

Barrington Community Unit School District 220

BOARD OF EDUCATION

Jeanine Stark
Executive Asst.

BRIAN HARRIS
Superintendent

DAVE BEIN
Asst. Supt of
Business Services
AA: Jeannine Vaughn

MARY DUDEK
Asst Supt of HR,
Staffing & Evaluation
AA: Debbie Bromley

MATTHEW FULLER
Asst Supt of
Technology & Innovation
T & I Coord: Hector Ontiveros

JOHN BRUESCH
Asst Supt of
Teaching & Learning
AA: Anne Boncimino

BETH JONES
Asst Supt of
Student Services & Support
AA's: Nunzia Czech & Flo Crosoli

CRAIG WINKELMAN
Asst Supt of
K-12 & Operations
Coord: Cassandra Mrowicki

SAMANTHA PTASHKIN
Director of
Communications

- Finance
 - District Budget
 - District Levy
 - Purchasing
 - Investments
 - Debt Administration
 - Finance Planning
 - Student Fees
- Buildings and Grounds
 - Fleet Management
 - Facility Planning
 - Life Safety Repairs
 - Energy Conservation
 - Telephone System
 - Maintenance-Bldgs/Grnds
- Transportation
 - Regular Ed, Special Ed & Extracurricular Routes
- Food Service
 - Free/Reduced Meal Program
 - Cafeteria Sales—Students/Staff

- Employee Applications, Recruitment, Hiring
- Employee Information System & New Employee Processing
- Onboarding & Offboarding
- Substitutes & Temporary Employment
- Student Teachers & Interns
- Staff ID's
- Criminal Background Checks
- Personnel Records
- Employment & Dismissal
- Job Descriptions
- Supervision & Evaluation
- Elementary Enrollment Projections
- Supervisory Process Task Force & PERA Joint Committee
- Retirements
- Service Recognition
- New Administrator Orientation
- Executive Council Development Training
- School Year Calendar Committee
- Collective Bargaining & Employee Relations
- Collective Bargaining Agreement Compliance
- Labor Management Committee
- Labor & Wage Law Compliance
- Mandated Compliance Training
- Employee Discipline
- Title IX
- Complaint Management
- Professional Growth Records, Tuition Reimbursement, & Salary Advancement
- Insurance, Benefits, Employee Assistance Program, & Affordable Healthcare
- FMLA, Employee Leave & ADA
- Health & Wellness Screenings
- Employee Physicals
- Unemployment & Worker's Comp (Company Nurse)
- Staffing (All Areas & Co-Curricular) & Position Control
- Licensure, Endorsements & Approval for Employment
- ISBE & ROE Compliance
- IMRF Agent
- Employment Verifications (Financial & Work Experience)
- Central Office Reception
- System-wide & Administrator Phone List

- Oversees district instructional tech.
- Oversees infrastructure, applications, student information system, libraries, and instructional technology departments.
- Implements strategy for deployment, maintenance, and utilization of technology.
- Maintains technology procurement & inventory processes.
- Supports district technology systems.
- Creates and enforces standards for district technology.
- Guides district policy, procedures, and technology professional development.
- Guides legal matters related to electronic records retention, copyright/fair use, and privacy.
- Creates & implements disaster recovery plans.
- Maintains technology devices, including operating systems, application distribution, and licensing.
- Manages hardware selection & acquisition.
- Maintains security systems for LAN, WAN, & devices.
- Manages technology budgets.
- Manages Federal E-rate documents.
- Oversees district blended learning program.
- Oversees registration processes.
- Oversees district residency (and homeless).
- Oversees district attendance systems.
- Oversees district translating & interpreting services.
- Oversees District Technology Committee.

- Supervise/Evaluate Directors (Language, Secondary Education, Elementary Education, Assessment, and Extended Programs, Fine Arts)
- Curriculum, PreK-12
 - Alignment preK – 12
 - Review and Articulation K - 12
- Staff Development, PreK-12
 - Chair, Dist Prof Dev Committee
 - Chair Dist-Level Directors Mtgs
 - Budgets for Staff Dev
 - FLEX Blocks for Curric Work
 - District PD Calendar
 - Nat'l Board Certification Process
 - Chair District Leadership Committee
 - Provide yearly Admin Academy
- Induction Process
 - Chair, Induction Process Team
 - New Teacher Orientation Week
 - Mentor Program
- Assessment & Reporting
 - District assessment calendar
 - Reporting Student Growth (report cards, dashboard)
 - Monitor School Status Reports
- DIP & SIP)
- Grants (Title I, II, III, IV, V, TBE/TPI, LIPLEP, Perkins, CTEi, Confucius Classroom)
- English Language Learners
- Gifted and Talented
- Dual Lang/Chinese Immersion
- Dual Credit (grades 7-12)
- Parent Universities
- 5 Essentials
- Textbooks
- NECSS (Harper & 211/214/220)
- ESSA Regulations

- Oversight of PreK-12 Special Ed Programs
- Supervise/Evaluates Spec Svcs Staff, EC Principal, Spec Services Director, Assistive Tech Coord, HS Dept Head of Spec Services, Nurses Coordinator, RTI Facilitators, Reading Resource Teachers
- Plan Prof Development for Spec Svcs Staff
- Provide Tech Supervision to Staff
- Act as District Rep to Special Education Parent Grps & Orgs
- Attend IEP Meetings & Staffings
- Monitor Changes in Fed & State Laws
- Complete State Reports/Claims Related to Personnel, Extra-ordinary, Medicaid, IDEA Flow-Thru Grant, IDEA Pre-school & IDEA Discretionary Grants
- Monitor Spec Svcs Budget Accts
- Responsible for Due Process Hrngs; Prep & Actual Hrngs
- PreK-12 Resource Allocation Proposals for Special Ed
- ESY Programming for Children w/ Special Needs
- Monthly Team Mtgs for Related Service Spec Ed Staff
- Summer School Program
- Response to Intervention
- Student Records Oversight

- Supervise/Evaluate K-12 Principals
- Tracks policy updates for the BOE Policy Committee
- Coordinates BOE Blueprint 220
- Leads strategic planning
- Coordinates community and educational teams in creating master facilities plan
- Monitors space utilization for current and future needs
- Oversees K-12 operations
- Organizes school district calendars
- Reviews non-school fliers and trip proposals
- Serves as a community liaison
- Assists with education foundation projects, grants and initiatives
- Serves as district liaison for PTO Presidents Council
- Researches trends and opinions
- Coordinates special events, related to strategic planning
- Coordinates parent universities
- Support legislative relations

- Directs public relations, marketing and branding efforts
- Develops crisis communications strategies
- Integrates all forms of social media to promote Barrington 220 news
- Solicits information to generate newsworthy stories
- Photographs or secures video of events in the school district
- Manages Web streaming and multimedia for Board meetings
- Raises the profile of the school district through a wide range of media
- Uses digital and conventional mailings to share district information
- Interfaces with members of local and regional media outlets
- Spokesperson for the district for all media contacts
- Provides weekly electronic compilations of online news stories
- Updates Websites, social media sites and photography archives
- Interacts with publicity contacts for the Barrington 220 Educational Foundation, school Parent Teacher Organizations and alumni
- Serves as a community liaison
- Researches trends and opinions
- Facilitates legislative relations