

2018-2019 Campaign Unit 4 Schools Superintendent's Cabinet Responsibility Matrix

	Susan Zola	Laura Taylor	Jennifer Ivory-Tatum	Angela Ward (Smith)	Ken Kleber	Dan Casillas	Tom Lockman	Paul Douglas	Elizabeth deGruy	Viodelda Judkins	Orlando Thomas	Jaime Roundtree	Mike Lehr	Angi Franklin	Katina Wilcher	Peter Foertsch	John Gutzmer	Sarah McCusker	Emily Schmit
504		S							P		S								
AA/EEO Report					P	S	S												
Academic Competition		S									P								
Accounts Payable & Receivable	S						P									S			
ADA Compliance					P	S	S	S	S										
Advertising/Materials Distribution					S	S		S								S			P
Alternative Education Task Force		S		S							P								
Alternative Placement		S		S					S		P								
Alternative to Suspension (ACTIONS)		S									P								
America Reads/Counts			S									S			P				
Applitrack (Application Portal)					P	S											S		S
Athletics		S		S							P								
Attendance Reports							S				S				P			S	
AVID		S		P										S					
Benchmark Assessments		S	S	S					S	S		P	P	P				P	
Bids							P	S											
Board Agenda Review	P	S					S												
Board Credit & PDHs		P											S						
Board Policy/Regulations		S				P	S												
Budget	S	S	S	S	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S
Calendar Development (School Year)						P				S									
CESP Areas of Consultation	S				P	S													
CFT Areas of Consultation	P				S	S													
Choice			P									S			S		S		S
Combined Charities Campaign (United Way)															S				P
Communications	S	S			S		S			S									P
Community Schools	S		S							S		S			P	S			
Construction Projects		P					P	P									S		S
Contract Negotiations					P	S	S												
Convocation	S																		P
Criminal Background Checks					P	S	S												
Crisis Planning & Response			S		S		S	S			P								P
CTE (Career & Tech Education)		S											S	P					
CU Schools Foundation	P														S				S
Curriculum Advisory		S	P	S					S	S		S	S	S		S			
Data Collection & Analysis		S			S		S			S						S	S	P	
Digital Learning		S										S	S	S		S		P	
Discipline (Employee)					P	S	S												
Discipline (Student)		S	S	S					S		P								
District Website																	S		P

	Susan Zola	Laura Taylor	Jennifer Ivory-Tatum	Angela Ward (Smith)	Ken Kleber	Dan Casillas	Tom Lockman	Paul Douglas	Elizabeth deGruy	Viodelda Judkins	Orlando Thomas	Jaime Roundtree	Mike Lehr	Angi Franklin	Katina Wilcher	Peter Foertsch	John Gutzmer	Sarah McCusker	Emily Schmit
Driver's Education		S												P					
Early Childhood Program									P	S									
Education Equity Excellence (EEE) Committee	S	S	S	P					S	S	S	S	S	S	S			S	
Employee Evaluation (TalentEd Perform)	S				P	S			S										
Employee Exit Procedures					P	S											S	S	S
Employee Insurance					P	S	S												
Energy Management		S					S	P									S		
Enrichment K-5			S									P				S			
eSchool/eFinance		S			S	S	S										S	P	
ESL/Bilingual Education				S						P					S				
Expulsions & Manifestations		P		S					S		P								
Facilities		S					S	P									S		S
Field Trips			S									P	S	S	S	S			
Financial Audit	S						P												
Fine Arts Programs		S	S	S										P		S			
Food Service/Free & Reduced Lunch		S					S	P							S				
Formal Complaint (Against Employee)					P	S	S												
Freedom of Information Act (FOIA) Requests					S	S	S												P
Fundraising & Donations							P								S				S
General State Aid (GSA) (Attendance)							P											S	
Gifted Programming			S							S		P							
Grants (Competitive)		S	S	S			S								P	S			
Grants (ESL/Bilingual)				S			S			P									
Grants (Federal, State, Local)		S	P	S			S			S					S	S			
Grants (Special Education)							S		P										
Graphic Services					S			S											P
Great Schools Together (GST) Plan	P	S	S	S	S		S	S	S	S					S				S
Grievances (Employee)					P	S	S												
Grow Your Own					S	S					P								
Guidance Counseling		P		P									S	S					
Handbooks (Employee)		S	S	S	P	S													
Handbooks (Student)		S	S	S			S				P								
Health/Sex Ed		S		S										P					
Homeless Liaison															P				
Honors/AP/Gifted Task Force	S	P	S	S					S	S	S	S	S	S					
Inter-School Mail		S						P											
Kids Plus									S			S			P				
Lead 4 Life				P									S						
Legislative/State Superintendent Updates	P						S												
Libraries/Media Centers		S	S	S										P					

	Susan Zola	Laura Taylor	Jennifer Ivory-Tatum	Angela Ward (Smith)	Ken Kleber	Dan Casillas	Tom Lockman	Paul Douglas	Elizabeth deGruy	Viodelda Judkins	Orlando Thomas	Jaime Roundtree	Mike Lehr	Angi Franklin	Katrina Wilcher	Peter Foertsch	John Gutzmer	Sarah McCusker	Emily Schmit
Licensure/Certification (Employee)					P	S	S												
Litigation (Non-Settlement Agreement)					S	S	P												
Magnet Programs			S	S			S								S	P			
Mandated Trainings (via SafeSchools)		S			S	P	S		S		S				S				
Media Inquiries/Requests	S	S			S		S												P
Medicaid							S		P										
Mellon Building Oversight								S							P				
Mentor Program/Volunteers					S		S								P				S
Mentors (Employee)		P	S	S	P	S													
Minority Teacher Retention/Recruitment				S	P	S				S					S				S
National Board Certification													P						S
Network (Technology)		S															P	S	
Newcomer Essentials				S						P									
Novak Academy		P											S	S	S				
Nursing Services							S		S						P				
Office of Civil Rights (OCR) Reporting							S		S		S					S		P	
Operation Hope											P				S	S			
Operation Hope, Jr.				P											S	S			
Parent Liaisons (Title I, Bilingual, Community Schools)			S	S						P					P				
Parent/Student Complaints (Academic)		P	P	P															
Parent/Student Complaints (Discipline)		S	S	S			S				P								
Partnerships: School, Business, Community	S										S				P	P	S		S
Partnerships: Colleges & Universities	S														P	S	S		
Payroll					S		P												
PD: Admin Assistants/Secretaries					S	P													S
PD: Associate/Assistant Principals & Deans	S	S	S	S	P	P			P		P								
PD: Computer Technicians		S															P	S	
PD: Elementary Schools			P						S		S	S			S		S		
PD: ESL/Bilingual Education				S						P									
PD: Guidance Counselors		P		P									S	S	S				
PD: High Schools		P							S				S	S					
PD: Instructional Aides									P	S	S								
PD: Kids Plus			S			S			S							P			
PD: Middle Schools				P									S	S		S			
PD: Non-Instructional Aides		S		S					S		P								
PD: Principals (and Other Administrators)		P	S	S						S		S	S						
PD: Special Education		S							P										
PD: Substitutes					S	P			S	S	S								
PD: Transportation, Custodians, Food Service		S			S	S		P			S								
Personnel Matters					P	S	S												

	Susan Zola	Laura Taylor	Jennifer Ivory-Tatum	Angela Ward (Smith)	Ken Kleber	Dan Casillas	Tom Lockman	Paul Douglas	Elizabeth deGruy	Viodelda Judkins	Orlando Thomas	Jaime Roundtree	Mike Lehr	Angi Franklin	Katina Wilcher	Peter Foertsch	John Gutzmer	Sarah McCusker	Emily Schmit
Physical Education (K-12)		S	S	S										P					
Physicals & Immunizations		S	S	S			S		S	S	S				P				S
Program Evaluation		S	S						S	S						S		P	
Purchase Orders/Requisitions	S						P												
R.E.A.D.Y. Transitioning		S									P								
Reading Recovery			P									S							
Records (Staff)					P	S	S										S		
Records (Student)							S								P			S	
Report Cards		S	S	S								S		S				P	
Research Proposals/Surveys		P	S	S															
Residency (9-12)		S									P								
Residency (K-8)			P	S															S
Retirement Reception						S													P
Risk Management						S	P	S											
Rtl		P	P	P					P	S	S	S	S	S					
Scholarships (Student)		P											S	S					S
School Closing (Weather)	P							P			P							S	S
Science Center			S	S				S				P	P						
Service Center		S				S		P											
Sexual & Other Workplace Harassment (Employee)					P	S	S												
Sexual & Other Harassment (Student)							S				P								
Social Justice Planning		P										S	S	S					
Social Media																	S	S	P
Special Education		S							P										
Special Events	S																		P
Staff Spotlight					S	S													P
Staffing Guidelines		S	S	S	P	S		S	S	S									
Start/End Of Year Instructions & Procedures							P	S											
Student Observers/Teachers		S	S	S	S	P			S	S				S					
Substitutes					S	P					S								
Summer School (K-12)		P	P	P				S		S		S	S						
Summer School (Special Education)		S						S	P			S	S						
Summer Youth Employment Program (SYEP)											P			S					
Supervisory Procedures & Manual					P	S	S												
Supplemental GSA Claim	S						P												
Teaching & Learning Coordinators		S	S	S					S	S		P	P	P					
Telephones		S						P									S		
Textbook Inventory		P	P	P			S												
Those Who Excel Awards	S																		P
Transfer Requests (Elementary/Middle Schools)			P	P					S	S									S

	Susan Zola	Laura Taylor	Jennifer Ivory-Tatum	Angela Ward (Smith)	Ken Kleber	Dan Casillas	Tom Lockman	Paul Douglas	Elizabeth deGruy	Viodelda Judkins	Orlando Thomas	Jaime Roundtree	Mike Lehr	Angi Franklin	Katrina Wilcher	Peter Foertsch	John Gutzmer	Sarah McCusker	Emily Schmit
Transfer Requests (High Schools)		S									P								
Transportation		S			S	S		P	S		S						S	S	S
Truancy/TISA Program		S	S	S											P				
Tuition Waivers (Employee)					S	P													
Unemployment Compensation					P	S	S												
Vision/Hearing Screening											S				P				
Warm-A-Kid			S												P				
Windsor Building Oversight							P	S											
Worker's Compensation					S	P	S												
World Language		S		S								S	S	P					
Young Achievers			S									S			P				