

PSD Superintendent

February 2023 | Superintendent Calendar Assessment



25 March 2023

SUMMARY | February

The superintendent's time allocation *reveals an imbalance*, with overemphasis on Administration and Miscellaneous activities, and insufficient focus on Governance, Community, and Academics.

This may lead to missed opportunities and *negatively impact* the district's long-term performance. Overemphasis on Administration and Miscellaneous activities may lead to *burnout or decreased morale* among staff, resulting in lower productivity and effectiveness.

Key Takeaways

1. There is a need to *reallocate time spent* on Administration and Miscellaneous activities towards Governance, Community, and Academics.
2. Increased *engagement with students* is a positive aspect, highlighting a focus on student needs.
3. Opportunities for improvement lie in **enhancing relationships** by engaging with the community and strengthening academic performance.

CALENDAR | **Event Topics**

Governance

Administration

Academics

Community

Students

Travel

Miscellaneous

CALENDAR | **Expectations Baseline**

To date, the Poudre School District (PSD) **Board of Directors has not publicly outlined expectations** on how the Superintendent's time is spent at the district. Below are *general guidelines* until further clarification is provided by the Board of Directors.

Event Type	Percentage	Hours per Month*
Governance	15%	27
Administration	25%	45
Academics	20%	36
Community	15%	27
Students	5%	9
Travel	10%	18
Miscellaneous	10%	18
TOTAL	100%	180 hours

**Note | Total hours are based on a 45-hour work week*

CALENDAR | Actual vs. Expected

To date, the Poudre School District (PSD) **Board of Directors has not publicly outlined expectations** on how the Superintendent’s time is spent at the district. Below are *general guidelines* until further clarification is provided by the Board of Directors.

Event Type	Expected Percentage	Expected Hours per Month	Actual Percentage	Actual Hours per Month	Delta Percent	Delta Hours
Governance	15%	27	12%	24	-3%	-3
Administration	25%	45	43%	84	+18%	+39
Academics	20%	36	1%	1	-19%	-35
Community	15%	27	7%	14	-8%	-13
Students	5%	9	11%	22	+6%	+13
Travel	10%	18	8%	17	-2%	-1
Miscellaneous	10%	18	18%	37	+8%	+19
TOTAL	100%	180 Hours	100%	198 Hours	100%	+18 Hours

**Note | Total hours are based on a 45-hour work week*

Risk Legend Low Risk Medium Risk High Risk



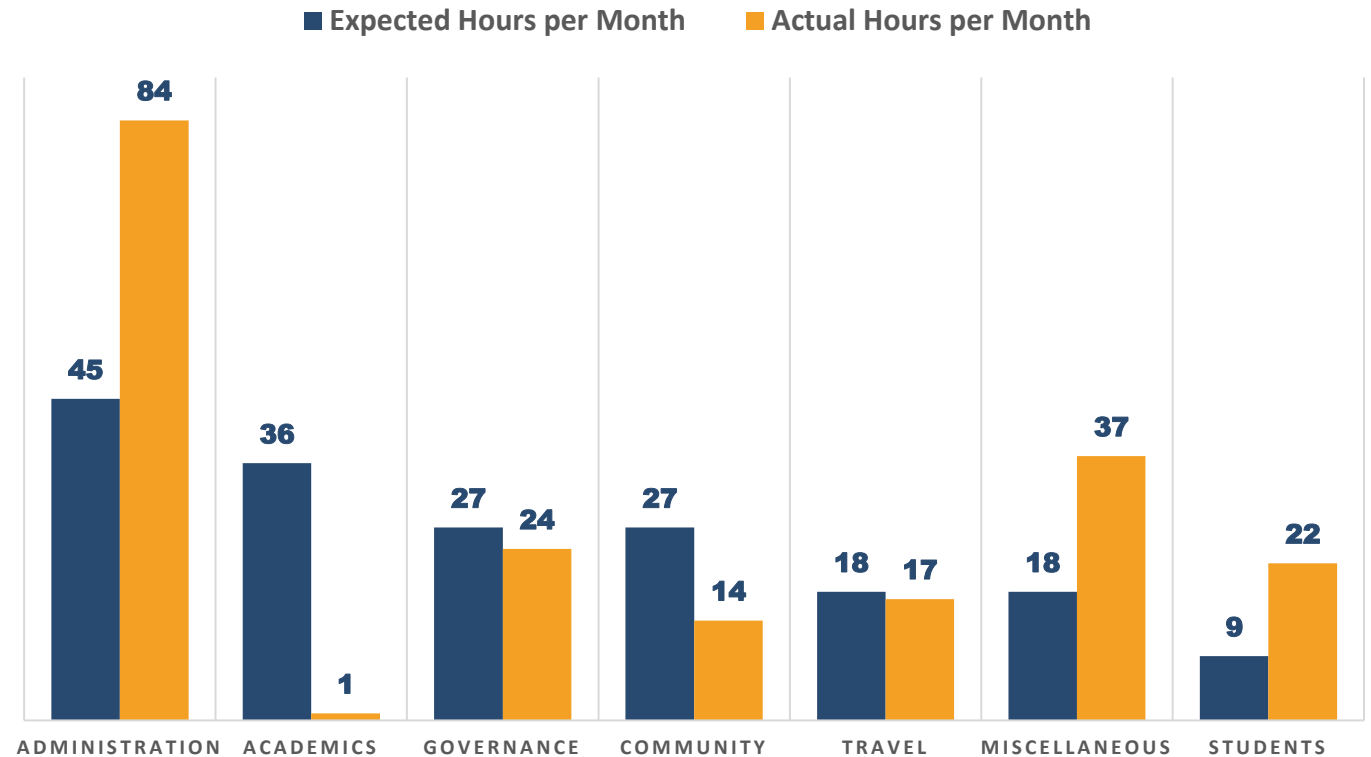
CALENDAR | Topic Event Counts

Summary

The chart highlights *significant disparities* between expected and actual time allocation in the Superintendent's activities, with *notable underinvestment* in Academics and overemphasis on Administration and Miscellaneous tasks.

Adjustments to *time management* are recommended to align with the desired distribution.

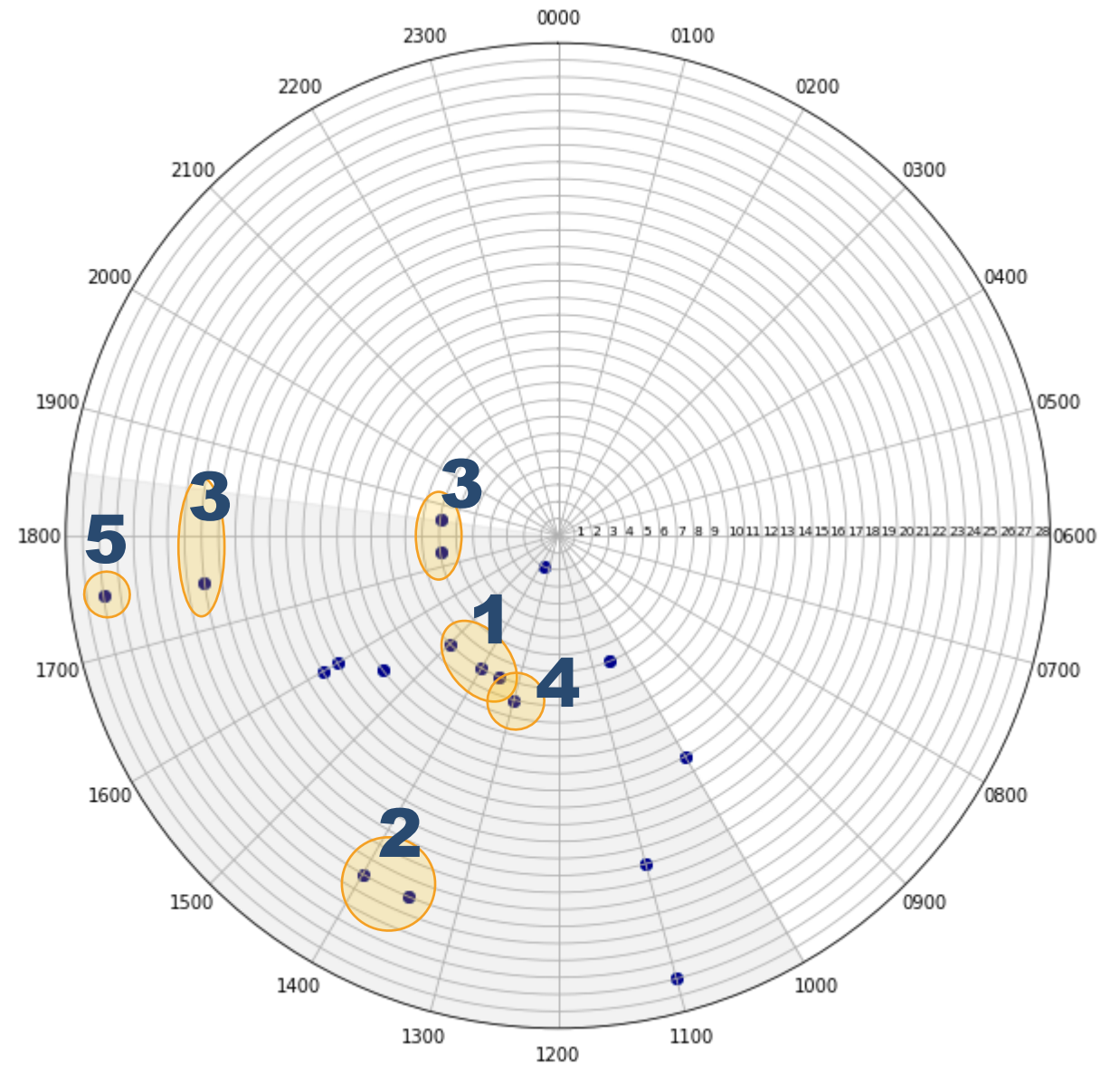
SUPERINTENDENT'S FEBRUARY TIME ALLOCATION:
ACTUAL VS. EXPECTED



KEY EVENTS | Governance

Summary

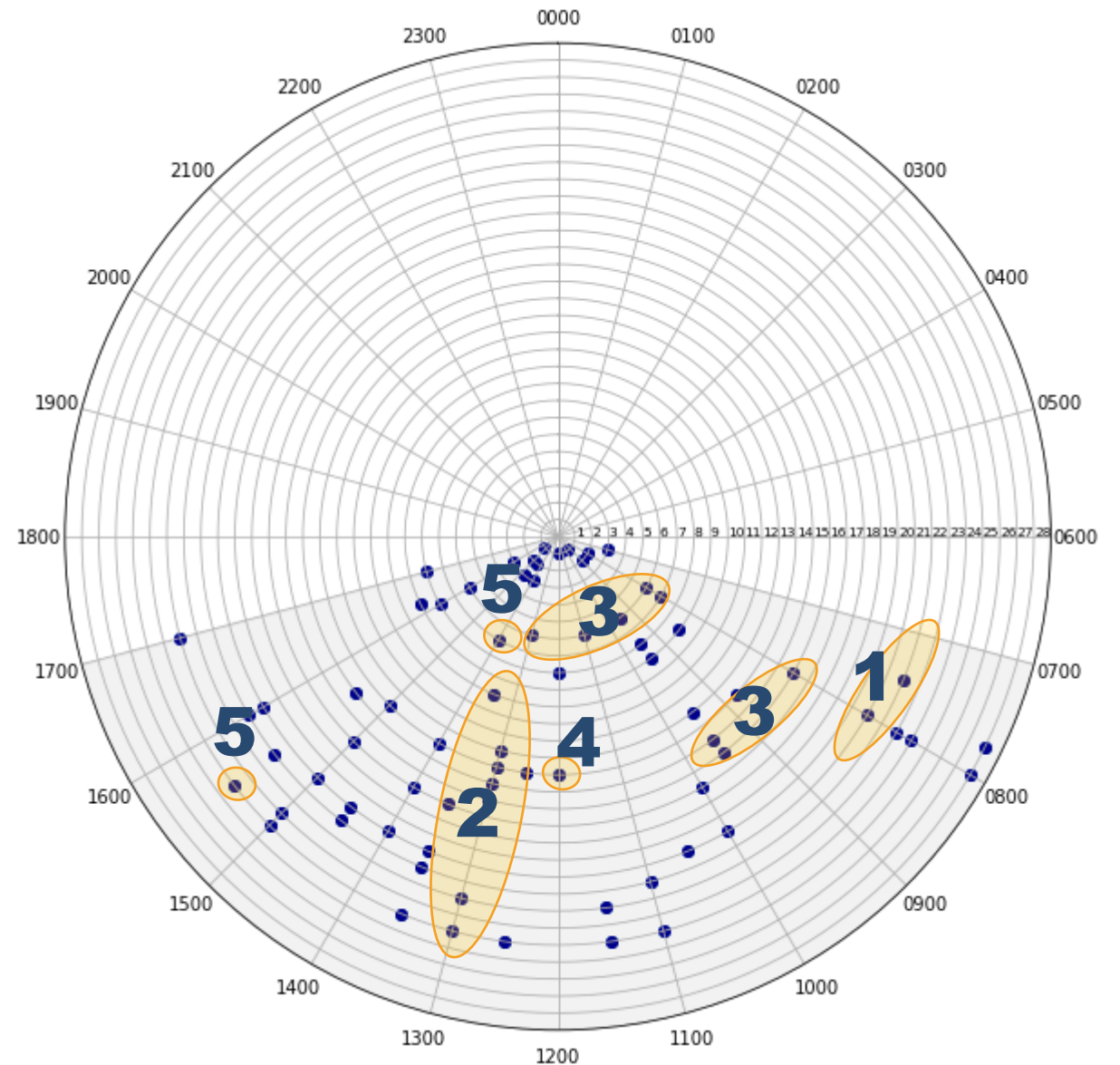
1. **Agenda setting, Meeting w/ BOE Leadership, and Rob Petterson**
2. **Agenda setting, Meeting w/ BOE Leadership**
3. **Dinner Sessions and Board Meetings**
4. **Opioid Settlement Update**
5. **Board of Education Retreat**



KEY EVENTS | Administration

Summary

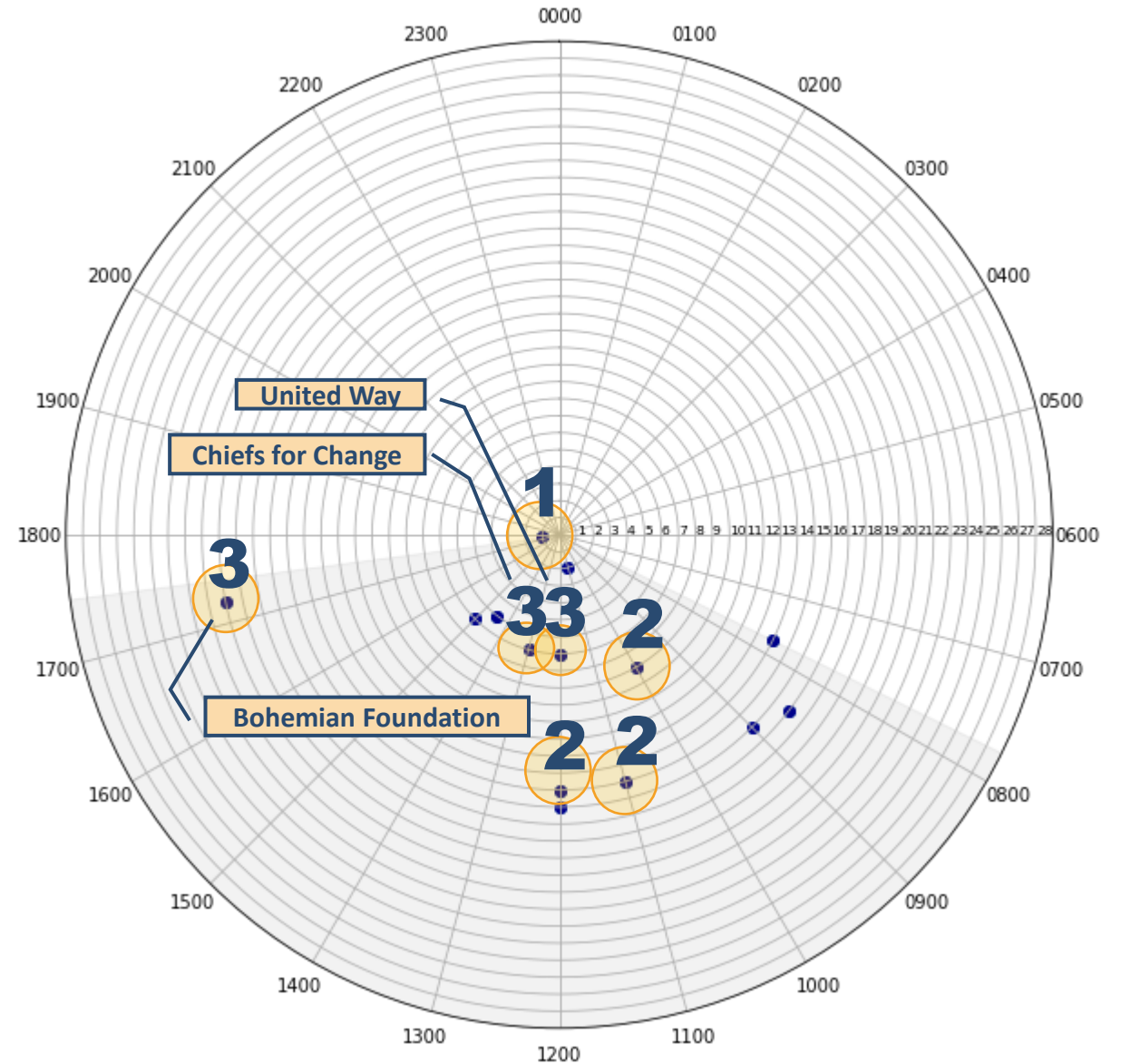
1. All day event for **Colorado Association of School Executives (CASE)**
2. Interviews for **5 Principals** at *Polaris, Laurel, Beattie, Lincoln, O'Dea*
3. Winter evaluations for **9 direct reports**
4. Check-in **Larimer County Grant**
5. 2 Calls with **Chiefs for Change Pete Gorman**



KEY EVENTS | Community

Summary

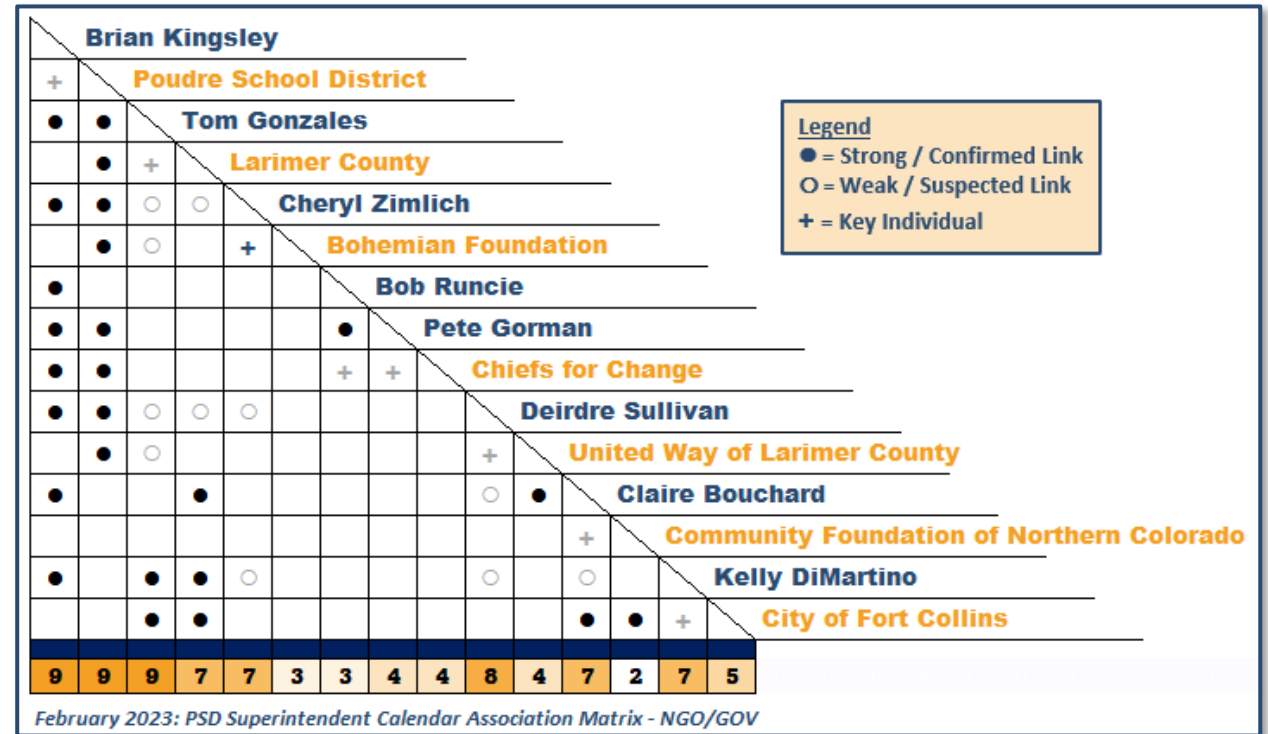
1. Graduate with Options **Community Engagement**
2. Meetings with City of Fort Collins, **Larimer County**, Youth Shelter
3. Kingsley meets with **Bohemian Foundation**, **United Way** of Larimer County, **Chiefs for Change**



ORGANIZATIONS | What Organizations Influence PSD?

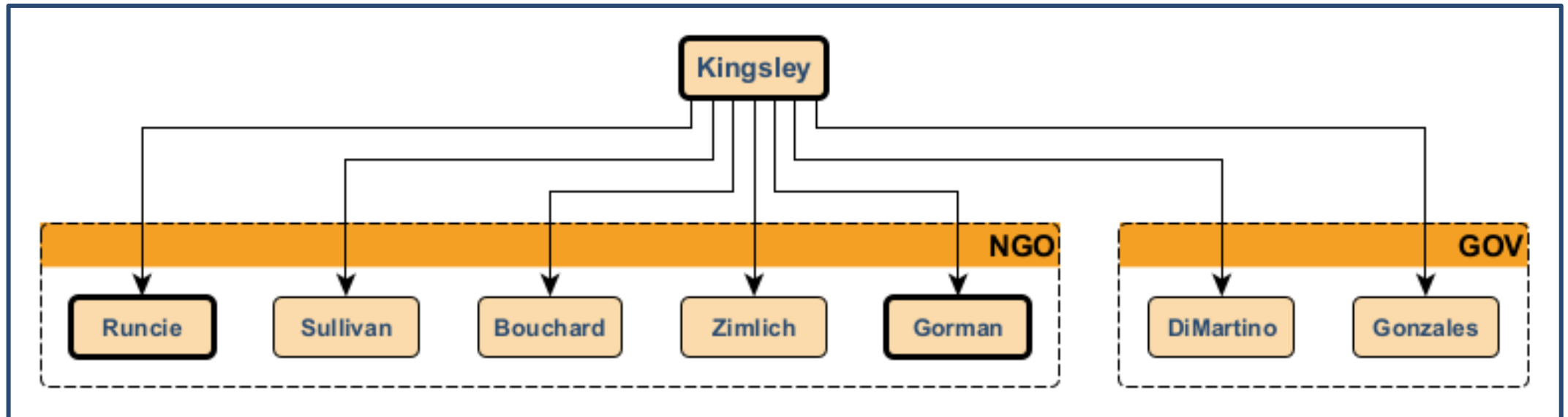
Summary

1. Kingsley met with Larimer County Health Director Tom Gonzales likely to discuss **mental health** topics.
2. Kingsley met with *Chiefs for Change* Robert Runcie and Pete Gorman likely to discuss the status of the *Safer Schools Solutions* study.
3. Kingsley met with *Deirdre Sullivan* and Cheryl Zimlich likely to discuss the *State of Our Youth* event.



PERSONS | Who Did Kingsley Meet With?

In February, Superintendent Brian Kingsley met with key stakeholders, including **Tom Gonzales** from Larimer County, Cheryl Zimlich of the *Bohemian Foundation*, **Bob Runcie** and **Pete Gorman** (former superintendent of Charlotte-Mecklenburg Schools) from *Chiefs for Change*, **Deirdre Sullivan** of United Way of Larimer County.

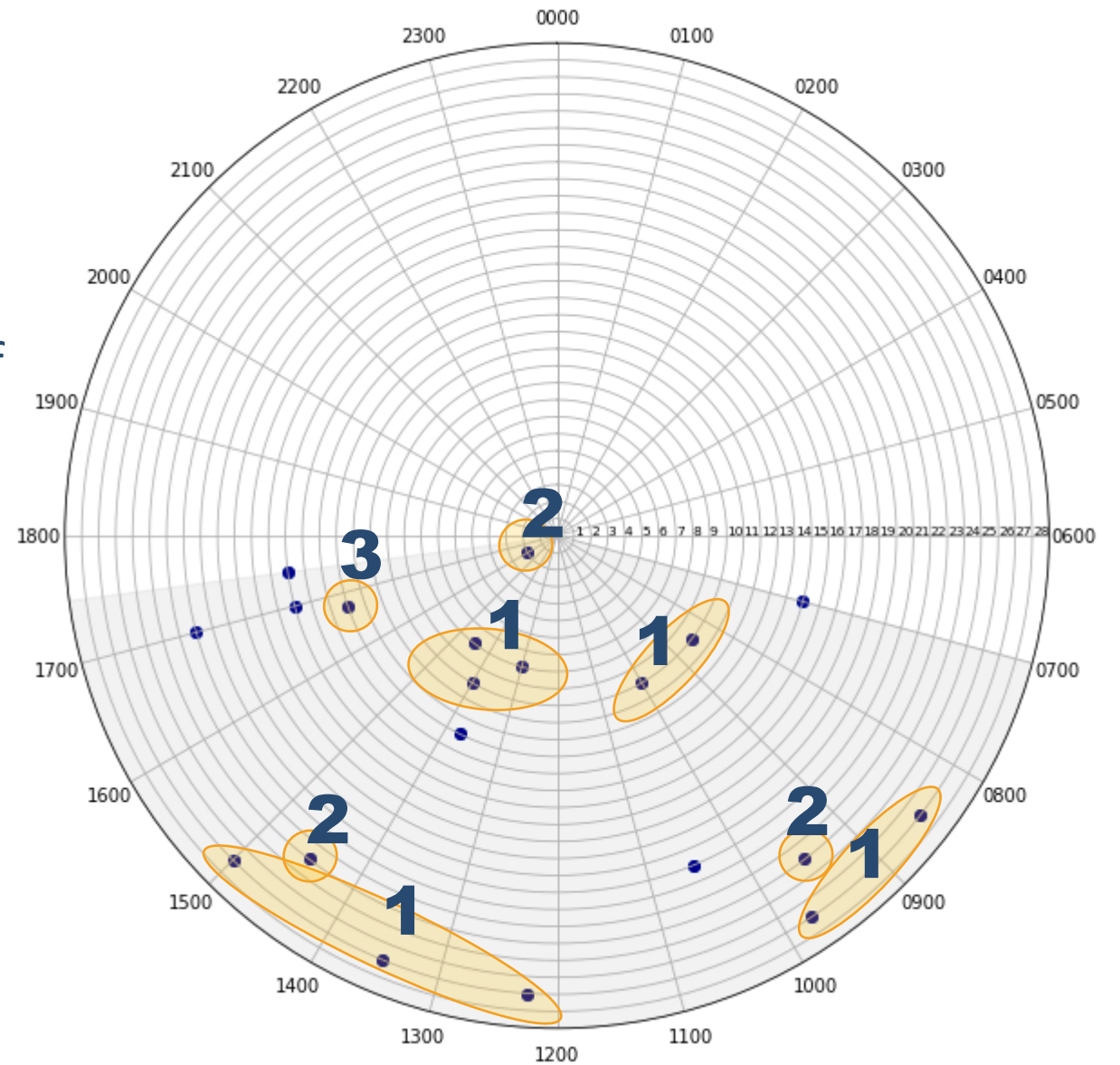


**Note| Brian Kingsley is also a member of Chiefs for Change.*

KEY EVENTS | Students

Summary

1. Kingsley visited 10 schools in February
2. Mental health events included State of Our Youth and meeting with Larimer County Dept. of Health
3. Student Advisory Council meeting



KEY EVENTS | Superintendent School Visits (10)

Elementary		Charter	Optional	Middle	High School
Bacon – 6/10	Lopez – 9/10	Liberty Common – 9/10	Harris Bilingual – 6/10	Blevins – 3/10	Fort Collins – 5/10
Bauder – 4/10	McGraw – 8/10	Ridgeview – 8/10	Lab School – No Rating	Boltz – 5/10	Fossil Ridge – 7/10
Beattie – 5/10	O’Dea – 8/10	Mountain Sage – 8/10	Traut – 9/10	Cache La Poudre – 7/10	Poudre High School – 4/10
Bennett – 6/10	Olander – 7/10		Kinard – 7/10	Leshar – 7/10	Rocky Mountain – 6/10
Bethke – 8/10	Putnam – 4/10		Polaris – No Rating	Lincoln – 4/10	Centennial – No Rating
Cache La Poudre – 8/10	Red Feather – No Rating		Global Academy – No Rating	Preston – 6/10	Poudre Academy – No Rating
Dunn – 8/10	Rice – 7/10			Webber – 5/10	
Eyestone – 3/10	Riffenburgh – 7/10			Wellington – 4/10	
Irish – 3/10	Shepardson – 6/10				
Johnson – 7/10	Stove Prairie – No Rating				
Kruse – 6/10	Tavell – 7/10				
Laurel – 4/10	Timnath – 5/10				
Linton – 4/10	Werner – 8/10				
Livermore – No Rating	Zach – 9/10				

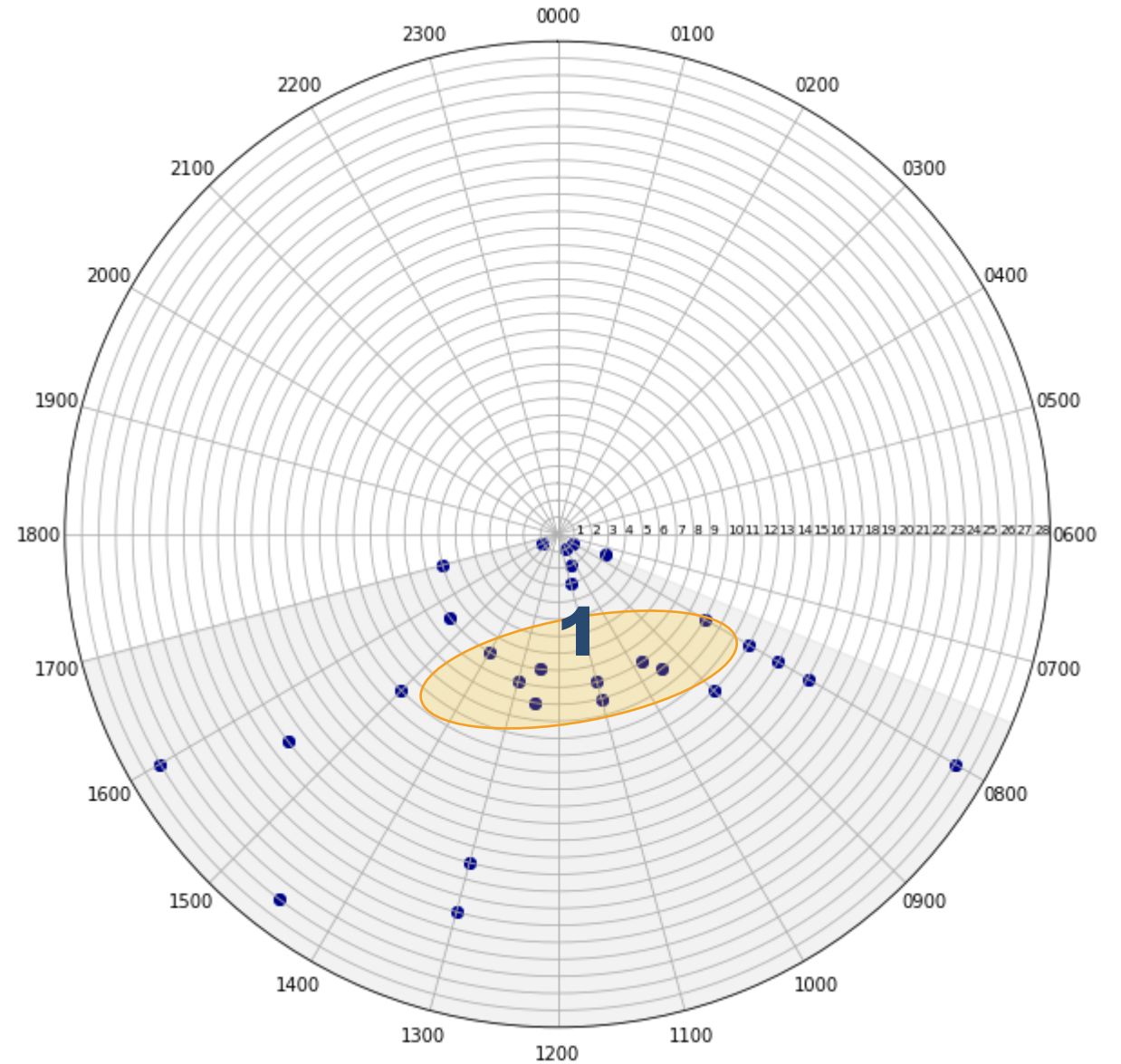
**Note | School ratings obtained from greatschools.org*



KEY EVENTS | Travel

Summary

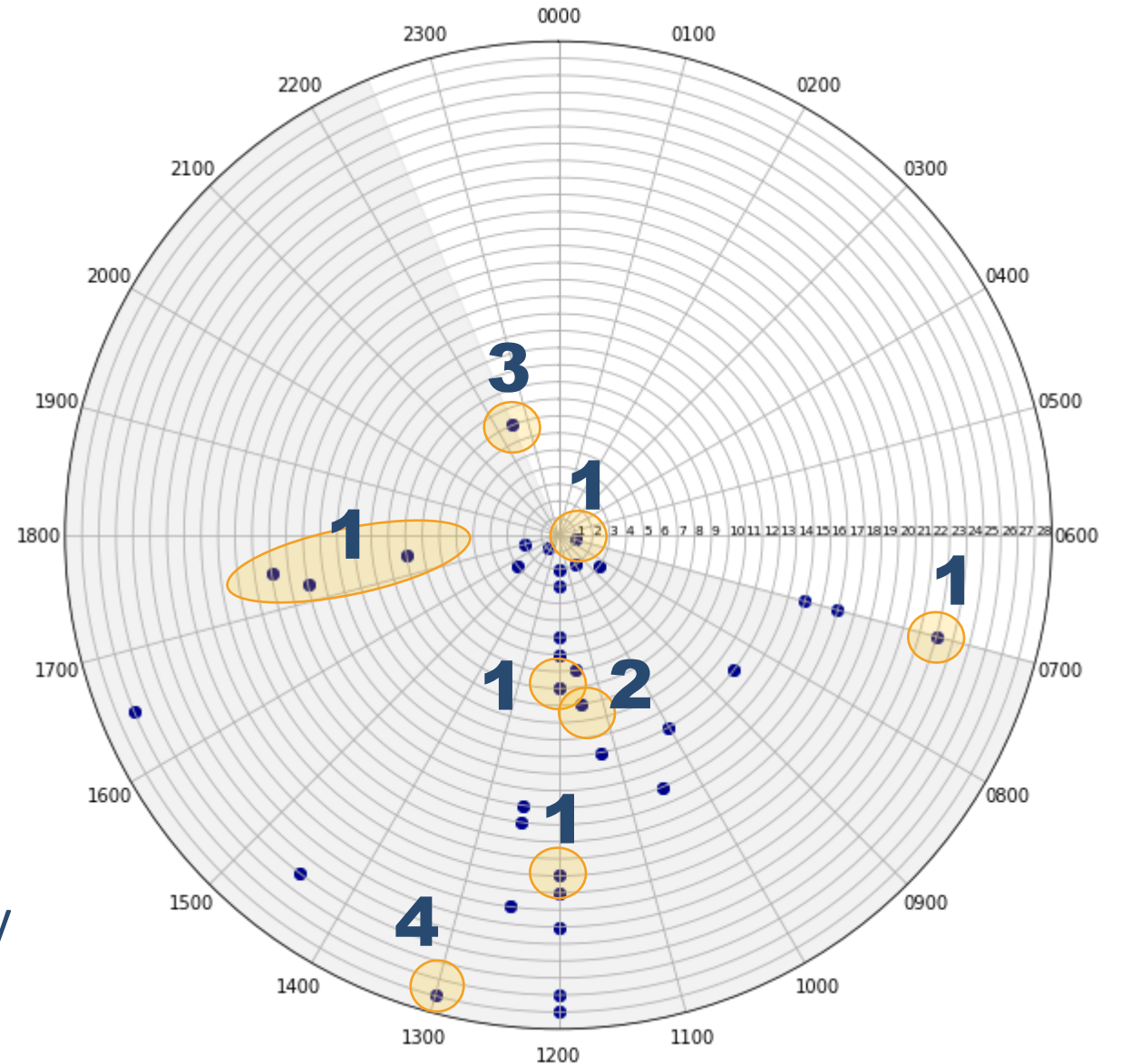
1. Cluster of travel events indicate **school visits** on February 8th – 9th
2. Most school visits are scheduled between 0930 and 1230



KEY EVENTS | Miscellaneous

Summary

1. Private or redacted appointments with **no available description**, some mixed in with lunch hour
2. Lunch with **Larimer County Health Department Director Tom Gonzales**
3. NoCo Works **Steering Committee Launch**, currently unknown objective
4. Redacted **unknown all-day event**, likely placeholder





Questions?

E-mail | info@psdreports.com

Superintendent Salary | Brian Kingsley

Superintendent Brian Kingsley's annual salary increased by 6% to **\$243,800**, resulting in an hourly rate of approximately **\$104.10**, considering a **45-hour** workweek and **52 weeks** of work per year.



Calculation

Regarding Kingsley's salary, let's first determine his annual total work hours:

- **45 hours** per week * **52 weeks** per year = **2,340 hours**/year

His hourly rate based on his new annual salary of **\$243,800**:

- **\$243,800** per year / **2,340** hours per year = **\$104.10**/hour

Kingsley's hourly rate after his 6% raise* is approximately **\$104.10 per hour**.

*Source | <https://www.coloradoan.com/story/news/2022/06/29/poudre-schools-superintendent-brian-kingsley-gets-raise-glowing-reviews/7693529001/>

CALENDAR | Time Expectation Rationalizations

Event Type	Rationalization
Governance (15% - 27 hours):	Given the size and diversity of Poudre School District, the superintendent may spend slightly less time on governance tasks, as the school board and other stakeholders may play a more significant role in policy development and review.
Administration (25% - 45 hours):	With a larger district, the superintendent may rely more on their administrative team to manage day-to-day operations. Therefore, the time spent on administration may be slightly reduced .
Academics (20% - 36 hours):	Ensuring the quality of education in a diverse and sizable district like Poudre School District is crucial. As a result, the superintendent may allocate more time to academics , focusing on curriculum development, teacher support, and educational programs.
Community (15% - 27 hours):	In a large district with a diverse population, building relationships with the community and fostering collaboration is essential. The superintendent may dedicate more time to community engagement activities, such as town hall meetings, outreach events , and working with NGOs.
Students (5% - 9 hours):	The time allocated to direct student involvement remains the same, as the superintendent's role in addressing student needs and visiting schools is important regardless of the district size.
Miscellaneous (10% - 18 hours):	This category encompasses various tasks and responsibilities not explicitly covered in the other categories, such as lunch breaks, private appointments, and unexpected events or duties that may arise. By allocating time for these miscellaneous tasks, the superintendent can maintain a balanced schedule and accommodate unforeseen circumstances , ensuring that they are prepared for any situation that may require their attention.
Travel (10% - 18 hours):	Involves time spent traveling for work-related purposes , such as attending conferences, visiting schools within the district, or meeting with other educational leaders and organizations. It also enables the superintendent to maintain a visible presence within the district , helping to foster a sense of connection and engagement with school staff and community members.

Note: Assuming a 4-week month, the breakdown of a typical 180-hour work month for a superintendent of a school district



RACI MATRIX | Poudre School District

Stakeholder / Task	Colorado State Statute	Superintendent	School Board	Teachers, Staff	Parents, Students, Community
Selecting and Employing Superintendent	§ 22-32-109(1)(b)		A		I
Establishment of Policies and Procedures	§ 22-32-109(1)(c)	R	A		I
Adoption of Annual Budget	§ 22-32-109(1)(c), § 22-32-109.5(1)(d)	R	A	C	I
District Curriculum	§ 22-7-409	R	A	C	I

R = Responsible
 A = Accountable
 C = Consulted
 I = Informed

RACI MATRIX | Colorado State Statute

Selecting and Employing Superintendent: § 22-32-109(1)(b)

*"The board of education of each school district shall employ a superintendent of schools who shall be the chief executive officer of the district and **shall be responsible for administering the educational affairs** of the district in accordance with the policies established by the board of education. The superintendent shall be employed for an indefinite term by a majority vote of the board of education and shall receive such compensation as may be fixed by the board of education."*

Establishment of Policies and Procedures: § 22-32-109(1)(c)

*"The board of education **shall establish policies and procedures** for the operation of the schools within the district."*

Adoption of Annual Budget: § 22-32-109(1)(c) and § 22-32-109.5(1)(d)

*"(1)(c) The board of education **shall adopt an annual budget** and determine the amount of money to be raised for all school purposes from all sources."*

*(1)(d) The board of education **shall prepare and submit** to the board of county commissioners of the county in which the district is located an annual budget and a **proposed mill levy** for the support of the budget. The budget and proposed mill levy shall be submitted on or before the last Monday in May of each year, and the board of county commissioners shall certify the mill levy for the district on or before December 15 of each year."*

District Curriculum: § 22-7-409

*"The state board **shall establish academic standards and assessments** for each academic subject area and grade level, which shall be the minimum academic standards and assessments to be met by all school districts. Each school district **shall implement and align its curriculum and instructional practices** with the state academic standards."*