northwest corridor overcrowding issue (i.e., Pine Meadow Elementary, Beulah Elementary and Ransom Middle)
- Enhance district processes to assure compliance with Florida High School Athletic Association procedures and policies
- All divisions are in the process of compiling a Standard Operation Procedure manual, with a standard format throughout the district
- Provided a live person on district switchboard for improvement to customer assistance
- Actual numbers of student expulsions have been reduced over last two years: from 83 in 2012-13, to 37 in 2013-2014, to 18 during 2014-2015.

#### **4. Department Short Term Goals (to be accomplished by the end of 2015-2016)**

- Increase number of A and B Schools
- Implement a plan to improve graduation rate
- Implement Vision 20/20 program/strategies
- Expand usage of social media sites (Twitter, YouTube, etc.) to feature positive aspects and increase digital footprint
- Increase number of campuses featured in local media by 90%
- Increase effectiveness of the Foundation for Excellence
- Realign/renovate Support System at Hall Center
- Create plan to successfully recruit and retain qualified teachers

#### **5. Department Long Range Goals**

- Be an "A" School District
- Develop method for implementation of performance pay for next phase, including Administrators, Professional and Educational Support Personnel

- Continue to reduce operating costs (global effort)
- Continue to move district toward paperless operation
- Develop changes/improvements for Community School Programs
- Continue to strengthen community engagement through communication and business partner participation
- Continue transition to new Florida Standards Assessment requirements
- Reactivate district recycling efforts

## **6. Major Challenges for Department**

- Manage budget without cutting services for students
- Maintain instructional dynamics, and employee and student morale through future assessment requirement transition
- Maintain high level of service to stakeholders with diminishing resources
- Continue efforts to enhance public confidence in public education
- Increase rigor of standards at elementary education level