

**TO: School Committee**  
**FROM: John R. Brackett, Interim Superintendent**  
**Date: May 1, 2017**

**Re: Reorganization of Administration Structure**

In February I recommended reclassifying three district level administrative positions: 1) Upgraded the Business Manager position to Assistant Superintendent, Finance and Operations, 2) Expanded the role of Director of Special Education to Director of Student Services, and 3) Expanded the role of Assistant Superintendent, Curriculum and Instruction to Assistant Superintendent, Teaching, Learning and Assessment.

I also mentioned at the time that we were continuing to review the organizational structure of the district to bring about a system that supports a more coherent and interrelated approach to improvement and operations, that is clear and easy to understand, minimizes redundancy, includes roles with an appropriate workload, is efficient, and enhances effective communication.

Attached are two organizational representations; one, the prior structure represented in the RSM report; the other, the structure we believe will accomplish the above mentioned objectives that we will have in place starting July 1, 2017.

I will discuss the various revisions in more detail at the meeting, but in short:

- We are collapsing the current position of Director of Wellness and Extended Programs and the Coordinator of Health and Physical Education into one position: Coordinator of P.E., Health and Wellness. This new position will be posted and the two incumbents are encouraged to apply. Associated with this change,
  - the 'Extended' services aspect of the current Director of Wellness' role will be reassigned as follows:
    - Director of Community Education will report to the Assistant Superintendent, Teaching, Learning and Assessment and be a component of the district's larger educational programming;
    - Nurses will report to Director of Student Services as part of the support services provided all students;
    - Athletic Director will report to the High School Principal where most of the programs are located (with support from the Middle School Principal);
    - Director of Food Services and Nutrition will report to the Assistant Superintendent, Finance and Operations while maintaining a core leadership role in the wellness activities across the district.
- The current position of Coordinator of Assessment, Guidance, and Behavior Health is being refocused on behavioral services. The position will be retitled, Coordinator of Behavioral Services. The assessment aspect of the current role (MCAS testing, AP, SAT) will be realigned to be an important component of our Teaching, Learning and Assessment core in order to reflect the interrelatedness of those three components of learning. This restructured position will also continue to provide direct services to students at the secondary level.
- Information Technology, which has reported directly to the superintendent, will now report to Assistant Superintendent, Finance and Operations to enhance the mission critical aspect of I.T. to the operations of the entire district.

Associated cost/savings:

This realignment will provide a net savings of approximately \$100,000 for FY18. This results from the merging of the two PE, Health and Wellness positions into one. We believe that there will be the need to enhance "lead" roles with nurses and guidance; these are stipend roles and will require conversation with the WEA to establish responsibilities and amounts.

I have reviewed this with Dr. Deanne Galdston prior to moving forward with the restructuring; she understands the objective being addressed and believes it is in keeping with her leadership style and intentions.