



**COLLEGE PLACE PUBLIC SCHOOLS**  
*Focusing on Kids and Their Learning*

| <b>Susan Bell</b>  | <b>Jim Fry</b>  | <b>Julie James</b>   | <b>Kerri Ramirez</b>   | <b>Marissa Waddell</b>                                |
|--|---|--|--|---|
| Assisted by: Amy Fanning   | Assisted by: Kerri Ramirez                              | Assisted by: Barb Artz                                     |  | Assisted by: Irene Ureño                              |
| Director Special Services  | Superintendent  | Director Business Services                                 | Executive Assistant to the Superintendent                      | Director Teaching & Learning/Human Resources          |
| RESPONSIBILITIES   | RESPONSIBILITIES  | RESPONSIBILITIES   | RESPONSIBILITIES   | RESPONSIBILITIES                                      |
| <a href="#">2000 Policy/Procedure</a>                              | <a href="#">1000, 3000, 5000 Policy/Procedure</a>       | <a href="#">6000 Policy/Procedure</a>                      |  | <a href="#">2000, 5000 Policy/Procedure</a>           |
| <a href="#">Birth-21, Child Find</a>                               | Capital Project Oversight                               | <a href="#">Accounts Payable/Receivable (Alyce Schild)</a> | <a href="#">Approval of Public Posters &amp; Flyers</a>        | <a href="#">BEST/FCS/Staff Induction</a>              |
| <a href="#">Early Childhood Programs/EACAP</a>                     | Community Relations/Communications                      | ASB/CTE Oversight  | <a href="#">Board Agendas, Board Packets and Minutes</a>       | <a href="#">Contracts/Negotiations</a>                |
| <a href="#">Foster Care</a>  | ESSA  | EDS District Security                                      | Board Newsletter   | <a href="#">Counseling/Guidance Services Support</a>  |
| <a href="#">Highly Capable</a>                                     | <a href="#">District Improvement</a>                    | <a href="#">Enrollment State Reporting (SAFS)</a>          | <a href="#">Board Policies web updates</a>                     | <a href="#">Curriculum Adoptions</a>                  |
| <a href="#">Home Bound Learning Services</a>                       | <a href="#">District Safety Coordinator</a>             | Fiscal Oversight/Budget Development                        | <a href="#">CEDARS</a>   | <a href="#">District state assessment coordinator</a> |
| <a href="#">Isolation &amp; Restraint Reporting</a>                | Equity, Civil Rights, Hearing, Gender Inclusive Officer | Grant Management   | <a href="#">Consolidated Program Review</a>                    | <a href="#">K-12 Curriculum/Standard Alignment</a>    |
| <a href="#">McKinney Vento</a>                                     | <a href="#">Levy/Bond Planning</a>                      | Inventory  | <a href="#">District Websites</a>                              | <a href="#">Professional Development/Clock Hours</a>  |
| <a href="#">Special Education/Section 504</a>                      | <a href="#">Migrant Services</a>                        | <a href="#">Nutrition Services (Elizabeth Ibarra)</a>      | <a href="#">Enrollment, Choice Transfers &amp; Home School</a> | <a href="#">Student Interns</a>                       |
| Supervision/evaluation of External Contract Special Services staff | 21st Century Grant                                      | <a href="#">Payroll/Benefits (Chris Alaniz)</a>            | <a href="#">Facility Rentals</a>                               | <a href="#">Substitutes</a>                           |
|  | Secretary to the Board                                  | <a href="#">Public Records Requests</a>                    | Flash Alert Notifications                                      | <a href="#">Title I</a>                               |
|  | <a href="#">Strategic Planning</a>                      | Risk Mngmnt/ Insurance                                     | Lead & Support Building Secretaries                            | <a href="#">Title II, IV, LAP</a>                     |
|  | Student Discipline Support/Threat Coordinator           | Salary Placement/Advancement Requests                      | <a href="#">Skyward coordinator</a>                            | <a href="#">Title III, TBIP</a>                       |
|  | Supervision of Principals                               | <a href="#">Staff Travel</a>                               | Support the Superintendent                                     | <a href="#">Title IX, HIB Officer</a>                 |