

Steven Frank  
Superintendent

## Woodside Elementary School District Administrative Functional Chart 2020-2021

Jenn Pedersen  
Upper School Principal

Melissa Bowdoin  
TK-5 Principal

Marta Batlle  
Student Services Director

Waly Ndiaye  
CEO

### Functions

Chief Academic Officer  
Governing Board  
Supervision & Evaluation  
(Leadership and Office Team)  
Professional Development  
Human Resources  
Facilities Oversight  
Finance Oversight  
Community Outreach  
Communications

### Program Oversight

Design Program  
Instructional Technology  
Preschool  
Instructional Coaching  
Math  
BTSA  
Readers/Writers

### District/School Committees

- Parcel Tax
- Foundation
- Budget Committee
- PTA
- JCOP

### Functions

Supervision & Evaluation  
(5-8)  
Overnight Field Trips  
5-8 Student Conduct  
5-8 Student Study Team  
5-8 504 Case Manager  
Activities/Athletics  
Assessment Program  
High School Outreach  
Professional  
Development

### District/School Committees

- PTA
- SSC
- Student Council
- WIDC
- DELAC
- SEL

### Functions

Supervision & Evaluation  
(K-5)  
Field Trips, 4<sup>th</sup> grade GC  
K-5 Student Conduct  
K-5 Student Study Team  
K-5 504 Case Manager  
Program Development  
Assessment Program  
Professional  
Development

### District/School Committees

- SSC
- PTA
- DELAC
- Design
- FAC
- Math

### Functions

Supervision & Evaluation  
Special Education  
Counseling  
DEI Program  
Intervention Programs  
ELD Program  
Professional Dev.  
Tinsley  
Stanford Research  
Projects  
Assessment Programs  
Crisis Intervention

### District/School Committees

- DELAC
- WIDC

### Functions

Budget Development &  
Monitoring  
Financial Reporting -  
Fed/State/County  
Oversee Audits  
Oversee Business Office -  
Payroll, A/P, A/R, HR,  
Fixed Assets, Purchasing,  
Budget Transfers &  
Journal Entries

### District/School Committees

- JCOP
- Parcel Tax
- Budget  
Committee