

2019-2020 Champaign Unit 4 Schools Superintendent's Cabinet Responsibility Matrix

	Susan Zola	Laura Taylor	Angela Ward (Smith)	Ken Kleber	Dan Casillas	Tom Lockman	John Lyday	Paul Douglas	Andy O'Neil	Violdelda Judkins	Orlando Thomas	Jonnell Baskett	Mike Lehr	Carolynn Bartolotta	Katina Wilcher	Peter Foertsch	John Gutzmer	Rhonda Thornton
504		S							P		S							
AA/EEO Report				P	S													
Academic Competition		S									P							
Accounts Payable & Receivable	S					P										S		
ADA Compliance				P	S	P		S	S									
Advertising/Materials Distribution				S	S		P	S								S		
Alternative Education Task Force		S	S								P							
Alternative Placement		S	S						S		P							
Alternative to Suspension (ACTIONS)		S									P							
America Reads/Counts												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		P	P	P				P
Bids						S		P										
Board Agenda Review	P	S																
Board Credit & PDHs		P	S										S					
Board Policy/Regulations	S	S			P	S	S											
Budget	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				P				S		S	
Combined Charities Campaign (United Way)							P								S			
Communications	S	S		S			P			S								
Community Schools	S	S	S							S		S			P	S		
Construction Projects		P				P	S	P									S	
Contract Negotiations				P	S	S	S											
Convocation	S						P											
Criminal Background Checks				P	S	S												
Crisis Planning & Response				S			P	S			P							
CTE (Career & Tech Education)		S											S	P				
CU Schools Foundation	P						S								S			
Curriculum Advisory		S	S						S	S		S	P	S		S		
Data Collection & Analysis		S		S		S				S						S	S	P
Digital Learning		S										S	S	S		S	S	P
Discipline (Employee)				P	S													
Discipline (Student)		S	S						S		P							

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Driver's Education		S											S	P				
Early Childhood Program		S							P	S								
Education Equity Excellence (EEE) Committee	S	S	P						S	S	S	S	S	S	S	S		S
EL Education			S							P					S			
Employee Evaluation (TalentEd Perform)				P	S													
Employee Exit Procedures				P	S		S										S	S
Employee Insurance				P	S	S												
Energy Management		S				S		P									S	
Enrichment K-5		S	S									P	S			S		
Equity Goals		P																
eSchool/eFinance		S		S	S	S											S	P
Expulsions & Manifestations		P	S						S		P							
Facilities		S				S	S	P									S	
Field Trips												S	P	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													
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		P	S					
Grants (Competitive)		S	S			S									P	S		
Grants (ESL/Bilingual)			S			S				P								
Grants (Federal, State, Local)		S	S			S				S					S	S		P
Grants (Special Education)						S			P									
Graphic Services							P	S										
Grievances (Employee)				P	S													
Grow Your Own				S	S						P							
Guidance Counseling		P	P										S	S				
Handbooks (Employee)		S	S	P	S													
Handbooks (Student)		S	S								P							
Health/Sex Ed		S	S										S	P				
Homeless Services											S				P			
Honors/AP/Gifted Task Force	S	P	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													

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Libraries/Media Centers		S	S									S	S	P				
Licensure/Certification (Employee)				P	S													
Litigation (Non-Settlement Agreement)		P		P	S	S												
Magnet Programs			S			S									S	P		
Mandated Trainings (via SafeSchools)		S		S	P			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			
Mentors (Employee)		P	S	P	S													
Minority Teacher Retention/Recruitment (MTRRC)			P	P	S		S								S			
National Board Certification							S						P					
Network (Technology)		S															P	S
Newcomer Essentials			S							P								
Novak Academy		P											S	S	S			
Nursing Services								S							P			
Office of Civil Rights (OCR) Reporting		S				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										S					
Parent/Student Complaints (Discipline)		S	S					S			P							
Partnerships: Colleges & Universities	S													P	S	S		
Partnerships: School, Business, Community	S						S				S			P	P	S		
Payroll				S		P												
PD: Admin Assistants/Secretaries				S	P		S											
PD: Associate/Assistant Principals & Deans	S	P	P	S	S			S			S							
PD: Computer Technicians		S															P	S
PD: Elementary Schools		P	P					S			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							P			
PD: Middle Schools			P									S	S	S		S		
PD: Non-Instructional Aides		S	S					S			P							
PD: Principals (and Other Administrators)		P	P	S				S			S	S	S					
PD: Special Education		S						P										
PD: Substitutes				S	P			S	S	S								

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PD: Transportation, Custodians, Food Service		S			S			P			S							
Personnel Matters				P	S													
Physical Education (K-12)		S	S										S	P				
Physicals & Immunizations		S	S				S		S	S	S				P			
Program Evaluation		S	S						S	S						S		P
Programming: K-8		S	P						S	S	S	S	S	S	S	S		S
Programming: 9-12		P	S						S	S	S		S	S				S
Purchase Orders/Requisitions	S					P		S										
R.E.A.D.Y. Transitioning		S									P							
Reading Recovery												P	S					
Records (Staff)				P	S												S	
Records (Student)															P			S
Report Cards		S	S										S	S				P
Research Proposals/Surveys		P	S															
Residency (K-12)		S	S				S				P				S			
Retirement Reception					S		P											
Risk Management					S	P		S										
Rtl		S	S						P	S	S	S	P	S				
Scholarships (Student)		P					S						S	S				
School Closing (Weather)	P						S	P			P							S
Science Center								S				P	P					
Service Center		S			S			P										
Sexual & Other Harassment (Student)		S	S								P							
Sexual & Other Workplace Harassment (Employee)				P	S													
Social Justice Planning		P											S					
Social Media							P										S	S
Special Education		S							P									
Special Events	S						P											
Staff Spotlight				S	S		P											
Staffing		S	S	P	S			S	S	S								
Start/End Of Year Instructions & Procedures						P		S										
Strategic Plan	P	S	S	S		S	P		S	S			S		S			
Student Observers/Teachers		S	S	S	P				S	S								
Substitutes				S	P						S							
Summer School		P	P					S	P	S		S	S	S				
Summer Youth Employment Program (SYEP)											P			S				
Supervisory Procedures & Manual				P	S													
Supplemental GSA Claim	S					P												
Teaching & Learning Coordinators		S	S						S	S		S	P	S				

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Telephones		S						P									P	
Textbook Inventory		P	P					S										
Those Who Excel Awards	S						P											
Transfer Requests (Elementary/Middle Schools)		S	S				P		S	S	P							
Transportation		S		S	S		S	P	S		S						S	S
Truancy/TISA Program		S	S												P			
Tuition Waivers (Employee)				S	P													
Unemployment Compensation				P	S	S												
Vision/Hearing Screening											S				P			
Warm-A-Kid															P			
Website							P			S							S	
Windsor Building Oversight						S		P										
Worker's Compensation				S	P	S												
World Language		S	S									S	S	P				
Young Achievers												S			P			

Campus	Supervisor
Early Childhood Center	Andy O'Neil
Barkstall	Dan Casillas
Bottenfield	Orlando Thomas
Carrie Busey	Angela Ward
Dr. Howard	Laura Taylor
Garden Hills	Peter Foertsch
International Prep Academy	Angela Ward
Kenwood	Dan Casillas
Robeson	Orlando Thomas
South Side	Laura Taylor
Stratton	Peter Foertsch
Washington	Laura Taylor
Westview	Orlando Thomas
Edison	Angela Ward
Franklin	Angela Ward
Jefferson	Angela Ward
Centennial	Laura Taylor
Central	Laura Taylor
Novak Academy	Laura Taylor
ACTIONS	Orlando Thomas
Newcomer Essentials	Viodelda Judkins
READY	Laura Taylor/Orlando Thomas