

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #75 (2000-2001)

September 25, 2000

TO: SCHOOL BOARD
FROM: OFFICE OF THE SUPERINTENDENT
SUBJECT: ADMINISTRATION REORGANIZATION

PERTINENT FACTS:

As a result of my appointment to the position of Acting Superintendent, I have found it necessary to reorganize some of my current administrative functions for the remainder of the time I am in this capacity in order to ensure adequate coverage of the various departments under my supervision. At the same time, I have looked at various ways to reduce the number of people reporting directly to the Superintendent and to realign some functions within the Instructional Division and in the Human Resources area.

Some of these changes will necessitate administrative office changes in order to facilitate better communication; other changes will help us realize some cost savings. I hope that these changes will allow me to visit more schools and departments in an effort to improve trust with our employees and to meet with them at their places of work. I feel I will also have more time to attend various events in the community which I feel are essential for my position.

In order to accomplish these changes, there will be some temporary promotions for the individuals involved; these will be listed on the Personnel Addendum for the September 25, 2000 Board meeting.

I am proceeding with the following reorganization:

- Pat McDowell, currently Executive Director for High Schools, will be promoted to the position of Acting Assistant Superintendent of Instruction.
- Jim Taylor, currently Secondary Supervisor, will be promoted to the position of Acting Executive Director for High Schools.
- Cynthia McCray, currently Principal at East High School, will be promoted to the position of Acting Secondary Supervisor.
- Mike Graham, currently Assistant Principal at East High School, will be promoted to the position of Acting Principal at East High School. Over the

next week, we will be filling the position of Acting Assistant Principal at East High School either by transfer or promotion.

In addition to the above, I am going ahead with the following reorganization plan in Labor Relations/Human Resources which has been discussed over the past few months. This scenario will reduce two Executive Director positions to Directors with a reduced work year and reorganize the functions into an Employee Relations Division under the supervision of Lee Wilson.

- Russ Ament, currently Executive Director for Human Resources, will be reassigned to the vacant Director of Human Resource Operations position and will focus on Classified Staff issues, the IFAS conversions, and interface with Payroll and Benefits. Russ will complete a 240 day work schedule this year instead of the 249 schedule required of Executive Directors. He will now report to Lee Wilson rather than to the Superintendent.

- Teresa Johnson, currently Executive Director for Instructional Support, will be reassigned to Director of Staffing/Recruitment for Certificated Staff issues. Teresa will also work a 240 day work year in the future. For the present, she will retain primary responsibility for the training and staff development issues in which she is deeply involved. Teresa will now report to Lee Wilson rather than the Assistant Superintendent for Instruction. The following program supervisors currently reporting to Teresa will now report to Fred Stofflet, Executive Director, Curriculum and Evaluation: Kathy Wilson, Title 1; Edna Lamabull, Indian Education; and Marsha Robbins, Migrant Education. I am also moving the Migrant Education department offices from Bartlett High School to the second floor of the Administration Building, thus allowing Bartlett to regain its space above the library in order to better serve their increased student population.

CC

Prepared and Approved by: Carol Comeau, Superintendent (Acting)