



**Superintendent**  
Dr. Mary Streshly

**OMI Board Management**  
(Mr. Carlos Rodriguez)  
Agendas, Calendars, Meetings,  
Minutes, policy, posting, archiving.

**Human Resources**  
(Ms. Kathryn Wong)  
HR Policies  
HR Compliance  
HR Staff Complaint Process  
Salary Schedule, Payroll, subs

**Compliance  
(Local/State)**  
Misc Reporting  
Program Monitoring  
School Board Policies  
Local Indicators

**Budget/Fiscal**  
(Chief James)  
Budget  
Development  
Fiscal Policies  
Compliance  
Payroll  
Accounts  
Payable/Receivable  
Lunch Program  
Contracts  
Cadre funding;  
MOU, cadre  
promotion

**Facilities**  
(Mr. Ismael Robles;  
Custodial  
Upgrades  
Maintenance

**Community  
Engagement**  
Marketing  
Cadet Recruitment  
LCAP engagement, Site  
Council, Fund-raising,  
partnerships

**Commandant**  
(Chief Thomas James)

**School Improvement Design**  
Leadership Development &  
Leadership Design  
LCAP Goals Dev  
Charter Renewal Process  
WASC accreditation reports

**Staff Retention & Recruitment**  
(Ms. Kathryn Wong)  
Job Postings, hiring process, Induction,  
substitute teachers, Position Descriptions,  
evaluation process, staff recognition

**Cadet Support**  
(SgFC Michael Traver)

**Director, Student Services**  
(Mrs. Shawna Lipsey)

**Director, Teaching & Learning**  
(Mr. Shann Chu)

**Cadet Academic  
Performance**  
(ASG Leads)  
Grades Monitoring/Reporting  
Interim/Summative Assessment  
Review

**Cadet Discipline**  
(SgFC Michael Traver, Mr. Chu)  
Policies/Procedures  
Investigations  
Discipline/Academic Honor  
Boards

**Cadet Activities**  
(Ops: Chris Lee/2LT Paoletti;  
Cadre Support)  
Cadet Council  
Rank Advancement  
Clubs  
Field Trips  
Military Training  
Graduation/Promotion  
HQ communications cell  
HS Athletics

**Campus Security**  
(SgFC Traver, Mr. Chu)  
Campus Monitoring  
Gate Inspections  
Emergency Response  
Audio/Visual Surveillance

**Cadet Attendance**  
(Jonathan Sanchez)  
Monitoring/Reporting  
SART/SARB boards

**Cadet Supports**  
(Mrs. Shawna Lipsey)  
SPED Services/Monitoring/  
Compliance  
504 Services/Monitoring/  
Compliance  
EL Services/Monitoring/  
Compliance  
BARR Coordinator  
Testing: ELPAC, AP, SAT  
Student/Parent Complaint  
Officer  
Summer School

**Cadet Attendance**  
(Jonathan Sanchez)  
Monitoring/Reporting  
SART/SARB boards

**Cadet College,  
Career & Wellness**  
(CJ Medina; Tim Murray;  
Kayla Simmons)  
Soc/Emotional  
Counseling  
Child Safety  
College & Career  
Counseling  
Transcript Checks  
504 Services

**Master Schedule**  
Student Scheduling  
Course catalog  
UC Doorways  
Course attributes  
Personal Learning  
Plans [Naviance]

**Parent Engagement**  
Grizzly Nights, ELAC,  
College & career nights,  
Parent Ed.

**Multi-tiered system of support [MTSS] Management**  
Academic Support Group Management [ASGs]  
Scheduling, data compliance, CST/SST/MTSS flow chart,  
academic support plans/contracts, iTime PD

**Assessment**  
(Ms. Cindy Murphy)  
CAASPP/SBAC, RenSTAR,  
personalized diagnostics  
CA & Local Indicator Dashboard

**Technology**  
(Mark Basnage/Ralston Tuason)  
Phone Systems, Server, Network,  
hardware, software

**Professional Development**  
Classified, Certificated, Coaching  
Instructional Leadership Team

**Instructional Program &  
Resources**  
Program Coherence  
Materials/Supplies/Purchasing  
Dual/Concurrent Enrollment  
Curriculum Adoptions  
Common Assessments/Benchmarks

**Staff Evaluations**  
Classified, Certificated

**Student Information/CALPADS**  
(Ms. Adriana Gonzalez; Jonathan Sanchez)  
Compliance Reporting  
Data Systems (CALPADS, AERIES)  
CALPADS Reporting, OUSD Reporting  
Registrar/Transcripts, Enrollment

**Academic Support**  
Intervention classes, programs, Read 180,  
SuccessMaker, Edgenuity  
Credit Recovery, Summer School  
Middle School Power UP

**Extra-Curricular Programs**  
After School Program  
Tutoring,  
MS Intramurals

**Program Lead Responsibilities**

<b>Tim Murray</b>	<b>Kayla Simmons</b>	<b>CJ Medina</b>	<b>Carlos Rodriguez</b>	<b>Adriana Gonzalez</b>
<i>Counselor - High School College/Career Athletics Director</i>	<i>Counselor - Middle School Mental Health/Academic Summer School</i>	<i>Mental Health Counselor</i>	<i>Office Manager/ Executive Assistant to the Superintendent/ Secretary to the Board</i>	Data Manager
<b>School Committees:</b> ILT [Instructional Leadership Team] SART/ ASG/CST Block Mtgs	<b>School Committees:</b> SART, ASG/CST Block Mtgs	<b>School Committees:</b> ASG Block, Special Ed Dept Mtgs	<b>School Committees:</b> Governing Board, Front Office Team	School Committees: Data Services Team [attendance, registrar, calpads/aeries support]
<b>Communication//Parent Outreach:</b> -Senior Awards -Graduation -Financial Aid/Scholarships -Registration/course enrollment -Parent meetings -Athletic Awards -Student releases & successes	<b>Communication/Parent Outreach:</b> -Crisis communication Middle School Awards -Middle School course selection -Middle School Promotion -Mental Heath Parent Ed	<b>Communication/Parent Outreach:</b> -Attend IEPs -Crisis communication	<b>Communication/Parent Outreach:</b> --Grizzly Family Nights -Superintendent Newsletter	<b>Communication/Parent Outreach:</b> -Registration -Orientation -Back to School Night
<b>Duties:</b> HS Academic Advising 504/SST Plans Guidance presentations HS Programming <b>Graduation</b> College Fairs College/Career Center At-Risk Counseling Scholarships Naviance Personal Learning Plans UC Doorways SAT/PSAT/ACT Testing AP Testing Support Counseling Web Page Transcripts <b>Athletics Duties;</b> Athletics Website page Athletics budget and purchasing Arrange transportation; field schedules Reserve facilities for games and practices grades & attendance eligibility checks Schedules Refs Supplies-place orders manages budget Athletic banquets Parent complaints Coach trainings Oversees, manages, evaluates coaches Attends CIF meetings	<b>Duties:</b> HS/MS Mental Health Counseling MS Academic Advising MS 504/SST plans MS Guidance presentations MS Programming MS College/Career Activities Wellness Center Homeless/Foster Youth Drug/Alcohol Counseling	<b>Duties:</b> Special Education Counseling Mental Health Counseling Support Topic Specific Intervention groups, assemblies or Parent Ed. Nights: -drug/alcohol, grief, abuse, bullying, cyber bullying, teen depression/suicide Behavior intervention plan training & staff support	<b>Duties:</b> -Board meeting coordination: scheduling, developing agenda, publishing agenda, public comment, event set up, tech set up, minutes, board policy posting, board archives, -BoardOnTrack liaison -Form 700 -Superintendent's office liaison -Superintendent support -share accounts receivable/ payables w/ Business Office liaison -instructional supplies budgets, ordering, approvals	<b>Duties:</b> CALPADS reporting AERIES management Student registration Student records Transcripts Student data reports OUSD data attendance reports CBEDS Back up office manager  Supervises: Registrar

**Administrative Responsibilities**

**Dr. Mary Streshly**

*Superintendent/Principal*

Accountability: Governing Board Communication, Meetings & Policy; OUSD Charter Dept; Accreditation/WASC; Charter Renewal; Legal Counsel, CCEE,  
Oversight: Leadership Cabinet, Faculty and Classified Staff assignments, Master Schedule, LCAP, Faculty Mtgs, ILT, Grizzly Nights, Instructional Rounds and All Divisions there within:  
Business, Human Resources, Student Services, Curriculum/Instruction, Facilities, Operations, Safety, Cadre Liaison

<b>Mr. Shann Chu</b>	<b>Shawna Lipsey</b>	<b>CMSgt Thomas James</b>	<b>SFC Michael Traver</b>	<b>[Jacque Eischens] Carlos Rodriguez</b>	<b>Kathryn Wong</b>	<b>Mr. Chris Lee/2LT Paoletti</b>
<b>Director, Teaching and Learning</b>	<b>Director, Student Services, Special Programs</b>	<b>Commandant</b>	<b>Cadre Supervisor</b>	<b>Business Office Liaison/ Back Stop CFO</b>	<b>Human Resources Manager/Payroll</b>	<b>Operations/Activities Director</b>
<b>Committees/Dept oversight</b>  -Exec Cabinet, Cabinet ILT Core academic Depts Cabinet, Exec Cab Faculty Meetings MS Team IT Discipline	<b>Committees/Dept oversight</b>  -Exec Cabinet, Cabinet Special Education -English Learner -Barr/ASG mtgs -Counseling -ELAC	<b>Committees/Dept oversight</b>  -Exec Cabinet, Cabinet Business/Facilities [MOT] Military Dept/CACC liaison Cadre Staffing Supply/Inventory Payroll, Insurance	<b>Committees/Dept oversight</b>  -Exec Cabinet, Cabinet Cadre Management Military Science Student safety/Security Discipline	<b>Committees/Dept oversight</b>  Cabinet Budget committee Facilities Food Service	<b>Committees/Dept oversight</b>  Cabinet Interview committees	<b>Committees/Dept oversight</b>  Cabinet HQ, Student leaders, ILT
<b>Liaison/Communications /Parent Outreach:</b>  -Instructional prog vendors -Instructional coaches -Williams auditors -ASP providers	<b>Liaison/Communications /Parent Outreach:</b>  -ELAC -Sped parents -BARR Org -ASGs -SELPA	<b>Liaison/Communications /Parent Outreach:</b>  - Recruitment -CA Cadet Corp	<b>Liaison/Communications /Parent Outreach:</b>  -Student Leadership -Camp & competition base venues	<b>Liaison/Communications /Parent Outreach:</b>  -OUSD charter finance -Schoolability -Insurance providers	<b>Liaison/Communications /Parent Outreach:</b>  -Sacramento COE Induction -Coast Guard Island -Schoolability - payroll -All Intern programs -Substitutes & temp vendors -college intern progs/fairs -benefits providers	<b>Liaison/Communications /Parent Outreach:</b>  -Parent/Cadet Alliance social media -cadet communications -BARR Org -ASGs -Peralta CC -Graduation Committee
<b>Duties:</b> School Supervision Curriculum Adoption & Dev Curriculum purchasing Prof. Development Plan Instructional prog design Teacher Supervision Teacher Evaluation Williams Audit IT Dept Oversight Student Discipline Policy & Procedure w/Cadre Suspensions/Expulsions Safety & Security CTE Assessment: CAASPP, RenStar Registrar Enrollment Aeries / Data Management Middle School Improvement Grant Monitoring/ reporting Master Calendar Supervises: Data manager IT tech/manager Security w/ cadre sup	<b>Duties:</b> School Supervision Teacher Evaluations: Sped, ELD Student Programming Master Schedule Counseling Dept SST/504's Special Ed caseloads IEP compliance Course Catalog Summer School Assessments: ELPAC, SAT/PSAT/AP Attendance Policy Attendance Officer -SART / SARB Title IX Coord Homeless/Foster Youth  Supervises/evaluates Attendance clerk sped/ELD paras counselors Sped ed specialists	<b>Duties:</b> School Supervision Business Dept Operations Maintenance/Facilities CACC Liaison CACC/OMI MOU Cadre Operations Cadre Staffing & recruitment Cadre Integration Cadre budget & Supply -uniforms, awards Student Recruitment School Marketing/PR Oakland Enrolls/Lottery  Supervises: Cadre Supervisor Plant Manager Business Office/Contracts Liaison	<b>Duties:</b> School Supervision Cadre Supervisor Master Calendar Student Activities Student Discipline Attendance/Tardies Discipline -Detention -ISS -Honor Board -Suspensions -behavior contracts -Student Handbook -Liaison to OPD Room Utilization School Safety Plan Security Staff, Security rotations, training w/ Mr. Chu  Supervises: Cadre staff Security Staff	<b>Duties:</b> School Supervision JE -Budget Development JE -Budget reports JE -Financial System JE -Accounting Audits JE -Entitlement Reporting JE -Grants Reporting JH -Accounts receivables JH -Billing JH -Food Services JE/JH -Facility Leases JE/JH -Insurance & liability claims JE/JH -Transportation	<b>Duties:</b> School Supervision Staffing, interviews Hiring procedures Staff recruitment Staff Handbook Personnel Policy Personnel discipline Personnel files Public records requests Student Teachers/ Interns Credentialing Induction/BTSA Substitute Teachers Payroll CALSAS New Teacher Orientation Evaluation process Complaint Officer  Supervises -after school aides -substitutes	<b>Duties:</b> School Supervision Master Calendar Student Activities Planning/ supervision Fieldtrip approval process HQ communications School social media Barr co-coordinator Dual enrollment liaison Graduation support Senior Activities