



Pacifica School District

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Preparing Students for an Evolving World

www.pacificasd.org

MEMORANDUM

Office of the Superintendent

Meeting of

January 11, 2017

TO: Board of Trustees
FROM: Wendy S. Tukloff, Ed.D., Superintendent
SUBJECT: Reorganization, Management for 2017-18

Background

On September 17, 2014 the Pacifica School Board of Trustees were provided a presentation by Kathleen O'Sullivan- Spencer, Director, School Services of California of an Organizational Review for the Business (Administrative) Services and Human Resources Department (attached). Over the years we have used this review to help guide our staffing. Slide 20 reflects the ranking of our district with the like districts in the areas reviewed by School Services. Implementation steps include-

1. Director Level of Facilities, Maintenance and Operations from Facilities Manager : Increased scope of work to include custodial
2. Add Lead Custodian: Provide support to night custodial crew and custodial substitute support
3. Add Maintenance Worker – to provide substitute support and work order completion
4. Add Budget Analyst to support Fiscal Services Department
5. Restructured Child Nutrition to include a Child Nutrition Supervisor instead of Child Nutrition Manager

As we begin planning for the 2017-18 year, I would like to take the opportunity to reflect on the report again and evaluate our current status in Human Resources and determine potential next steps. Currently PSD has a Human Resources department led by an Associate Superintendent and two administrative assistant positions, one that is confidential. Additionally, the Associate Superintendent oversees two other departments. Within the report it is suggested that another supervisory position be added in Human Resources to support the Associate Superintendent (slide 14). Attached is a proposed restructuring of management/Cabinet to begin the process of moving to an organizational structure within the context of our district.

Highlights of the proposed changes are:

1. Elimination of the Associate Superintendent, Integrated Services and Human Resources
2. Create an Executive Director, Integrated Services position
3. Eliminate the Director, LMEC position
4. Reinstate the position of Supervisor, Behavior Management

The hope is to hire a Director, Human Resources at some point. Until such a position is added to our staffing, the Superintendent will take the lead for Human Resources and share the responsibility among the other cabinet members: Chief Business Official- Josie Peterson; Executive Director, ESS- Will Lucey; Newly created position Executive Director, Integrated Services- Ray Avila. Revised organizational charts have been included to guide the discussion.