



Pacifica School District

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Preparing Students for an Evolving World

www.pacificasd.org

MEMORANDUM

Office of the Superintendent

Meeting of November 16, 2016

TO: Board of Trustees
FROM: Wendy S. Tukloff, Ed.D., Superintendent
SUBJECT: Organization Chart Update, 2016-17

Background

This information item is presented annually to provide a snapshot of the organization of the district.

Beginning with the Superintendent chart and moving to the other Cabinet level positions, one can see the areas of responsibility each Cabinet member oversees. On November 2, 2016 the Pacifica School District approved the hiring of Mr. Will Lucey for the position of Executive Director, Educational Support Services to fill the vacant position. It is important to note the sharing of duties between the Superintendent and the Executive Director, demonstrated by the broken lines around particular areas. We continue to reflect on the many areas of responsibility fulfilled by Cabinet.

The additional document, "Who Does What," which we provide to district employees at the beginning of the year, have changes to reflect the new employees and shifts in assignments for the District Office staff. Please note the Open Position for Early Learning. I have recently met with Christine Thorsteinson who has served as a consultant for this role. She has taken on a position with the Silicon Valley Community Foundation that was vacated by Jessica Mihaly who guided our work with the Coastal Districts. I will be looking for a person to fulfill the role of Early Learning, whose main focus is Kick off to Kindergarten.

We thank the Board of Trustees for the guidance and input provided for the district organization so we fulfill the needs of our district well.