

ADAM SMITH

LETTER OF INTEREST

Contact Information



Baton Rouge, Louisiana



Enclosures

Resume

List of References

University Transcripts

Signed Verification Form

November 13, 2020

James Guerra
One-Fourth Consulting, LLC
723 W. University Dr., Ste, 110-194
Georgetown, TX 78626

Dear Mr. Guerra,

Please accept this letter, the enclosed resume, and related attachments as my application for the Superintendent of Schools' position for the East Baton Rouge Parish School System.

In the recent past, I have been honored to serve as Interim Superintendent of Schools and Associate Superintendent of Academics for the East Baton Rouge Parish School System. The wealth of experiences from these positions, along with my duties from the previous district and school-level administrative positions held in over twenty years of district service, make me a uniquely qualified and ideal candidate for the currently advertised Superintendent of Schools position.

In each of my leadership positions held, I have demonstrated a steadfast and firm commitment to the Baton Rouge community's children. More than ever, we must work together to meet the demands of our educational landscape to ensure safe and healthy school environments; to provide equitable access to high-quality public education with resources that provide the foundation for clear pathways to college and career readiness. Also, to attract and maintain fully prepared, supported, and effective instructional staff who can impact student achievement in meaningful and significant ways. Vital to the effective transformation required to respond to this call are collaboration, communication, public engagement, vision, coordination of equitable resources, and staff's collective commitment. As my enclosed resume demonstrates, I am prepared for this challenge. Throughout my career, I have been able to build and sustain diverse coalitions of multiple stakeholder groups to lead facets of direct student instructional divisions and student support services and implement reform and improvements across systemic divisions that directly impact student achievement. The application of the knowledge of principles of leadership, systemic change paradigms, and actionable research-based instructional strategies that I have acquired over my tenure of service distinctively prepare me for meeting the expectations of the local School Board and community stakeholders.

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Over the past decade, I have had a first-hand view of the Superintendent of Schools' role in the Baton Rouge community. I have a unique appreciation for and understanding of the district's distinctive needs and the community; I have been extremely fortunate to learn from those who have previously served in this role. With that in mind, I firmly believe that the total of my attributes and vast professional experiences more than adequately prepares me for the wide range of skills needed to serve as Superintendent of Schools for the East Baton Rouge Parish School System.

Serving the district and the community has always been and continues to be my professional career's overarching goal. It would be an honor to continue serving this community as the Superintendent of Schools for the East Baton Rouge Parish School System. Thank you in advance for your consideration.

Sincerely,



Adam Smith

ADAM SMITH

PROFESSIONAL RESUME

Contact Information



[REDACTED]



[REDACTED]
Baton Rouge, Louisiana [REDACTED]



[REDACTED]

Education

Master of Education

Elementary School Administration
and Supervision, 1999
*Southern University,
Baton Rouge, Louisiana*

Bachelor of Arts

Elementary Education, 1997
*Southern University,
Baton Rouge, Louisiana*

Certifications

School Superintendent

Educational Leader – Level 2

Parish/City School Supervisor
of Instruction

Supervisor of Student Teaching

Elementary and Secondary
School Principal

Elementary Grades (K-8)

PROFESSIONAL SUMMARY



• A proven and versatile educational leader committed to continuous improvement with quality experiences in sustained academic achievement through the effective implementation of research-based best practices. • Diverse experiences in organizational and institutional management and educational administration. • Committed to a collaborative district-wide culture and climate where professional learning communities prioritize student needs utilizing systemic data-driven decision making to transform culture by focusing on results.

QUALIFICATIONS



- Effective communication, interpersonal, and coalition team-building skills
- Extensive experience in fiscal planning, budgets, and capital outlay
- Firm understanding of the alignment of curriculum and instruction and academic standards supported by quality teaching and appropriate assessments
- Proven experience in educational leadership and academic program development
- Quality experience in stakeholder relations within the local, regional and statewide community
- Skilled at strategic planning, instructional design, program development, and evaluation
- Knowledgeable about academic accountability and statewide administrative and instructional policies

EXPERIENCE

Interim Superintendent of Schools Baton Rouge Parish School System

October 2020 – Present East



- Executive leadership for and the coordination of the ongoing COVID response and in-person transitions to the reopening of 73 district-run schools while maintaining robust, virtual academic programming at each site to meet the diverse needs of families through an internal and external stakeholder task force approach
- Provides a vision for district goal setting, academic action plan implementation, and evaluation of educational programs through professional learning communities structures to elevate instructional practices across the district
- Hands-on oversight of all facilities and maintenance needs through the implementation of a new, systemic walkthrough reporting system to promote a timely response by district staff and external contractors to ensure a safe and healthy environment in nearly 100 district-run facilities

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Elementary Grades (K-8)

EXPERIENCE

Interim Superintendent of Schools Baton Rouge Parish School System

October 2020 – Present East

- Responsible decision making for day to day financial, human capital, and administrative approvals to ensure the proper function of the school system's over 40,000 students, near 5,500 employees, and \$450 million general fund operating budget aided by the development and ongoing improvement of new district data dashboards to communicate and monitor essential data points effectively
- Represents the board and staff as a face of the district at community events to promote the accomplishments of the school system, recruit students and staff, and to engage stakeholders in conversations to support collaboration for a continuous improvement cycle
- Consistent reporting to the board in a timely manner critical to foster a common understanding of the management of schools and district administration through new and revised communications structures
- Responsible stewardship of fiscal planning, allocation of expenditures, and the protected, efficient use of district resources through quality oversight and budget planning cycles
- Redefinition of district processes, procedures, and structures to realign staff and other resources to meet the changing needs of the district



Associate Superintendent of Academic Programs East Baton Rouge Parish School System

2015 - Present

- Serves on the Superintendent's Senior Cabinet
- Facilitates organizational and institutional projects: strategic planning, attendance zones, general fund budget, staffing, district improvement initiatives, facility planning
- Budgets and oversees special funds for effective spending and compliance (ESSA, IDEA, Tax Plan, all federal funding)
- Supervises, mentors, and provides effective professional development and organizational support to multiple direct reports and district-level administrators (five Executive Directors, one Administrative Director, two Directors, one Supervisor, and related Support Staff)
- Oversees student instructional systems, providing administrative and instructional coaching and guidance: Elementary Division, 39 elementary schools, over 16,000 students; Early Childhood Education Network, 150 sites, over 5,600 students.

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EXPERIENCE

Associate Superintendent of Academic Programs East Baton Rouge Parish School System

2015 - Present

- Obtained notable assessment results during the 2018 – 2019 school year:
 - *Ninety-two percent of the cohort schools (36 out of 39) made a school progress letter grade of A or B on the 2019 state accountability report.*
 - *Established and implemented a K-8 Intervention initiative, data sharing protocols, and resource support for the schools that earned an A in progress growth*
 - *80% (8 of 10) of the cohort's Comprehensive Intervention Required (CIR) schools demonstrated improvement*
 - *50% of the cohort's CIR schools improved their letter grades, from Ds to Cs; the same schools are on track to exit CIR status by 2020.*
 - *74% (20 of 27) of EBR 2019 Top Gains Honoree schools were from the 39 supervised elementary cohort schools.*
 - *32% of the 150 Early Childhood sites in the EBR Early Childhood Network (including 44 EBR elementary schools, Head Start, Early Head Start, childcare centers, and private/parochial sites) obtained an Excellent or High Proficient rating.*
 - *42% of the early childhood sites received a rating of Proficient while no sites received an Unsatisfactory rating.*
 - *43% of the 44 EBR early childhood sites received an Excellent or High Proficient rating, while 45% were rated as Proficient.*
- Oversees student support programs by providing administrative coaching, guidance, and insight to the following instructional programs: English as a Second Language, Exceptional Student Services, Federal Programs, Gifted and Talented Services, Homeless, Magnet Programs, 25 PreK – 12 sites.
 - *Expanded elementary Dual Immersion Programs and increased districtwide ESL instructional personnel*
 - *Demonstrated an increase of 2 percentage points in mastery and above scores by students with disabilities subgroup on the 2019 state assessments (grades 3 – 8)*
 - *Expanded Gifted and Talented services (24 PreK – 12 sites)*
 - *Expanded Magnet Programs, dedicated sites and programs within traditional schools (25 PreK – 12 sites)*
- Utilizes multiple modes of data (cognitive, behavioral, attitudinal, archival) to develop and implement initiatives and partnerships that are equity and stakeholder-driven
- Implemented instructional best practices rooted in research-based strategies across cohorts of schools: K-8 Initiative, Wrap Around Walks
- Promotes systemic programming to address the socio-emotional needs of the diverse learning community: Baton Rouge Children's Advocacy Center Partnership
- Serves as the Superintendent's designee in systemic due process procedures: Child, Welfare, and Attendance; Suspensions and Expulsions
- Awarded recognition by The American Federation of Teachers Union as their 2016-2017 Administrator of the Year.

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EXPERIENCE

Executive Director for School Leadership East Baton Rouge Parish School System

2012 - 2015

- Served as a member of the Superintendent's Executive Leadership Team
- Led 18 traditional and alternative school principals, K – 12 sites, over 8,000 students on School Improvement efforts and applications of Effective School Leadership
- Mentored school administrators, provided job-embedded professional development and served as a data-driven instructional coach
- Served as an instructional resource for school personnel, support services, and other stakeholders
- Managed elementary, middle, and high school sites in planning academic and behavioral goals, learning targets, and objectives based on the analysis of school data and best practices
- Collaborated with Human Resources personnel to coordinate elementary, middle and high school staffing
- Facilitated various pupil support services such as Exceptional Student Services, Child Welfare and Attendance transfers, and School Community-Relations



Director of Middle Schools East Baton Rouge Parish School System

2008-2012

- Assisted in mentoring, observing, evaluating, and supervising personnel at 13 middle schools
- Assisted in planning data-driven, academic and behavioral goals and objectives for the middle schools
- Coordinated with district departments such as academic accountability, federal programs, curriculum and instruction, exceptional student services and others to support increased student achievement
- Assisted in the development of plans and procedures for implementing district, state, and federal mandates
- Led and supported the establishment of school and district level PLCs and school improvement strategies in the middle schools and across district departments
- Led and supported the implementation of special projects and assignments (Math Science Partnerships, Turn-Around Principals, Pupil Progression Plan, Summer School Program, and other special projects as assigned by the Superintendent

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EXPERIENCE

Special Assignment for the Superintendent

2011 - 2012

Glen Oaks High School, East Baton Rouge Parish School System

- Served as interim principal and administrative coach to lead reform while rebuilding instructional, managerial, and cultural climate in an exigent situation
- Developed a new leadership team and provided a framework for building capacity
- Continued administrative coaching once onsite oversight was no longer needed, and the school climate returned to a safe and effective learning environment for students and staff
- Obtained 5.9 in School Performance Growth Points for the 2011 – 2012 school year in a historically low performing Title I school

Special Assignment for the Superintendent

2009-2010

Scotlandville High School, East Baton Rouge Parish School System

- Served as interim principal and administrative coach lead reform while rebuilding instructional, managerial, and cultural climate in an exigent situation
- Developed a new leadership team and provided a framework for building capacity
- Continued administrative coaching once onsite oversight was no longer needed, and the school climate returned to a safe and effective learning environment for students and staff
- Obtained an 11.1 in School Performance Growth Points for the 2009 – 2010 school year in a large urban Title I school

Principal, Park Forest Middle School

2005-2008

East Baton Rouge Parish School System

- Defined the school mission and goals with faculty and staff
- Communicated effectively and gained support for goals within the school and the community
- Served as a model of professionalism and communicates educational values
- Coached, guided, and assisted teachers in enhancing their instructional effectiveness
- Improved School Performance Score during the three-year period by 6.9 points in a historical low performing Title I school
- Increased the percentage of Highly Qualified Teachers, from 34% to 61%, by utilizing alternative certification programs such as Teach for America
- Met Limited English Proficiency subgroup requirements all three years in a school of diverse learners
- Met Additional Academic Indicators
- Instituted “Close the Gap Between School and Home” meetings every 4 ½ weeks
- 2009 EBR Middle School Principal of the Year

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[REDACTED]



[REDACTED]
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EXPERIENCE

Assistant Principal

2002 - 2005

Glen Oaks & McKinley Middle, East Baton Rouge Parish School System

- Assisted in identifying areas for instructional and program development
- Assisted in planning and preparing an appropriate budget for supplies
- Maintained strategies for positive school culture and climate
- Assisted in the supervision of all personnel assigned to the school
- Worked collaboratively to develop a shared school vision
- Recognized, modeled, and promoted effective teaching strategies through observation and feedback cycles
- Maintained a safe, secure, clean physical school plant
- Assisted in providing ongoing job-embedded professional development



Teacher

1996 - 2002

East Baton Rouge Parish School System

- Vocational/Career Facilitator, White Hills Preparatory Alternative Academy, 2001-2002
- Lead Teacher, Middle School LEAP Summer Program, 2001
- Social Studies Teacher, Prescott Middle School, 1996-2001
- Social Studies Department Chair, Prescott Middle, 1996 – 2001

COMMUNITY & PROFESSIONAL AFFILIATIONS

- Capital Region Planning Commission (Present)
- Awarded the Six Sigma Green Belt for proficient demonstration of enhanced problem-solving skills, with an emphasis on the ability to define, measure, analyze, improve and control (DMAIC) model for organizational innovation and improvement (November 2020)
- Former President of the Board: Community School for Apprenticeship Learning Charter Organization (5 years of service)
- Former Board of Trustees: Boys and Girls Club (1 year of service)
- Former Vice-President: Baton Rouge Branch NAACP (3 years of service)
- Service on District and School Level Committees and Teams: District Pupil Progression Chair, School Improvement Team Chair, Extended Day and 21st Century Grant Site Coordinator
- Previous and Current Affiliations with Multiple Organizations: National Association of Elementary School Principals, Louisiana Association of Educators, National Association of Elementary School Principals, Louisiana Association of Educators



ADAM SMITH

REFERENCES

Contact Information



[Redacted]



[Redacted]

Baton Rouge, Louisiana [Redacted]



[Redacted]

Katie Blunski
Retired Executive Director of School Leadership
Former Assistant Superintendent of Middle Schools
East Baton Rouge Parish School System

[Redacted]
[Redacted]

Mrs. Blunski was my direct supervisor during my tenure as Director of Middle Schools; she also served as my peer when I was promoted to Executive Director.

Dr. Jennifer Baird
Director of Accountability
Louisiana Department of Education
Retired Assistant Superintendent
East Baton Rouge Parish School System

[Redacted]
[Redacted]

Dr. Baird provided leadership and guidance on accountability policy and school improvement strategies during my service as a teacher and a school level principal.

Cheryl Miller
Elementary School Principal
Baton Rouge Foreign Language Academic Immersion Magnet

[Redacted]
[Redacted]

Mrs. Miller served as the principal of an elementary school in the cohort under my direct supervision.

Shalika Scott
Middle School Principal
Scotlandville Pre-Engineering Magnet Academy

[Redacted]
[Redacted]

Ms. Scott served as a principal within my Executive Director cohort, and I have continued to provide her with support in subsequent roles.

ADAM SMITH

REFERENCES

Contact Information



[Redacted]



[Redacted]
Baton Rouge, Louisiana [Redacted]



[Redacted]

Brandon Levatino
High School Principal
Northeast High School

[Redacted]
[Redacted]

Mr. Levatino was a principal within my Executive Director cohort, and I have continued to provide him with support since leaving that position.

Ted Firnberg
Community Leader and Stakeholder
East Baton Rouge Parish School System Tax Plan Oversight Committee
Member

[Redacted]
[Redacted]

Mr. Firnberg and I have interacted during the Oversight Committee meetings and collaborated together for School System Foundation functions.

Reverend Tommie Gipson
Donaldson Chapel Baptist Church

[Redacted]
[Redacted]

Reverend Gipson and I collaborated on external communications in support of the passage of the Tax Plan, and I have continued to interact with him during community activities supporting our district.

Tarvald Smith
19th Judicial District Court Judge
Former Vice-president
East Baton Rouge Parish School System

[Redacted]
[Redacted]

Mr. Smith was the school board member representing the school where I served as principal and for the neighborhood where my family lives.

ADAM SMITH

REFERENCES

Contact Information



[Redacted]



[Redacted]

Baton Rouge, Louisiana [Redacted]



[Redacted]

Dr. Brenda Nixon
Louisiana State University
Gordon A. Cain Center for Scientific, Technological, Engineering and
Mathematical Literacy

[Redacted]
[Redacted]

Dr. Nixon and I co-managed the Math and Science Project, a partnership between East Baton Rouge Parish and Louisiana State University.

Dr. VerJanis Peoples
Southern University
Director of the School of Education

[Redacted]
[Redacted]

Dr. Peoples and I collaboratively managed the Leadership Intern Program, an East Baton Rouge Parish, Louisiana State University, and Southern University partnership.

JGCONSULTING

E: james@jgconsulting.us


E: patlinares7@gmail.com


E: alfrailey@yahoo.com


Applicants are not to contact any members of the Board. The final selection and appointment is the sole responsibility of the School Board. For clarification and application inquiries, call (888) 765-3731. The East Baton Rouge Parish School System does not discriminate against race, religious creed, color, national origin, age, ancestry, physical and/or mental disability (including HIV and AIDS), medical condition, genetic information, marital status, sex (childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, age, sexual orientation, and military and/or veteran status.


Verification for Superintendent


Please attach a brief explanation for any circumstances arising from the questions below that you are unable to initial. I hereby certify that none of the listed conditions have occurred by initialing each of the following:

 I have never left any educational school-related employment or other profession, voluntarily or involuntarily, while the subject of an inquiry, review, or investigation of alleged misconduct or alleged violation of professional standards of conduct or had reason to believe such investigation was imminent.


 I have never been nor am I currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of the professional standards of conduct.

 I have never failed to complete a contract for educational services in any educational or school-related position for any alleged misconduct or alleged violation of professional standards of conduct.


 I have never had a professional certificate, credential or license (of any kind) revoked or suspended nor have I been placed on probationary status for any alleged misconduct or alleged violation of the professional standards of conduct.


 I have never been denied a professional license for which I applied or was granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct.


 I have never surrendered a professional license of any kind before its expiration.

 I have never been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure.


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 I have never been charged with any: (a) felony, (b) misdemeanor, or (c) major traffic violation, such as; driving under the influence of intoxicants or illegal drugs; reckless driving; fleeing from or attempting to elude a police officer; driving while my license was suspended, revoked or used in violation of any license restriction; or failure to perform the duties of a driver or witness at an accident.

 I have never entered a plea of guilty or no contest relative to any charge for an offense listed in the question above.

 I have never had any civil complaint, judgment or other court order entered against me resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking or other threatening behavior toward other persons.

 I have never been the subject of a substantiated report of child abuse or sexual misconduct of any kind.

 I have not previously nor am I currently the subject of an ongoing investigation related to a report of suspected child abuse or sexual conduct (involving a PreK-12 student or minor child).

 I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision.

Confirmation of Verification

The information that I have provided in this Verification of Superintendent Application is true and accurate to the best of my knowledge. I have answered all of the questions to the best of my ability and I have not knowingly withheld information that would negatively affect my application. Any misrepresentations or omissions of fact in this application, any materials submitted with this application, or during interviews may be cause for rejection of this application or subsequent dismissal from employment, if hired.

I hereby authorize all my current and former employers who are education providers to disclose the (a) dates of my employment; (b) whether I was the subject of any substantiated reports of child abuse or sexual conduct related to my employment; (c) the dates of any substantiated reports; (d) the definitions of child abuse and sexual conduct used by the education provider when the determination was made that any reports were substantiated; and (e) the definitions of child abuse and sexual conduct used by my education provider employer to determine whether any reports were substantiated.

I authorize my listed references, current and past employers and educational institutions, and anyone else who has information about my work history, education qualifications, or fitness to provide such information to the school district for which I have completed an employment application. I release the school district and all persons providing this information to the school district from any liability whatsoever for obtaining and providing that information, regardless of the results.

JGCONSULTING

I acknowledge that finalists in this superintendent search may be subject to criminal records check by the school district or any other relevant state-licensing agency related to my employment. I acknowledge that the school district may conduct an Internet search, reference checks, background investigations and confirmation of employment as a part of this application.

Signature of Applicant: 

Printed Name of Applicant: Adam Smith

Date: 11/13/2020