

Nancy Kline, Superintendent of Schools

THE SCHOOL BOARD OF MARTIN COUNTY, FLORIDA



500 East Ocean Blvd • Stuart, Florida 34994 • Telephone (772) 219-1200 Ext: 30200 • Facsimile: (772) 219-1231

AGENDA EMERGENCY SCHOOL BOARD MEETING

Friday, August 31, 2012 – 9:00 a.m.
School Board Meeting Room
500 E. Ocean Boulevard
Stuart, FL 34994

Call to Order by the Chair and Pledge of Allegiance to the Flag of the United States.

1. **Approve Schedule of Personnel Recommendations (P. 3 – P. 29)**
2. **Race to the Top Grant Status on August 30, 2012 Deliverables – Susan Hershey**
3. **Frozen Administrative/Non-Classroom Positions – Susan Hershey (P. 30)**
4. **Reopening of the School Board Attorney's Office – Susan Hershey**

NOTICE OF RIGHT TO JUDICIAL REVIEW:

A party who is adversely affected by this Final order is entitled to Judicial review pursuant to Section 120.68 Florida Statutes. Review proceedings are governed by the Florida Rules of Appellate Procedure. Such proceedings are commenced by filing one copy of a Notice of Appeal with the School Board Clerk and a second copy accompanied by filing fees prescribed by law, with the District Court, Fourth District. The Notice of Appeal must be filed within 30 days of rendition of the order to be reviewed accurately and completely preserve all testimony in the proceedings, and, on the request of any party, it shall make a full or partial transcript available at no more than actual costs.

Accommodations are available for persons with special needs. Please call 219-1200 X 30425 for assistance.

School Board Members: Dr. David L. Anderson – Maura Barry-Sorenson – Michael J. Busha - Laurie Gaylord – Susan J. Hershey
Student Representative: Rachel Ethridge

“An Equal Opportunity Agency”



UPCOMING MEETING SCHEDULE

Meetings are held in the School Board Meeting Room unless otherwise noted

REGULAR MEETINGS

Tuesday, September 18, 2012 – 6:00 p.m.

Tuesday, October 16, 2012 – 6:00 p.m.

ANNUAL/REGULAR MEETING

Tuesday, November 20, 2012 – 6:00 p.m.

EMERGENCY MEETING

Friday, August 31, 2012 – 9:00 a.m.

TRIM SPECIAL MEETINGS/PUBLIC HEARINGS

Tuesday, September 4, 2012 – 5:00 p.m. – Approve the 2011-2012 Annual Financial Report,
Approval to Transmit the Program Cost Report, & Approve the Final Budget Amendments
Tuesday, September 4, 2012 – 5:05 p.m. – Public Hearing to Adopt the Final Budget and Millage

JOINT MEETINGS

Tuesday, January 8, 2013 – 9:00 a.m. to 12:00 p.m. (City of Stuart Chair) – *Blake Library*

Tuesday, June 18, 2013 – 9:00 a.m. to 12:00 p.m. (School Board Chair) – *Blake Library*



School Board of Martin County
Agenda Item Request Form
Board Meeting: August 31, 2012

Agenda Item # 1

1. AGENDA ITEM: Personnel Recommendations
X appropriate box(s): X New [] Renewal [] Addenda [] Presentation [] Grant \$
2. BACKGROUND INFO./STAFF RECOMMENDATION:
All personnel recommendations are presented to the School Board for approval according to established policies.
3. FINANCIAL IMPACT:
Is there a financial impact (Finance Review Required)? [] YES [X] NO
Is funding provided in approved budget? [X] YES [] NO
What additional funding is required? Indicate Amount \$
Source:

4. REQUIRED SIGNATURES: By signing below, you are verifying that you have reviewed the item and it is ready for submittal to the Superintendent and School Board respectively.

Requestor: Gail Williams
Director of Personnel

[Signature]
Signature

Director/Principal: Xenobia Poitier-Anderson
Executive Director of HRMD/Staff Development

[Signature]
Signature

Exec. Director or Asst. Superintendent: Joan Gibbons
Interim Assistant Superintendent

[Signature]
Signature

Finance Review: Bryan Thabit
Executive Director of Finance

Signature

Legal Review: [] REQUIRED
[X] NOT REQUIRED

Signature

5. SUPERINTENDENT RECOMMENDS APPROVAL: [X] YES [] NO

All lines must be filled in or note N/A and initial. Use Times New Roman 12.

Form Revised 11/30/09



THE SCHOOL BOARD OF MARTIN COUNTY, FLORIDA

Schedule of Personnel Recommendations

September 4, 2012

ADMINISTRATIVE PERSONNEL

CHANGES

1	Miller, Tracey	Principal	HSE	08/24/12	Dir. Elem. Progs. & School Imp., Inst. Ctr., to Principal, HSE, Save Pay, Interim Position, Repl. J. Gibbons
2	Gibbons, Joan	Asst. Superintendent	Inst Ctr	08/24/12	Principal , HSE to Assistant Superintendent, Inst. Ctr., Interim Position, Repl. F. Raffone

PROMOTIONS

3	Axton, David	Asst. Principal	HOMS	09/05/12	Guidance Counselor, MMS to Asst. Principal, HOMS Repl. M. Dailey
4	Morem, Kathryn	Asst. Principal	IMS	09/05/12	Coor. Race to the Top to Asst. Principal, IMS, Repl. L. Husnander

EMPLOYMENT

INSTRUCTIONAL PERSONNEL

5	Speaks, Justin	Teacher/VE	ESC	09/04/12	Repl. J. Wakeman
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TRACEY MILLER

677 SW Whisper Ridge Trail • Palm City, Florida 34990
TraceyandTodd@aol.com

EDUCATION

<u>Florida Atlantic University</u>		<u>Boca Raton, Florida</u>	
May 2009	Doctor of Education		4.0 GPA
December 2000	Education Specialist in Educational Leadership		4.0 GPA
August 1995	Master of Education in Educational Leadership		4.0 GPA
<u>University of Florida</u>		<u>Gainesville, Florida</u>	
August 1992	Bachelor of Arts in Elementary Education	3.92 in major 3.78 overall	

PROFESSIONAL EXPERIENCE

2001-Present	Principal	Port Salerno Elementary School
1997- 2001	Assistant Principal	Port Salerno Elementary School
1992-1997	Teacher	Warfield Elementary School
	Guidance Counselor	
1996-1998	Instructor	Palm Beach Community College Indian River Community College

PROFESSIONAL ACTIVITIES

2011-Present	Facilitator	Teacher Evaluation Work Group
2010-Present	Member	Race to the Top Grant Project
2007-Present	Affiliate School	Columbia University Teachers College Reading and Writing Project
2006-2010	Coordinator	Writing Leadership Team
2005-2007	Staff Developer	Literacy Leadership- Southern Regional Education Board
2004-Present	Trainer	Classroom Walk Through
2003-2006	Staff Developer	Eight Steps to Student Success- Continuous Improvement Model
2003-2007	Trainer	Data Driven Decision Making and Data Teams
2003	Co-Coordinator	FCAT Summer Camp- all Third Grade
2003	Pilot School	Pinnacle Grade Book Implementation
2002-2005	Team Member	Finance Committee
2001-2002	Board Member	Florida Council 21 st Century Comm. Learning Centers
2000- 2002	Team Member	Architect, CMR Selection for Construction
1998-2004	Co-Chair	Mathematics Leadership Team/Text Adoption
1998-2005	Co-Chair	Report Card Committee
1997	Elementary Chair	Martin County Regional Science Fair

1996-2009	Speaker/Presenter	Avenues to Learning III Conference Elementary Education Conference FASFEP Florida Council of Teachers of Mathematics Florida Educational Technology Conference Pasco County School District Continuous Improvement Model A+ Plan- School Improvement Community Presentations in Martin County
2000	Recipient	Literacy First Trailblazer Award for Literacy Curriculum

GRANTS

2000-2009	Author	Pew Education Grants	\$550,000.00+
2001	Co-Author	21 st Century Learning Centers	\$851,402.00
		• 2001-2004 District Grant Director	
1999	Co-Author	Title VII ESOL	\$400,000.00+
		• 1997-2001 Project Director	
1999	Co-Author	MTI Literacy First	\$6,000.00
		• 1998-2001 District Representative	
1993-2007	Author	Education Foundation Mini-Grants	\$30,000.00+

PROFESSIONAL AFFILIATIONS

ASCD	Association for Supervision and Curriculum Development
FASFEP	Florida Association of State and Federal Program Administrators
IRA	International Reading Association
NCTE	National Council of Teachers of English
NCTM	National Council of Teachers of Mathematics
SACS	Southern Association of Colleges and Schools

THE SCHOOL BOARD OF MARTIN COUNTY

ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree in Educational Leadership or related educational field from an accredited educational institution.
- (2) Five (5) years of teaching experience at the elementary level preferred.
- (3) Certification in Educational Leadership.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the current educational trends, research and best practices related to assignment. Knowledge of human growth and development. Knowledge of group dynamics. Skill in personnel management, interaction, conflict resolution, and supervision techniques. Ability to prepare and manage the school budget. Ability to enforce collective bargaining agreements. Ability to use effective public relations skills. Ability to analyze data. Ability to use effective interview techniques, coaching procedures and evaluation procedures. Ability to use public speaking skills effectively and make presentations to a variety of audiences. Ability to use problem-solving skills. Knowledge of School Board policies and practices related to assignment. Knowledge of the hardware and software applications used throughout the district. Knowledge and understanding of all positions supervised. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to tolerate highly stressful situations. Ability to delegate and monitor assignments.

REPORTS TO:

Principal

JOB GOAL

To assist the principal with administrative and instructional functions and development and implementation of the school improvement plan to meet the needs of students and to carry out the mission and goals of the school and the district.

SUPERVISES:

Instructional, Support and Service Personnel as assigned by the Principal

PERFORMANCE RESPONSIBILITIES:

Instructional Program Leadership/Development

- * (1) Assist in the development, implementation, coordination, organization, management, and evaluation of all aspects of the school's educational program including the use of technology.
- * (2) Provide recommendations to the principal regarding curriculum improvement.

ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)

- * (3) Supervise equipment selection, acquisition and inventory.
- * (4) Assist the principal in the administration of the summer school program and before and after school programs.
- * (5) Assist with the coordination of student field trips.
- * (6) Assist in the administration of the school's testing programs.
- * (7) Assist in the coordination of the school's accreditation program.
- * (8) Assist in developing and implementing the school's technology program.
- * (9) Provide leadership and collaboration with the School Advisory Council on the development, implementation, and evaluation of the school improvement plan.
- *(10) Assist in administering the Exceptional Student Education program.
- *(11) Assume responsibility for ESOL documentation, updates and verification on all student files.
- *(12) Supervise the purchase, selection and utilization of textbooks, materials, supplies and equipment.

Personnel Action Services

- *(13) Request, orient and assign substitute teachers.
- *(14) Assist with college/university intern assignment and placement.
- *(15) Assist in managing and supervising the exceptional education, bilingual and ESOL programs and requirements.
- *(16) Assist in the preparation of the master schedule.
- *(17) Assist with the supervision of personnel including orientation of new employees as assigned.
- *(18) Assist in developing personnel assignments and duty rosters.
- *(19) Assist with the interview and selection of personnel to be recommended for employment as required.
- *(20) Assist in implementing and administering the negotiated employee contracts.
- *(21) Assist in the coordination of the school's inservice program.
- *(22) Assist in the development of individual professional development plans as required.
- *(23) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(24) Provide training programs, assistance and feedback to personnel as required.

School Operations/Delivery Systems

- *(25) Assist in coordinating and managing transportation services at the assigned school.
- *(26) Assist in the effective operation of the school food service program.
- *(27) Assume responsibility for ordering and inventorying instructional materials.
- *(28) Assist the principal with the daily operation of the school.
- *(29) Assist in supervising, monitoring and verifying the accurate and timely completion of data collection and reporting requirements.
- *(30) Assist in the supervision of the maintenance, inspection, safety, and care of the physical plant.
- *(31) Assist in developing and monitoring the school budget as assigned.
- *(32) Provide assistance to the principal in the formulation and implementation of general school policies and regulations.
- *(33) Assist with the development of positive school/community relations and effective communication and act as liaison between the school and community as required.
- *(34) Must be available/present during all emergency situations.

ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)

Student Support Services

- *(35) Assist with student attendance and discipline as assigned.
- *(36) Enforce district guidelines for proper student conduct with the implementation of disciplinary procedures, policies and statutes that ensure a safe, secure and orderly environment.
- *(37) Maintain visibility and accessibility on the school campus.
- *(38) Assist in coordinating schedules for extracurricular activities and provide supervision for activities as required.
- *(39) Confer with students, parents and teachers to resolve problems and facilitate learning.
- *(40) Assist in interpreting and implementing the Pupil Progression Plan.

Personal/Professional Employee Qualities

- *(41) Provide assistance for improving classroom management and the instructional skills of teachers.
- *(42) Participate in county-wide management meetings, conferences, workshops, and other meetings and activities appropriate for professional development.
- *(43) Communicate effectively, both orally and in writing, with parents, students, teachers, district personnel and the community.
- *(44) Model effective listening and positive interaction skills.
- *(45) Model and maintain high standards of professional conduct.
- *(46) Set high goals and standards for self, others and the organization.
- *(47) Keep abreast of trends and changes in educational programs and procedures.
- *(48) Complete all required reports and maintain all appropriate records.
- *(49) Keep the principal informed about potential problems, unusual events or possible opportunities for school improvement.

Leadership

- *(50) Provide a safe, creative and positive environment for optimum growth of all stakeholders.
- *(51) Support and implement the district strategic plan, district school calendar and district staffing plan.
- *(52) Facilitate the involvement of staff, parents and community members in the decision-making process when appropriate.
- *(53) Ensure that all district policies and procedures are followed.
- *(54) Implement School Board policy and state statutes relating to exceptional education and all other state and federally mandated programs.
- *(55) Provide leadership in developing and implementing goals and priorities of the district and school.
- *(56) Serve as the administrative head of the school in the absence of the principal as needed.
- *(57) Assist in planning and implementing the school's public relations program.
- *(58) Follow procedures used in the event of school crises and/or civil disobedience and provide leadership in the event of such incidents.
- *(59) Act quickly to stop possible breaches of safety, ineffective procedures or interference with operations.
- *(60) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- (61) Perform other duties as assigned.

ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

See Job Description Supplement for Codes	
Physical Activity - occasionally	A, F-K, M, N, O, R
- frequently	B, C, L, P, Q, S, T
- constantly	U, V
Working Conditions	C, F, I, M
Materials, Tools and Equipment	A-H, K (gloves), P

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Joan B. Gibbons
gibbonj@martin.k12.fl.us

22 Lantana Lane
Stuart, FL 34996

772-485-8053 (cell)
772-283-4517 (home)

Education:

- 8/01 –12/05 Florida Atlantic University - *Doctorate of Ed. Leadership/Curriculum* Candidate
(coursework except dissertation completed)
- 8/97-4/99 Florida Atlantic University - M. Ed., *Educational Leadership*
Boca Raton, Florida
- 8/76-3/80 University of Central Florida - B.A., *Elementary Education*
Orlando, Florida

Experience:

- 7/05 – *current* Hobe Sound Elementary School
Principal (1/07 – current)
Assistant Principal (7/05-12/06)
- 8/00–6/05 J. D. Parker School of Science, Math and Technology
Title I Beacon Program Coordinator
Teacher of the Gifted – grades K-5, Teacher on Special Assignment
- 8/03 – 7/05 Florida Atlantic University - Adjunct Professor, Teaching Methods, Mathematics
St. Lucie West and Jupiter, Florida campuses
- SY 1998 Britannica Sciences International Trainer – Full Option Science (FOSS)
Provided Train the Trainer workshops in Charleston, SC
- 8/94-8/00 St. Joseph Catholic School, Stuart, Florida
Assistant Principal '98-'00, Middle School Department Head '94-'00
- 8/90– 6/94 St. Michael's Independent School, Stuart, FL
Teacher of Grades 4, 5 & 6 Science
- 8/81-6/84 Palm City Elementary School, Palm City, FL
8/88-6/90 *Teacher of Grades 3-5 and K-5 Gifted*
- 8/80-6/81 E. T. Booth Middle School, Woodstock, Georgia
Teacher of Grade 7 Reading and Science

Certifications:

- National Board Certified Principal (one of the 125 principals nation-wide who are to receive this honor in the fall of 2012)
- State of Florida Department of Education – Educational Leadership (all levels), School Principal (all levels), and Elementary Education (grades 1-6)

Affiliations:

- Martin County School Administrators Association (current President)
- Florida Association of School Administrators (member)
- Association for Supervision and Curriculum Development (member)
- International Reading Association (member)

Current Special Projects (Jan-July 2012):

Martin County School District – Florida School Leaders Assessment (a RTTT project)

July - current – Lead Trainer for all MCSD Administrators/School leaders on evaluation
January – May '12 – member of District team tasked w/ developing principal evaluation plan
January '12 – FLDOE Technical Assistance Conference attendee, Orlando, FL

Martin County School District – MCEA/MCSD Contract Negotiations Team member for the District

Panel Member and Facilitator: First Annual, Florida Association of Media Educators (FAME) Spring Forum, March 10, 2012, St. Augustine, Florida. Theme: *"Be The Change You Want To Be: Making Marzano & Danielson Work for the Schools"*

Martin County School District – Curriculum/Instruction Leadership Committee

This group is currently developing a trove of artifacts to support teacher learning of Marzano's work relating to best practices in instruction, and "Train the Trainers" PD

2012 – MCSD Technology Plan Team and Internet Access Steering Committee member

Tasked with revising the District's technology plan and specifically serving on the subcommittee to develop tech framework for professional development, clarifying policy, and supporting the next level of technology support for all MCSD stakeholders.

2012 - MCSD Budget Committee member

Subcommittees: Administrative - review current funding for administrative positions, seeking reductions in cost. Extracurricular Programs – analyzing currently funded programs.

Trainer/Presenter for the Following Professional Development Topics (last five years):

- Trainer on new school leader evaluation to all MCSD administrators (summer 2012)
- Numerous school based training for 85 employees on topics of safety, ethics, health issues, curriculum, instruction, data analysis, communication, and assessment
- Educational Accountability; It's More Than Test Scores*
- Raising Leaders: The Next Educational Imperative*
- Closing the Implementation Gap*
- Effective Grading Practices *
- Implementing The Art and Science of Teaching in "Digestible Chunks" **
- Differentiated Instruction
- Formative Assessment
- Positive Behavior Support
- Readers' and Writers' Workshop***

*supported by the "*Leadership and Learning Live*" resources

** supported by Robert Marzano's publications – *The Art and Science of Teaching*, *The Handbook for the Art and Science of Teaching*, and *Classroom Instruction that Works*

*** supported by Lucy Calkins work from Columbia Teachers' College

Honors:

- National Board Certification for Educational Leaders (to be awarded in fall 2012)
- Woman of Excellence Nominee, 2005, Soroptimist International
- *I Make a Difference*, Teacher of Excellence 2004, Wachovia Bank/WPTV/P.B.Post
- *2004 Teacher of the Year*- J. D. Parker School of Science, Math and Technology
- *Teacher of the Week*, Palm Beach Post, October 2004

THE SCHOOL BOARD OF MARTIN COUNTY
ASSISTANT SUPERINTENDENT FOR LEADERSHIP
SERVICES AND PLANNING

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution.
- (2) Seven (7) years experience in public education, at least two (2) of which must have been as a school level administrator.
- (3) Valid Florida certification in Educational Leadership.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to lead and manage the design, implementation and evaluation of instructional programs and curriculum. Ability to analyze departmental operations and procedures. Ability to supervise personnel development. Knowledge of group dynamics, consensus-building, problem-solving and conflict resolution. Knowledge of school finance, budgeting and resource allocation. Knowledge of and ability to interpret School Board policies. Ability to communicate to a wide variety of audiences orally and in writing. Knowledge of institutional protocol.

REPORTS TO:

Superintendent

JOB GOAL

To act in the Superintendent's absence and to assist the Superintendent substantially and effectively by providing leadership, direction and supervision to all schools.

SUPERVISES:

Principals
Director of Title I/Migrant/ELL
Assigned Support Staff

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Act in the absence of the Superintendent and keep the Superintendent informed of all activities, problems, and issues involved in assigned areas of responsibility.
- * (2) Provide leadership, direction and oversight of schools for student achievement.
- * (3) Monitor FTE process.
- * (4) Implement the district allocation system.
- * (5) Facilitate the processing of ideas and seeking problem resolutions which, in turn, become the basis for district-wide planning.
- * (6) Facilitate solutions to inter-school and department problems and provide feedback and monitoring for those supervised.
- * (7) Prepare the Student Progression Plan.
- * (8) Serve as hearing officer for expulsion recommendations.

**ASSISTANT SUPERINTENDENT FOR LEADERSHIP SERVICES
AND PLANNING (Continued)**

- * (9) Facilitate principal participation in district-level management functions.
- *(10) Implement the School Choice Plan.
- *(11) Coordinate school access to district services.
- *(12) Oversee and supervise the instructional services functions as assigned.
- *(13) Facilitate collaboration among all Directors and Executive Directors.

Inter/Intra-Agency Communication and Delivery

- *(14) Maintain a close working relationship with school administrators to ensure information exchange and the coordination of efforts for effective school operations.
- *(15) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(16) Respond to inquiries, complaints and concerns in a timely manner.
- *(17) Keep supervisor informed of potential problems or unusual events.
- *(18) Serve on district or community councils or committees as assigned or appropriate.
- *(19) Provide oversight and direction for cooperative planning with other agencies.
- *(20) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- *(21) Work closely with district and schools staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- *(22) Maintain a network of peer contacts through professional organizations.
- *(23) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- *(24) Maintain expertise in assigned areas to fulfill district goals and objectives.
- *(25) Support staff development activities in assigned areas.
- *(26) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

Systemic Functions

- *(27) Assist in the development of policies.
- *(28) Assist in the development of administrative guidelines.
- *(29) Supervise principals and other assigned personnel, conduct performance appraisals and make recommendations for appropriate employment actions.
- *(30) Prepare and coordinate School Board agenda items.
- *(31) Assist in the preparation for and conduct of collective bargaining negotiations.
- *(32) Represent the district in a positive and professional manner.
- *(33) Assist in developing the district budget and monitor its implementation as required.
- *(34) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(35) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- *(36) Must be available/present during all emergency situations.
- (37) Perform other duties as assigned.

Leadership and Strategic Orientation

- *(38) Serve on the Superintendent's Leadership Team.
- *(39) Provide support for the leadership and direction for strategic planning.
- *(40) Provide leadership and direction for assigned areas of responsibility.

**ASSISTANT SUPERINTENDENT FOR LEADERSHIP SERVICES
AND PLANNING (Continued)**

- * (41) Provide leadership and guidance in the development of annual goals and objectives for schools and departments.
- * (42) Assist in implementing the district's goals and strategic commitment.
- * (43) Exercise proactive leadership in promoting the vision and mission of the district.
- * (44) Set high standards and expectations and promote professional growth for self and others.
- * (45) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- * (46) Collaborate with schools and departments and contribute to the planning and operation of the district.
- * (47) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (48) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

See Job Description Supplement for Codes	
Physical Activity - occasionally	D, E, G, I, K-Q
- frequently	A-C, F
- constantly	T-V
Working Conditions	C, M
Materials, Tools and Equipment	A-H

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

David T. Axton

1742 SW Monterrey Lane
Port Saint Lucie, FL 34953
772-380-3533

Objective

To attain an administrative position in the Martin County School District where I can affect change in others through positive interactions while instilling a sense of self-worth and an appreciation for life-long learning.

Education

- Argosy University, Sarasota, FL 1999-2006
- Earned Education Specialist Degree (Ed.S)
 - Educational Leadership Studies
- Palm Beach Atlantic University, West Palm Beach, FL 1996-1999
- Master of Science-Counseling psychology
 - School Counseling Track
 - Bachelor of Science—Organizational Management
- Palm Beach Community College, Lake Worth, FL 1985-1987
- Associate of Arts—Liberal Studies

Certifications

Educational Leadership K-12, Guidance and Counseling K-12,
Foreign Language/Spanish K-12

Experience

Martin County School District/Murray Middle School

Guidance Counselor/Activities Director 2003-Present

- Provide counseling services to students, Mediate Student conflicts and concerns
- Strive to provide excellent customer service when working with parents/guardians
- Monitor Academic progress for students
- Deliver bully prevention lessons
- Advise parents/guardians and students of academic assistance programs
- Administer academic and behavioral screeners according to established procedures
- Provide assistance to teachers with regard to improving classroom management
- Organize high school transition to 8th students/student registration—scheduling
- Assist in the coordination of the FCAT and other standardized testing programs
- Organize the Duke Talent Identification Program for 7th grade students
- Organize the Take Stock in Children Scholarship
- Served on the following committees: the school-based PBIS Team, the school-based RTI Team, the Murray Middle School Leadership Team, Served as the SAC Chair for Murray Middle School, Served on the District Advisory Committee for MCSD, Developed and assisted with the implementation of the School Improvement Plan, Co-Developed and received a Martin County Education Foundation Grant for Character Counts Initiative

Dean of Students/Teacher on Assignment/Activities Director

- . Provide disciplinary interventions when necessary for students
- . Assists teachers with classroom interventions regarding student behavior
- . Maintained parental involvement to provide consistent discipline
- . Organized school-wide activities and events
- . Assist in supervising the athletic teams for home and away games and other extracurricular activities
- . Supervise car line, lunch room duty daily; supervise all student conduct on campus
- . Work with Administration, parents and students to improve student attendance at school.
- . Constructed the Master Schedule based on student academic needs.
- . Serve as an interpreter for Spanish-Speaking parents
- . Assist Administration with various duties as assigned

Spanish Teacher (Honors)

- . Developed lesson plans for Spanish 1 Honors curriculum
- . Taught high school credit Spanish classes
- . Instilled in students an appreciation for learning foreign languages and to develop an Appreciation of other cultures
- . Used a variety of teaching techniques and technology to teach content

Palm Beach Atlantic University

Adjunct Professor

2000-Present

- . Taught classes according to University's Mission
- . Developed classroom curriculum based on established criteria
- . Adopted textbooks for classroom use
- . Have taught the following classes: Counseling methodologies, Organizational Leadership, General Psychology, Balancing Work & Life, Theories of Personalities, Strategies for Personal Success, Adult Development, Group and Organizational Behavior, Effective Interpersonal Relationships, Mediating Organizational Conflicts

Palm Beach County School District/Woodland Middle School

Guidance Counselor

1999-2003

- . Performed all aspects of Guidance Counselor duties and served on many standard committees as described in the Martin County School District outline.

Interests

Community Services

- . Foreign Languages (Fluent in Spanish) do speak French. Love to travel and the Performing Arts/Music. Served on the Auxiliary Board of the CASTLE organization to prevent child abuse for Martin, St. Lucie, Indian River and Okeechobee Counties.

Personal References

Upon Request

THE SCHOOL BOARD OF MARTIN COUNTY

ASSISTANT PRINCIPAL, MIDDLE SCHOOL

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree in Educational Leadership or related educational field from an accredited educational institution.
- (2) Five (5) years of teaching experience at the middle school level preferred.
- (3) Certification in Educational Leadership.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and abilities in the following skill areas: written and oral communication, interaction management, public relations, personnel management, conflict resolution, supervision, problem-solving, prioritizing, planning, and collection and analysis of data. Knowledge of the current trends, research, best practices, computer literacy, human growth and development, group dynamics, multicultural diversity, the unique needs of adolescents and laws and policies relating to the operation of schools. Knowledge of School Board policies and practices related to assignment. Knowledge of the hardware and software applications used throughout the district. Knowledge and understanding of all positions supervised. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to communicate both orally and in writing. Ability to plan, organize and prioritize activities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to tolerate highly stressful situations. Ability to delegate and monitor assignments. Ability to make presentations to a variety of audiences. Ability to prepare and manage a school budget.

REPORTS TO:

Principal

JOB GOAL

To assist the principal with administrative and instructional functions and development and implementation of the school improvement plan to carry out the mission and goals of the school and the district and to meet the needs of students.

SUPERVISES:

Instructional, Support and Service Personnel as assigned by the Principal

PERFORMANCE RESPONSIBILITIES:

Instructional Program Leadership/Development

- * (1) Assist in the development, implementation, coordination, organization, management, and evaluation of all aspects of the school's educational program including the use of technology.
- * (2) Provide recommendations to the principal regarding curriculum improvement.

ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)

- * (3) Supervise equipment selection, acquisition and inventory.
- * (4) Assist the principal in the administration of the summer school program and before and after school programs.
- * (5) Assist with the coordination of student field trips.
- * (6) Assist in the administration of the school's testing programs.
- * (7) Assist in the coordination of the school's accreditation program.
- * (8) Assist in developing and implementing the school's technology program.
- * (9) Provide leadership and collaboration with the School Advisory Council on the development, implementation, and evaluation of the school improvement plan.
- *(10) Assist in administering the Exceptional Student Education Program.
- *(11) Assume responsibility for ESOL documentation updates and verification on all student files.
- *(12) Supervise the purchase, selection and utilization of textbooks, materials, supplies and equipment.
- *(13) Provide for the articulation of the school's instructional program among school personnel and feeder schools.
- *(14) Coordinate grant writing.

Personnel Action Services

- *(15) Request, orient and assign substitute teachers.
- *(16) Assist with college/university intern assignment and placement.
- *(17) Conduct staff meetings for the purpose of keeping staff informed concerning policy changes, instructional programs and resolution of existing problems.
- *(18) Assist in managing and supervising the exceptional education, bilingual and ESOL programs and requirements.
- *(19) Assist in the preparation of and monitor the master schedule.
- *(20) Assist with the supervision of personnel including orientation of new employees as assigned.
- *(21) Assist in developing personnel assignments and duty rosters.
- *(22) Assist with the interview and selection of personnel to be recommended for employment as required.
- *(23) Assist in implementing and administering the negotiated employee contracts.
- *(24) Assist in the coordination of the school's inservice program.
- *(25) Assist in the development of individual professional development plans as required.
- *(26) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(27) Provide training programs, assistance and feedback to personnel as required.

School Operations/Delivery Systems

- *(28) Develop and implement school-wide student and staff recognition programs.
- *(29) Assist in coordinating and managing transportation services at the assigned school.
- *(30) Assist in the effective operation of the school food service program.
- *(31) Assume responsibility for ordering and inventorying instructional materials.
- *(32) Assist the principal with the daily operation of the school.
- *(33) Assist in supervising, monitoring and verifying the accurate and timely completion of data collection and reporting requirements.
- *(34) Assist in the supervision of the maintenance, inspection, safety, and care of the physical

ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)

- plant.
- *(35) Assist in developing and monitoring the school budget as assigned.
- *(36) Provide assistance to the principal in the formulation and implementation of general school policies and regulations.
- *(37) Assist with the development of positive school/community relations and effective communication and act as liaison between the school and community as required.
- *(38) Must be available/present during all emergency situations.

Student Support Services

- *(39) Assist with student attendance and discipline as assigned.
- *(40) Enforce district guidelines for proper student conduct with the implementation of disciplinary procedures, policies and statutes that ensure a safe, secure and orderly environment.
- *(41) Maintain visibility and accessibility on the school campus.
- *(42) Assist in coordinating schedules for extracurricular activities and provide supervision for activities as required.
- *(43) Confer with students, parents and teachers to resolve problems and facilitate learning.
- *(44) Assist in interpreting and implementing the Pupil Progression Plan.
- *(45) Supervise extracurricular activities including athletic events, dances, etc.
- *(46) Supervise special activities or events as deemed necessary by principal.

Personal/Professional Employee Qualities

- *(47) Provide assistance for improving classroom management and the instructional skills of teachers.
- *(48) Participate in county-wide management meetings, conferences, workshops, and other meetings and activities appropriate for professional development.
- *(49) Communicate effectively, both orally and in writing, with parents, students, teachers, district personnel and the community.
- *(50) Model effective listening and positive interaction skills.
- *(51) Model and maintain high standards of professional conduct.
- *(52) Set high goals and standards for self, others and the organization.
- *(53) Keep abreast of trends and changes in educational programs and procedures.
- *(54) Complete all required reports and maintain all appropriate records.
- *(55) Keep the principal informed about potential problems, unusual events or possible opportunities for school improvement.

Leadership

- *(56) Supervise and manage financial resources as directed by principal.
- *(57) Assist in assessing and prioritizing the short- and long-range facility needs.
- *(58) Provide a safe, creative and positive environment for optimum growth and development of all stakeholders.
- *(59) Support and implement the district strategic plan, district school calendar and district staffing plan.
- *(60) Facilitate the involvement of staff, parents and community members in the decision-making process when appropriate.
- *(61) Ensure that all district policies and procedures are followed.
- *(62) Implement School Board policy and state statutes relating to exceptional education and all other state and federally mandated programs.

ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)

- *(63) Provide leadership in developing and implementing goals and priorities of the district and school.
- *(64) Serve as the administrative head of the school in the absence of the principal as needed.
- *(65) Assist in planning and implementing the school's public relations program.
- *(66) Follow procedures used in the event of school crises and/or civil disobedience and provide leadership in the event of such incidents.
- *(67) Act quickly to stop possible breaches of safety, ineffective procedures or interference with operations.
- *(68) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- (69) Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

See Job Description Supplement for Codes	
Physical Activity - occasionally	A-D, F-I, K-S
- frequently	T, U, V
- constantly	
Working Conditions	C, E, M
Materials, Tools and Equipment	A-H, J, N, P

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Kathryn Morem
kmorem@cox.net
480.299.6080

1045 Big Pine Way

Jupiter, FL 33458

Professional Objective

Position in Educational Leadership and Supervision – School Site Principal.

Qualifications

Qualified professional development & curriculum director offering professional, practical skills in the development, planning and implementation of innovative, comprehensive instructional programs... *experience is supported with a Master of Education with emphasis in Curriculum Design and Instruction from Arizona State University.*

Apply exceptional writing abilities to a multitude of technical projects; school improvement plans, professional development implementations, correspondence with community, whitepapers and executive summaries. ...*Bilingual: Fluently read, write and speak Spanish.*

Well-developed organizational ,time management and analysis skills; coordinate and prioritize responsibilities to achieve optimum efficiency... *program planning and execution, collaborative decision making, student achievement data analysis linked to appropriate curriculum solutions at multiple levels.*

Communicate clearly and concisely; conduct formal class and staff presentations that engage and motivate pupils and teachers, while utilizing varied instructional strategies supported by thorough research and application... *intelligent, earnest and credible.*

Specialized training in second language acquisition; Sheltered English Immersion teacher at the elementary level and International Baccalaureate Foreign Language instruction at the high school level...*program developer and district trainer of school staff on best teaching practices for English Language Learners as required for teacher endorsement, in addition to Differentiated Instruction, Professional Learning Communities and Technology Integration.*

Profile of Expertise

The following is a representative index of specific areas of knowledge and proficiency:

District Staff Trainer & Instructional Coach
Professional Learning Community Leadership
Analytical/Problem Solving
Civic Networks/Articulation
Needs Identification
Grants Application

Professional Development Plan Design
Classroom Teacher
Strategic RTI Site Director
Bilingual– Spanish
Building Administrative Leadership
Consulting

Professional Experience

2011-Present

Martin County School District

District Coordinator, Race to the Top

- Coordinate and manage 11 projects as part of Race to the Top Grant Funded district reform initiative.
- Directly lead and co-facilitate task groups and ensure timely completion of quarterly deliverables required by FLDOE.
- Create and direct professional development offerings for principals, district personnel and teachers on evaluation procedures, Marzano strategies, Common Core and technology integration.
- Research and develop compliancy procedural formats for implementation of teacher and principal evaluation systems.
- Serve on strategic committees including executive curriculum committee, MCEA negotiations and sub-RTTT work groups, principal and professional development.
- Initiate and lead partnerships with other districts for development of mentoring programs for aspiring teachers and administrators.

2010 – 2011

Cartwright Elementary School District

Assistant Principal – Palm Lane Elementary School

- Supervise certified and classified staff.
- Responsible for student discipline, oversight of building maintenance and operation, and evaluation of teacher instruction.
- Design and implement staff professional development plans
- Direct on-going data analysis meetings of formative, common and summative assessments at team grade and school wide levels.
- Facilitate school community communication in English and Spanish
- Implement district professional learning community initiative
- Lead instructional technology integration.
- Oversee AIMS and quarterly benchmark administration
- Develop and implement school improvement, plus Response to Intervention plans.
- Oversee site special needs program – Autistic self contained, Resource, Severe/Profound Disabilities.

2008- 2010

Promethean / Level 3 Audio Visual – Authorized Promethean Interactive Whiteboard Reseller

Professional Development Director

- Strategic sales and marketing of Promethean Interactive Whiteboard and digital classroom peripherals (student response systems and slates) – *The Activclassroom*.
- Consultative program implementation planning with district and school level decision makers, including teachers, principals, directors and superintendents.
- Conducted events for Promethean sales promotion involving on-site interactive classroom demonstrations tied to student achievement needs.
- Developed customized Promethean implementation plans involving staff development and training for program sustainability and student academic achievement.

- Presented on evidenced based research of instructional technology integration supported by job-embedded, professional development solutions.

2003 -2007

PLATO Learning, Inc.
Minneapolis, MN

Account Management

- Procured new business and managed existing accounts of K-12 e-instruction solutions for public, private and BIA schools.
- Conducted curriculum sales presentations for school and district decision makers.
- Responded to RFPs, hosted sales seminars, and presented at trade conferences on e-instructional trends and state-standards aligned programs.
- Focused on program positioning for K-3 Reading, secondary drop out and credit recovery, and English Language Learning.

1999 - 2003

Paradise Valley Unified School District, Phoenix, Arizona.
Echo Mountain Elementary, Phoenix, Arizona.

3rd Grade SEI Teacher and Administrative Intern

- Implemented 3rd grade curriculum with discreet accommodations for ELL students in Structured English Immersion classroom.
- Conducted district-wide, staff development trainings on ELD instructional methodology.
- Completed administrative internship at elementary site level.

1994 – 1999

Scottsdale Unified School District, Scottsdale, Arizona.
Desert Mountain High School, Scottsdale, Arizona.

Chair, Foreign Language Department

International Baccalaureate Instructor of Spanish Language

- Implemented high school I.B. (Language B, Spanish) curriculum with inclusive assessment measures.
- Supervised and trained department language teachers with an emphasis on Total Physical Response methodology.
- Conducted district-wide, staff development training on Differentiated Instruction.
- Taught levels 1-4, AP and IB Spanish classes.
- NCA committee director

1999

Scottsdale Community College, Scottsdale, Arizona.

SPA 115 Instructor – Spring Semester

- Adjunct faculty teacher of basic, conversational Spanish.

1996 – 1997

Leysin American School, Leysin, Switzerland.

IB Spanish Instructor

- International Baccalaureate Teacher of Spanish and mentor to a culturally diverse student body.

Education

- Arizona State University, Tempe, Arizona
Master of Education, Curriculum Design & Instruction – 1995.
Bachelor of Arts, Spanish – 1993.
- University of Phoenix, Phoenix Arizona.
Administrative coursework.

Certificates

- FLORIDA Administrative Principal
- ARIZONA Administrative Principal
- Arizona Secondary 7-12 (Spanish) and Middle Grade Endorsement
- Florida K-12 Spanish Teacher Certification

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ASSISTANT PRINCIPAL, MIDDLE SCHOOL (Continued)

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PHYSICAL REQUIREMENTS:

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Working Conditions	C, F, M
Materials, Tools and Equipment	A-H, J, N, P

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

THE SCHOOL BOARD OF MARTIN COUNTY, FLORIDA

500 East Ocean Blvd • Stuart, Florida 34994 • Telephone (772) 219-1200 Ext: 30213 • Facsimile: (772) 219-1229




Office Of: **BRYAN M. THABIT, CPA, CGFO**
Executive Director of Finance

MEMORANDUM

FIN: 13-012

DATE: August 27, 2012

TO: Nancy Kline, Superintendent;
Joan Gibbons, Acting Assistant Superintendent;
Xenobia Anderson, Executive Director of HRMD

FROM: Bryan M. Thabit, CPA, CGFO
Executive Finance Director 

SUBJECT: FY 2012-13 Budget

The fiscal year 2012-13 school district budget is balanced with a 5% unassigned general fund reserve for June 30, 2013. All positions in the general fund budget are fully funded with the exception of the Accounts Payable Specialist position in the Finance Department. The funding for this position was frozen by the Board during budget development, no other general fund positions were frozen, unfunded or eliminated.

Please contact me if you need further information.

Nancy Kline, Superintendent

School Board Members: Dr. David L. Anderson • Maura Barry-Sorenson • Michael J. Busha • Laurie Gaylord • Susan J. Hershey

"An Equal Opportunity Agency"