# 2018-19 ADMINISTRATIVE RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Kathie Laurence</th>
<th>Harvey Newland</th>
<th>Michalis Gordon</th>
<th>Pier Angeli La Place</th>
<th>Margaret Reynolds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td><a href="mailto:klaurence@pausd.org">klaurence@pausd.org</a></td>
<td><a href="mailto:hnewland@pausd.org">hnewland@pausd.org</a></td>
<td><a href="mailto:mgordon@pausd.org">mgordon@pausd.org</a></td>
<td><a href="mailto:plaplace@pausd.org">plaplace@pausd.org</a></td>
<td><a href="mailto:mareynolds@pausd.org">mareynolds@pausd.org</a></td>
</tr>
</tbody>
</table>

- **Alumni Assoc.**
- **Back to School Mailing** (w/Martha)
- **CCS BOM**
- **Communications**
- **Community Partnerships**
- **Facilities Master Plan**
- **Facilities Steering Cmt**
- **Fundraising/Grants**
- **InsideOut Initiative** (w/Curt and Pier Angeli)
- **Meetings**
  - Admin
  - BOE
  - Ed Council
  - Principals
  - PTSA Exec Board
  - Site Council
  - TOSAs
- **Parent Education**
- **Professional Learning**
- **Public Relations**
- **School Goals/WASC Goals**
- **School Improvement Plan (SPSA)**
- **SCVAL Board of Managers**
- **Student Activities** (w/Lisa)
- **Student Teachers/Interns**
- **Supervision of: Administration Team, ISS, TOSAs, Volunteer Coordinator, Principal’s secretary**

<table>
<thead>
<tr>
<th>Kathie Laurence</th>
<th>Harvey Newland</th>
<th>Michalis Gordon</th>
<th>Pier Angeli La Place</th>
<th>Margaret Reynolds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
<td>Assistant Principal</td>
</tr>
<tr>
<td><a href="mailto:klaurence@pausd.org">klaurence@pausd.org</a></td>
<td><a href="mailto:hnewland@pausd.org">hnewland@pausd.org</a></td>
<td><a href="mailto:mgordon@pausd.org">mgordon@pausd.org</a></td>
<td><a href="mailto:plaplace@pausd.org">plaplace@pausd.org</a></td>
<td><a href="mailto:mareynolds@pausd.org">mareynolds@pausd.org</a></td>
</tr>
</tbody>
</table>

- **Academic Integrity Policy**
- **Blended Learning**
- **CBEDS reporting**
- **Challenge Success Team**
- **Counselor Admin for:**
  - Cora Ross
  - Jorge Chavez
- **Data Lead (w/ Olga)**
- **Department Liaison for:**
  - Science
  - Math
  - CTE
- **Graduation Ceremony** (w/Pier Angeli and Lisa)
- **Innovation Lead**
- **Master Calendar** (Martha)
- **NCAA Course List**
- **New Course Development**
- **PLC’s, MTSS (w/Pier Angeli)**
- **Research/Capstone Projects**
- **Sources of Strength**
- **Survey Administration** (CHKS, CS, Sources, Strategic Plan, etc.)
- **SLC admin and liaison**
- **Special Testing Arrangement** (SDD Coordinator with Harvey)
- **Supervision IT Staff**
- **Technology Lead**
- **Technology Plan**
- **Testing CAASPP (w/Pier Angeli), PSAT & ACT**
- **UC Course Updates**
- **Discipline** (w/Margaret)
- **Alternate Referrals (AV/FMC)**
- **CASSY**
- **Crisis Response Team Coordinator**
- **Certificated Staffing**
- **College and Career Center COST**
- **Counselor Admin for:**
  - Derek Johanson
  - Shannon Flakerud
- **Course Catalog Development**
- **Crisis Response Team lead**
- **Department Liaison for:**
  - English
  - EL
  - PE
- **First Generation student support** (w/ Myesha)
- **AP Audits**
- **504 Coordinator**
- **Guidance Instructional Supervisor/Department Chair**
- **Guidance Parent Nights Independent Study**
- **Master Schedule**
- **Opening of School Registration/Course Selection**
- **Secondary Records Comm. Student Records**
- **Student Wellness**
- **Supervision of Guidance staff, health office, and Wellness Team**
- **Athletics**
- **InsideOut Initiative** (w/Curt & Kathie)
- **TeachBoost SELF Mentor**
- **AVID Site Team**
- **Focus on Success**
- **Back to School Night**
- **Counselor Admin for:**
  - Jon Fidani
  - Betty Chen
- **Department Liaison for:**
  - HSS
  - WL
- **Climate and Culture Equity and LGBTQ**
- **Library/Testing Center Graduation Ceremony** (w/Harvey and Lisa)
- **New Teacher Support**
- **PLC’s, MTSS, TLT (w/Harvey)**
- **Restorative Practices Advanced Authentic Research**
- **Special Testing Arrangement** (SDD Coordinator w/ Harvey)
- **Staff and Student Handbooks Substitute Teachers Safety Plan** (w/Margaret)
- **Shadowing/Student visitors**
- **Supervision of Front Office & Attendance Secretaries**
- **Testing (CAASPP)** (w/Harvey AP Testing w/ Margaret Textbook Distribution TOSA support**
- **AED, CPR, Epi-Pen, Glucagon training**
- **Athletic Facilities Rentals** (w/Carole & Curt)
- **Bldgs, Grounds & Facilities Budget and LCAP Construction**
- **Co-teachers & inclusion**
- **Counselor Admin for:**
  - David Leftwich
  - Erin Reyes
- **Dangerous Student Records**
- **Department Liaison for:**
  - Special Ed
  - VAPA
  - Living Skills
- **Discipline** (w/Harvey)
- **Copy Room/Production Mgt Environment & Recycling**
- **Facilities Steering Cmt**
- **Facility Rentals and Use** (w/Carole)
- **AP Testing w/Pier Angeli**
- **Field trip authorization**
- **PAPD Liaison Restorative Practices**
- **School Safety Plan (w/Pier Angeli)**
- **Supervision of: Budget Secretary, Auditor, Campus Supervisors, Custodial Staff Supervision of IAs Theater Manager Traffic Safety**

- **AED, CPR, Epi-Pen, Glucagon training**
- **Athletic Facilities Rentals** (w/Carole & Curt)
- **Bldgs, Grounds & Facilities Budget and LCAP Construction**
- **Co-teachers & inclusion**
- **Counselor Admin for:**
  - David Leftwich
  - Erin Reyes
- **Dangerous Student Records**
- **Department Liaison for:**
  - Special Ed
  - VAPA
  - Living Skills
- **Discipline** (w/Harvey)
- **Copy Room/Production Mgt Environment & Recycling**
- **Facilities Steering Cmt**
- **Facility Rentals and Use** (w/Carole)
- **AP Testing w/Pier Angeli**
- **Field trip authorization**
- **PAPD Liaison Restorative Practices**
- **School Safety Plan (w/Pier Angeli)**
- **Supervision of: Budget Secretary, Auditor, Campus Supervisors, Custodial Staff Supervision of IAs Theater Manager Traffic Safety**