

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
Summary of State Board of Education Agenda Items
July 19, 2018

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

06. Action: Approval of appointment of Interim Superintendent for the Noxubee County School District contingent upon a declaration of a state of emergency in the District by the Governor [Goals 1, 2, 3, 4, 5, and 6 – MBE Strategic Plan]

This item references Goals 1, 2, 3, 4, 5, and 6 of the *Mississippi Board of Education 2016-2020 Strategic Plan*.

Recommendation: Approval

Back-up material attached

RODRIGUEZ F. BROADNAX, Ed.S.

CURRICULUM VITAE

OBJECTIVE

To continue my career in **SENIOR SCHOOL MANAGEMENT & ADMINISTRATION** with an institution that will utilize my expertise to benefit mutual growth and success.

SUMMARY OF QUALIFICATIONS

- Qualified professional background encompassing over 16 years as an **EDUCATIONAL LEADER** in positions requiring excellent **Management, Supervision & Administration** abilities with expertise in:
 - **School Administration:** Strategic Planning; Budget & Curriculum Development, Mission & Vision Statements, Core Values, Goals & Collective Bargaining
 - **Human Resources:** Recruiting, Staffing, Evaluating, Coaching, Motivating & Supervising Teachers & Staff Members; Conducting Staff Meetings & Briefings; Ensuring Strict Adherence to Government & Board Compliance
 - **Instruction:** Standard Curriculum, Special Education, Athletics & Business
 - **Parent & Community Involvement:** Developing & Implementing Creative & Effective Outreach Programs
- Innovative, Results-Driven Team-Player with proficient **OPERATIONS MANAGEMENT & ADMINISTRATION** abilities: Developing Strategic Plans, Budgets, Policies & Procedures; Controlling Multiple Business Operation; Negotiating Contracts & Terms; Maintaining Quality, Cost, Loss Prevention & Safety Controls; Preparing Accurate Documentation & Reports; Working Well Under Pressure of Multi-Tasks, Workloads & Fast-Paced High-Volume & Stressful Environments.
- Proven INTERPERSONAL COMMUNICATION & PUBLIC RELATIONS skills: Ensuring Effective & Quality Board Member & Public Relations; Problem Solving & Crisis Intervention; Handling Difficult People with **Tact & Diplomacy**; Projecting **Positive Company Image**.

LICENSES / CERTIFICATIONS

- Teacher License #108519 with School Administrator & K-12 Endorsements, State of Nevada
- Principal & Superintendent Certifications, States of South Dakota & North Carolina: Pending

- Educator's License #10044918 (Building-Level Administrator P-12/Business 5-12, State of Indiana: Inactive
- PK-12 Building Level Administrator Certification, State of Indiana: Inactive
- CPR/AED Certification: Active

PUBLICATIONS

2011 - Building Efficient School Systems Through Effective School Leadership Performance
 Present (Thesis Publication) & Currently Writing Book, "From Dreams to Reality: Building Efficient School Systems Through Effective School Leadership Performance."

EDUCATIONAL BACKGROUND

<p>Stayer University, Herndon, VA *<i>Master of Education Degree</i> (2011) Emphasis: K-12 Education Management *<i>Executive Graduate Certificate in Human Resource Management</i> (2011) *<i>Bachelor of Arts Degree in Business Administration</i> (2005) Emphasis: Management Honors: Dean's Lists</p>	<p>Indiana State University, Terre Haute, IN *<i>Education Specialist (Ed.S.) Degree</i> (2014) *<i>Superintendent of Schools Certification</i> (2014) *<i>Principal License</i> (2012) Honors: Dean's Lists; 2 "Letters of Recommendation" Courses Included: Law Conferences</p>
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NOTE: See End of Resume for Conferences & Specialty Training.

PROFESSIONAL EXPERIENCE

- 07/17 **MCINTOSH PUBLIC SCHOOL DISTRICT – McIntosh, South Dakota**
SUPERINTENDENT OF SCHOOLS (CEO)
- 01/18 **SITTING BULL COLLEGE – Fort Yates, North Dakota**
ADJUNCT PROFESSOR – MASTER LEVEL EDUCATION COURSES
- 8/15 – **ESMERALDA COUNTY SCHOOL DISTRICT – Goldfield, Nevada**
- 06/17 ***SUPERINTENDENT OF SCHOOLS (CEO)***

Total responsibility "5-Star" School District encompassing 3 Elementary - Middle Schools including: Serving as *Chief Negotiator* for District Contract Negotiations Team with Collective Bargaining Units; Helping develop \$5 Million Annual Budgets with Expense Forecasts as well as Strategic School Board Mission, Vision, Core Values, Goals, Objectives, Timelines, Accountability, Educational Curriculum, Policies and Procedures; Building effective partnerships with businesses and community organizations for donations and community/student events; Conducting nationwide recruiting of highly-qualified teachers and principals; Interviewing, hiring/firing, assigning, giving written evaluation, motivating, coaching, mentoring and supervising 3 Academic School Officer (Principals), Teachers and Staff, Director of Special Education, Director of Testing, Director of Transportation, Director of

Technology, Chief Financial Officer, Chief Operating Officer, Maintenance Supervisor and Secretary; Conducting weekly meetings with department heads and supervisors, bi-weekly meetings with administrative cabinet member and monthly meetings with stakeholders and other state superintendents; Grading teacher lesson plans; Reviewing and authorizing all departmental purchase orders; Reviewing Infinite Campus, Power School Documentation Databases; Working with county emergency medical service, fire and sheriff departments as needed; Inspecting schools, assessing administrative operations and evaluating teacher performances; Troubleshooting and solving staff, teacher and community issues; Management Facility and Grounds Operations; Utilizing Windows, Microsoft Word, Excel, PowerPoint and Outlook Software to produce presentations, generate and analyze data, as well as create Monthly Superintendent, Weekly Board Update and state-mandated Accountability, Student Attendance, Emergency Plan, Human Resources/Personnel, Food & Nutrition, Budgetary, Incident, Accident, Complaint, Workman Compensation, Staff and Student Discipline Reports; Ensuring adherence to No Child Left Behind, OSHA and HazMat and all other state and county laws; Updating and maintaining social media superintendent blog, school district

PROFESSIONAL EXPERIENCE

ESMERALDA COUNTY SCHOOL DISTRICT (Cont'd)

website and Facebook page; Partnering with local radio station to create mass public communication advertisements; Facilitating community educational workshops and forums; Attending district functions and educational conferences to maintain constant visibility.

Accomplishments:

- ✓ Successfully negotiated 2 Collective Bargaining Agreements and maintained “Zero Teacher Vacancy” Rating.
- ✓ Presented and facilitated School Board Retreat, from strategic planning and new School District Missions to Vision Statement, Goals, Objectives and Accountability Measures to ensure achievement and growth.
- ✓ Created District’s First Administrative Cabinet that utilizes social media Blue Jeans Video Conferencing and Skype during bi-weekly meetings, Online Tool for Nevada Teacher Evaluation Model (NEPF) and First Pre-School Program.
- ✓ Developed and implemented District Decentralized Decision Making Process, Pre-Kindergarten Program, New Hire/Onboarding District Initiative and Everyday Math Curriculum which aligns with Common Cores Curriculum, Curriculum Development Team, social media Facebook Page and Superintendent’s Blog posted on School District’s Website for Transparent Communication with all Stakeholders, as well as Capital Projects Committee that oversees building and grounds new construction and renovation.
- ✓ Currently creating Adult Education and Virtual Learning Academy.
- ✓ Implemented, managed and facilitated Administrative Cabinet which meets bi-weekly.
- ✓ Worked with Deputy Superintendent of Public Instruction to implement new NEPF Online Teacher Evaluation Program and shadowed State Superintendent of Public Instruction to develop State-Level Skill Sets.
- ✓ Reorganized Transportation Department.

- ✓ Increased Student Achievement Opportunities for all students.
- ✓ Generated over \$250,000 in Alternative Funding Measures within 1st 3 months of tenure.
- ✓ Achieved “Highest Rated Performance Evaluation” in history of District.
- ✓ Effective and Efficient Superintendent – Board of Education working relationship and communication as evident in the superintendent’s evaluation. (Evaluation Form Below which shows the superintendent’s rating in this area) This insert is directly from the Board of Education.

Performance Objectives

Levels of Performance

1. Keeps the Board informed on the programs and conditions of the school and keep the president of the Board informed of pertinent issues.

4 3 2 1 N/A

Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
X				
X				
X				
X				
X				
X				

D. WORKING RELATIONSHIP WITH THE BOARD OF TRUSTEES

2. Attends and participates in all meetings of the board except when the superintendent’s own position, salary, or tenure may be under consideration or as excused by the board.
3. Develops in cooperation with the President of the Board of Trustees an agenda for each board meeting and sees that board meetings and actions are legally conducted and communicated to the public.
4. Develops the necessary rules and regulations to effectively carry out board policy, takes care of other administrative duties not specifically covered in board policy.
5. Interprets, clarifies, assembles data, and provides professional guidance and assistance to the Board of Trustees.
6. Advises the Board of Trustees on the development of policies and administrative rules and regulations, which will enhance district operation and maintain the district’s compliance with state and federal mandates.

2011 - INDIANAPOLIS PUBLIC SCHOOL DISTRICT – Indianapolis, Indiana
2015 PARENT ENGAGEMENT OFFICER (8/14 – 6/15)

Hired to design, develop and implement Effective Initiatives for Family & Community Engagement Department that would increase parent involvement and support, close achievement gap and increase student growth at the state's largest high school, including campus with over 2,000 students, for state's largest school district with 32,000 students. Responsibilities included: Revising Title I Plan for Department; Working with Core District Administrative Team to develop Strategic Parent Compact and School Strategies and Plans for students, parents and community; Generating and logging parent school list then making 300 phone calls weekly to inform parents of publications, social media information, community networking events, encourage to regularly attend school board meetings and to schedule parent conference sessions; Designing, implementing, facilitating and overseeing Community Engagement Events; Scheduling, assigning job duties, giving written evaluations and supervising 2 Parent and Community Engagement Educators; Creating accurate Attendance, Family Engagement Session, Student College & Readiness and other Reports.

PROFESSIONAL EXPERIENCE

(2011 - INDIANAPOLIS PUBLIC SCHOOL DISTRICT (Cont'd)

2015) Windows, Microsoft Word, Excel, PowerPoint, Publisher and eSchool Software; Serving on Curriculum Committee.

Accomplishments:

- ✓ Successfully increased Parent Engagement by 30%.

MIDDLE SCHOOL PRINCIPAL (8/11 – 6/13)

Complete responsibility for management, administration and daily operations at Middle School with 825 students including: Working with CFO to create \$265 Million District Budget and Funds Projections (General, Debt Service, Capital Projects, Transportation and Bus Replacement); Developing Strategic School Mission, Philosophy, Values, Goals, Programs, Policies, Procedures, Maintenance and Emergency Evacuation Plans; Accessing, overseeing and monitoring all Instructional Programs to include Teacher Schedules and Drills, Class Curriculum, Lesson Plans, Tests, Extracurricular Activities and Discipline Systems to ensure model teaching, use of various instructional strategies and materials consistent with child learning, development and growth; Disciplining both teachers and students while maintaining high morale; Reviewing and evaluating office operations, personnel management and building/grounds maintenance; Ensuring efficient, safe and orderly environments, as well as ensure strict adherence to government regulations, board policies and civil regulations; Creating Violence, Vandalism, Attendance, Discipline as well as all government and board required reports; Supervising **40** Teachers and **50** Support Staff; Working closely with Child Protective Services and other agencies to report child neglect and abuse, substance abuse, severe medical or social conditions, potential suicide and other student issues.

Accomplishments:

- ✓ Instrumental in 2012-2013 "Double Digit Growth" on End of Year State Assessment (ISTEP) by implementation of Math and English Lab intervention and strategies, 30%

Test Score Increase, as well as Attendance and Tardy Increase from 92% to 95% by creating various strategies and interventions.

- ✓ Implemented Professional Development Opportunities and Read 180 and Systems 44 Programs resulting in State Accountability Measures Growth for below grade level reading students.
- ✓ Designed, developed and implemented new Lesson Plan Rubric in alignment with State of Indiana Teacher Evaluation Model (RISE).
- ✓ Created Middle School Staff Principal Survey, personally receiving “Highly Effective” Teachers’ Response.
- ✓ Developed Talent Acquisition Program, recruiting top talent and creating Pool and Pipeline of Highly Qualified Candidates for Core Content Area Positions.
- ✓ Implemented Human Resources Information Systems (HRIS) as best practices including Benefit Management, Compliance Filing, Applicant Tracking, Performance Management & Training and Information Technology Software.
- ✓ Designed, developed and implemented Professional Learning Communities and Professional Opportunities for classroom teachers that included Literacy, Instructional, Book Study and Technological Strategies and Interventions.
- ✓ Created Professional Development Library which supported teachers with classroom management, student engagement and other classroom instruction deficiencies.

INDIANAPOLIS PUBLIC SCHOOL DISTRICT (Cont’d)

- ✓ Established Charlotte Danielson “Framework of Teaching” Performance evaluation Instrument as well as Teacher Rating Protocol with teacher union and president that decreased teacher deficiencies.
- ✓ Developed and integrated Student Academic Learning Center facilitated by Core Content and Special Education Teachers to include remediation, test prep, maintenance, enrichment and credit recovery.
- ✓ Designed and implemented Literacy Strategies into Curriculum.
- ✓ Helped design Business Finance Magnet Program at Secondary Level.

HIGH SCHOOL VICE PRINCIPAL / DEAN OF STUDENTS (8/11 – 6/13)

Direct responsibility for High School with 1,700 students included: Creating and administering \$1 Million Annual and \$300,000 Title I Budgets, as well as Strategic School Improvement Plans and Disciplinary, Professional Development Library and Community Involvement Procedures; Staffing and supervising **200** Staff Members to include Guidance

Learning Facilitator; Supervising Extended Day and Extra-Curricular Activity Programs including teachers and employees; Overseeing grades 7-12 student attendance and tardy, as well as handling discipline issues; Reviewing recommendations for expulsion and alternative placement programs; Supervising all after school activities, cafeteria and bus parking lot; Also serving as *Text Book Coordinator* and *Summer School Principal*.

Accomplishments:

- ✓ Created and implemented Professional Development Library.
- ✓ Developed Student Discipline Chart resulting in 20% Lowered Suspension Rate.
- ✓ Received numerous "Letters of Appreciation" from families and businesses.

**COMMUNITY SCHOOL CORPORATION OF SOUTHERN HANCOCK COUNTY –
New Palestine, Indiana**

INTERNSHIP, Superintendent of School (8/13 – 5/14)

Duties for High School, Middle School and 5 Elementary Schools with 3,200 Students included: Overseeing and supervising all District Curriculum and Budget Development, Human Resources Department, Administrators and Operations; Designing and implementing Common Core Strategies for staff and professional development and Cost Effective Financial Strategies; Writing Safety Grant; Visiting, inspecting and evaluating operations at elementary, middle and high schools with Superintendent; Staffing and supervising 200 Teachers and 165 Support Staff; Developing and maintaining exemplary school board and superintendent relationships. Position required knowledge of IDOE Reports, collective bargaining, Common Core Values, staffing of effective District and Building-Level Administrators, cost effective financial strategies and strong staff relations.

Accomplishments:

- ✓ Designed and implemented Classified & Certified Personnel Handbooks encompassing Board Policies, Insurance Information, Policies, District Expectation and Accountability.
- ✓ Chose to serve as *Member of Collective Bargaining Team* attending pre-collective bargaining meetings with board members and association presidents conducting negotiations.

PROFESSIONAL EXPERIENCE (Cont'd)

8/09 – **UNION COUNTY PUBLIC SCHOOLS – Monroe, North Carolina**

6/11 ***HIGH SCHOOL BEHAVIOR ADMINISTRATOR***

Responsibilities for high school with 900 students included: Serving as Liaison between Principal and Exceptional Children Department; Assessing, resolving and supervising grades 9-12 behavior, discipline, bus/transportation, cafeteria, class changes and other issues; Tracking and maintaining accurate records of At-Risk Students; Supervising 6 Staff Members, as well as sports and other Before/After Extra-Curricular activities; Facilitating Parent Conference Meetings; Serving as *Member* of Administrative and IEP Teams.

Accomplishments:

- ✓ Received 2 "Letters of Recommendation from Principal."

8/04 – **CHARLOTTE-MECKLENBURG SCHOOLS – Charlotte, North Carolina**

8/09 ***HIGH SCHOOL BEHAVIOR ADMINISTRATOR & COACH***

Performed duties for Exceptional Children Department/Inclusion Security Specialist for High School with 3,000 Students. Interviewed, hired, resolved issues and supervised

250 Teachers and Classified Staff Members. Facilitated Parent/Teacher Meetings and Fire Drills, Lockdowns and other Emergency Procedures. Supervised all after school events. Also served as ***Head Varsity Men Soccer Coach, Head Junior Varsity Women Basketball Coach, Assistant Varsity Women Coach and Assistant Varsity Football Coach.***

Accomplishments:

- ✓ Implemented and facilitated new Discipline Plan that targeted students with excessive suspensions, tardiest, truancy, classroom performances and end-of-course tests.
- ✓ Worked with School Resource Officer to implement Safe Schools Policies at Building-Level.
- ✓ Received “Letter of Recommendation.”

ADDITIONAL EXPERIENCE

3 Years **WAYNE COUNTY PUBLIC SCHOOLS – Goldsboro, North Carolina**

HIGH SCHOOL BEHAVIOR SPECILAIST/COACH & HIGH SCHOOL BUSINESS EDUCATION TEACHER

Ensured exemplary duties to include high school Behavior Specialist/Security School Facilities, 3rd Grade Teacher for elementary school and EC Assistant for high school. Also served as ***Men’s Basketball Coach.***

EDUCATIONAL BACKGROUND (Cont’d)

Conferences:

- **Essential Management Skills Certificate, POOL/PACT Human Resources, Carson City, NV**
- **Nevada School Law Conference, Reno, NV**
- **Collective Bargaining Contract Negotiations Work Sessions, Carson City, NV**
- **Nevada State Board Meetings, Las Vegas, NV**
- **Nevada Association School Administration, Las Vegas, NV**
- **American Association of School Administrators, Phoenix, AZ, New Orleans, LA, Nashville TN**
- **Professional Attributes in the Workplace Human Resources, Reno, NV**
- **Professional Conference for K-12 Teachers, Terre Haute, IN**
- **MTSS Conference, Chamberlain, SD**
- **South Dakota School Administrators/School Board Joint Convention, Sioux Falls, SD**

EDUCATIONAL BACKGROUND (Cont'd)

Specialty Training:

- **Esmeralda County School District**, Goldfield, NV: LEA Representative & IEP Special Education Training; HEPF Teacher Evaluation; EPI; Marketing, Social Media & Human Resources Skills; Quality Controls; Student Safety & Bullying; Fire Safety & Evacuation; Air & Bloodborne Pathogens; OSHA Regulations; Infinite Campus, Power School & NC Wise Student Information & Media Systems; Time & Stress Management; Sexual Harassment Awareness; Americans with Disabilities & Family Medical Leave Acts.
- **Indianapolis Public Schools**, Indianapolis, IN: LEA Representative, IEP Special Education, RISE Teacher Evaluation/Administrator & Professional Development Training; Cooperative Learning/Standard Based Instruction; Grant Writing & Alternative Grant Budgets; Safety & Gang Intervention Plans; Student Safety & Suicide Prevention; Quality Parent, Student & Public Relations; eSchool & Power School Systems; Building & Grounds, Custodians & Maintenance Management; CPR/AED Certification.
- **Union County Public School**, Monroe, NC: Student Scheduling & Teacher Evaluation Skills; School System Data Systems; Multi-Cultural Diversity Awareness; Positive High School Reforms.

AFFILIATIONS

- Nevada Association of School Administrators
- Appointed to the Nevada Department of Education Statewide Coordinating Council
- Governing Board of Southern Nevada Regional Professional Development Center (RDPD), Las Vegas, NV: Active 1-Year Board Member
- American Association of School Administrators: Active 3-Year Member
- Nevada Association of School Superintendents: Past 2-Year Member
- National Education Association: Past 2-Year Member
- National Professional Development Council: Past 2-Year Member
- North Carolina Association of Educators: Past 4-Year Member
- Indiana Superintendent's Association: Past 2-Year Member
- Indiana School Board Association: Past 2-Year Member
- South Dakota Association School Boards: Active Member

NOTE:

- **Bondable:** *Background Security Clearance* (State of Nevada)

- **Computer Skills:** Infinite Campus, Power School, NC Wise, eSchool, Apple & IBM Systems; Windows 10, Microsoft Word, Excel, PowerPoint, Access, Google Docs & Drive, Keynotes, Pages & QuickBooks Software.