

**Milton Town School District
2015-2016 Organizational Chart**

John Barone, Sr., Ed.D. Superintendent of Schools	Deb King, Ed.D. Director of Curriculum, Instruction & Information Technology	Timothy J. Dunn Director of Student Support Services	Troy Nolan-Watkins Principal Grades PreK – 2	Lynne Manley Principal Grades 3 – 5	Marcel Choquette Principal Grades 6 – 8	Anne Blake Co-Principal Grades 9 – 12	Mary Jane Stinson Co-Principal Grades 9 – 12	Mattie Scheidt Dean of Students Grades K – 5
<p>Overall School District operations</p> <p>School Board Relations/Agenda</p> <p>School District Budget preparation & oversight (with Business Manager)</p> <p>Personnel Issues (with Human Resources)</p> <p>Supervision and Evaluation of Principals & Administrators</p> <p>District Vision/Strategic Planning</p> <p>Community Relations</p> <p>Mentoring and supporting building principals</p> <p>Member of the District's Management Team</p> <p>Member of the District's Leadership Team</p> <p>Member of the District's Leadership Team</p> <p>Homeless Liaison</p> <p>MAC/EPST</p> <p>Medicaid Budget</p>	<p>Responsible for the creation, articulation, and oversight of the district's PreK-12 grade curricula, assessment and reporting systems</p> <p>PreK-12 Professional Development</p> <p>Creation and management of the Consolidated Federal Grants</p> <p>Summer Intervention Programs</p> <p>School Improvement Oversight</p> <p>Member of the District's Management Team</p> <p>Member of the District's Leadership Team</p> <p>Provides supervisory oversight of the IT Department, ensures long-term planning and budgeting are achieved, links K-12 curriculum to technology vision</p> <p>Creation and oversight of Curriculum budget</p>	<p>Oversight of the district's Special Education services, PreK-12</p> <p>Creation and management of the IDEA-B Grant</p> <p>Member of the District's Management Team</p> <p>Member of the District's Leadership Team</p> <p>Shared Supervision and Evaluation of Special Education teachers (in collaboration with building principals)</p> <p>Creation and oversight of the district's Special Education budget</p> <p>Creation of the annual Service Plan</p> <p>Oversight of Extended School Year Services</p> <p>Work with building principals and Superintendent on student discipline matters</p>	<p>Supervision and evaluation of professional staff for grades PreK-2</p> <p>School Improvement Team member</p> <p>Member of the District's Leadership Team</p> <p>Creation and oversight of the operational budget for grades PreK-2</p> <p>Personnel Issues</p> <p>Working in collaboration with Dean of Students and behavioral support teams regarding student management issues</p> <p>Day-to-day operations of the PreK-2 school/grades</p> <p>Creation and implementation of the School Action Plan</p>	<p>Supervision and evaluation of professional staff for grades 3-5</p> <p>School Improvement Team member</p> <p>Member of the District's Leadership Team</p> <p>Creation and oversight of the operational budget for grades 3-5</p> <p>Personnel Issues</p> <p>Working in collaboration with Dean of Students and behavioral support teams regarding student management issues</p> <p>Day-to-day operations of the 3-5 school/grades</p> <p>Creation and implementation of the School Action Plan</p>	<p>Supervision and evaluation of professional staff for grades 6-8</p> <p>School Improvement Team member</p> <p>Member of the District's Leadership Team</p> <p>Creation and oversight of the operational budget for grades 6-8</p> <p>Personnel Issues</p> <p>Working in collaboration with the Coordinator of Student Services and behavioral interventionist regarding student management issues</p> <p>Day-to-day operations of the 6-8 school/grades</p> <p>Creation and implementation of the School Action Plan</p>	<p>Supervision and evaluation of professional staff for grades 9-12</p> <p>Member of the District's Leadership Team</p> <p>Creation and oversight of the operational budget for grades 9-12</p> <p>Personnel Issues</p> <p>Working in collaboration with the Co-Principal regarding student management issues</p> <p>Day-to-day operations of the high school</p> <p>Creation and implementation of the School Action Plan</p> <p>504 Oversight</p> <p>Student oversight for grades 9 & 11</p>	<p>Supervision and evaluation of professional staff for grades 9-12</p> <p>Member of the District's Leadership Team</p> <p>Creation and oversight of the operational budget for grades 9-12</p> <p>Personnel Issues</p> <p>Working in collaboration with the Co-Principal regarding student management issues</p> <p>Day-to-day operations of the high school</p> <p>Creation and implementation of the School Action Plan</p> <p>504 Oversight</p> <p>Student oversight for grades 10 & 12</p> <p>Oversight of Athletics in collaboration with the AD</p>	<p>Supervision and Evaluation of the Behavioral Specialists, Behavioral Interventionists and Guidance Counselors</p> <p>Oversight and management of school behavioral programs (PreK-5)</p> <p>Member of the district's Leadership Team</p> <p>School Improvement Team member</p> <p>504 Oversight</p>

Don Johnson Business Manager	Terry Mazza Human Resources	Tammy Boone Data Assessment Coordinator	Eileen O'Regan-Wheeler Registrar & Administrative Assistant to Superintendent	Deb King, Ed.D. Information Technology		
				Melissa Hayden-Raley Technology Supervisor	Fred Wadlington Network Manager	Suzanne Affinati Robert Whitcomb IT Technicians
<p>Carry out the policies of the School Trustees relating to Financial and Business affairs</p> <p>Act as advisor to the Superintendent in all financial and business aspects of district operation</p> <p>Oversees maintenance of records for the school district relating to Finance and Business</p> <p>Represents the schools in dealing with the State and Federal Agencies in the area of Finance and Business.</p> <p>Informs Boards of initiatives and directives coming from the state</p> <p>Assists with all building projects</p> <p>Reviews and assists in seeking and securing grants aimed at improving educational facilities or programs</p>	<p>Responsible for all Personnel Issues, from preparing, process and maintenance of all employee data. Ranging from leave requests to coordination of all employees' contracts and benefits</p> <p>Responsible for the management, data entering and maintenance of the AESOP for all employees and substitutes</p> <p>Process and track all long & short-term, Workers Comp, Personal and Medical leave requests</p> <p>Shared responsible for MLP</p> <p>Employee tuition funds</p> <p>Process student scholarship awards</p> <p>Prepare reports for Federal, State or Local</p> <p>Assist with all contract negotiations</p> <p>Petty Cash Account management</p> <p>Responsible for collecting and reporting all individual and staff payroll</p> <p>Process and maintain all criminal record checks, for all new employees, substitutes and volunteers</p>	<p>Responsible for coordination of local, state and national assessments K-12</p> <p>Collaborate with Director of Curriculum and Teachers in developing local assessments</p> <p>Responsible for management of VCAT</p> <p>Member of School Improvement Team, Leadership Team and Management Team</p> <p>Supervises Data and Assessment Assistant</p> <p>Responsible for data reports K-12 and presentations to staff as requested</p> <p>Responsible for development of Assessments Plans</p> <p>Collaborates with Leadership Team on school initiatives</p> <p>Participation in curriculum (assessment) committees</p> <p>Collaborate/training teachers on the data review process/cycle</p>	<p>Oversee all PreK-12 registrations</p> <p>Responsible for preparing and ordering all technology and curriculum purchasing</p> <p>Responsible for developing and ordering all CFG related purchases and payroll expenditures, working closely with Curriculum Director.</p> <p>Work with all building administrators and Student Support Administrator to communicate on day to day student status (residency, homeless)</p> <p>Responsible for all student updates for DOE reposting</p> <p>Responsible for preparing all SES and Consultant contracts funded through CFG</p> <p>Member of District's Management Team</p> <p>Updating all administrators and assistants on PowerSchool updates for student data input</p>	<p>2nd Tier technology support</p> <p>Supervision of IT Technicians, budgeting and purchasing, sets support goals, meets with Principals and aligns support priorities, manages databases</p> <p>Manages the operations of all technicians</p> <p>Administrates the PowerSchool application, as well as other server-based applications and databases</p> <p>Manages Active Directory (computer) accounts, and Group Policy</p> <p>Central management of desktops</p> <p>Long-term planning on laptops, workstations, printers, and software</p> <p>Oversight of quality of service & customer relations</p> <p>Point of contact for purchasing new equipment, and requesting changes to equipment</p>	<p>"From the wall back to the servers and out to the Internet"</p> <p>Monitors & maintains server and network infrastructure, including Active Directory</p> <p>In charge of all physical wiring from the wall back</p> <p>Keeps servers up-to-date and issue-free</p> <p>Manages back-ups</p> <p>Long-term planning on infrastructure, storage, and backup needs</p> <p>Creates and maintains user accounts (network, email)</p> <p>Summary of Duties: Installs, configures, and maintains servers, switches, system programs (backup and emails) networking wiring, wireless access points, filtering, user accounts, Internet connectivity and infrastructure</p>	<p>"From the wall out to the user"</p> <p>Day-to-day repairs</p> <p>Ink & toner replacements</p> <p>Standard software installations and upgrades</p> <p>Process, respond to, organize and escalate repair tickets</p> <p>Rob's primary responsibilities are at Milton Elementary and Middle School</p> <p>Suzanne's primary responsibilities are at Milton High School; also manages the district's website</p>

<p>Chris Giard Director of Buildings & Grounds</p>	<p>Steve Marinelli Food Service Director</p>	<p>Michael Jabour Athletic Director Grades 6 – 12</p>
<p>Develops schedules, manages a preventative maintenance program designed to retain buildings and grounds and equipment in safe operating conditions</p> <p>Identifies and reports mechanical and structural deficiencies and the need for repair and/or replacement</p> <p>Confers with school administration on repairs, maintenance, and operational buildings and grounds needs</p> <p>Manages work order requests and takes/delegates appropriate action</p> <p>Works directly with Architects and Engineers and various professional staff on preliminary plans, estimates, and specifications</p> <p>Provides monthly Buildings and Grounds Report to the School Board.</p>	<p>Supervisor of all school nutrition staff</p> <p>Responsible for district’s free and reduced lunch applications</p> <p>District Wellness Advisor</p> <p>District Food Policy Advisor</p> <p>Community Dinners and Community Outreach advisor</p> <p>Manages all commodity foods</p> <p>Manages all school nutrition staff members’ professional development</p> <p>Coordinates and implements the Summer Food Service Programs</p> <p>Manages all Farm to School and Nutrition/Food Service Related Grants</p>	<p>Responsible for the organization, administration, evaluation, and supervision of all middle school and high school athletic programs</p> <p>Responsible for the hiring, evaluation, and supervision of all coaches</p> <p>Monitors academic eligibility, health and insurance eligibility of athletes</p> <p>Ensures that all supplies and equipment necessary to sports teams are available at an appropriate time</p> <p>Provides supervision for athletic events</p> <p>Keeps the school and public aware of athletic programs</p> <p>Arranges for trainings of coaches</p> <p>Schedules practices, games, and transportation</p> <p>Develops and administers athletic budgets in collaboration with building principals</p>