

**WESTLAKE CITY SCHOOLS
BOARD OF EDUCATION AGENDA**

**Monday, May 8, 2006 – 5:30 p.m. – Work Session
Administration Building – Board Room
27200 Hilliard Blvd.**

Tentative Agenda – Items may be added or deleted prior to meeting.

Call to Order: Time _____

Roll Call:

Mrs. D'Ettorre Wargo _____
Mr. Beal _____
Mr. Mays _____
Mr. O'Malley _____
Ms. Rocco _____

Pledge of Allegiance

Acknowledgment of Visitors

Approval of Agenda

Motion by _____

Seconded by _____

Mrs. D'Ettorre Wargo _____
Mr. Beal _____
Mr. Mays _____
Mr. O'Malley _____
Ms. Rocco _____

* Hearing of Public (agenda items - 15 minutes)

A. New Business

1. Resolution to Approve Administrative Resignation for Retirement Purposes Exhibit A-1
2. Resolution to Approve Director of Business Affairs Job Description Exhibit A-2

B. Discussion Items

1. Use of Former Administration Building

*Hearing of Public (15 Minutes)

C. Executive Session – Personnel

Time _____

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

D. Adjournment

Time _____

*The public may address the Board during the periods of the meeting designated for public participation. Each person addressing the Board shall give his/her name and address. If several people wish to speak, each person is allotted three minutes until the total time allotted is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. The period of public participation may be extended by a vote of the majority of the Board present and voting.

RESOLUTION TO APPROVE RESIGNATION
OF ADMINISTRATIVE STAFF MEMBER

RESOLVED THAT

the Westlake Board of Education accepts and approves the resignation for the purposes of retirement of the following administrative staff member:

Resignation:

George Scheckelhoff
Principal, Westlake High School

Effective July 1, 2006

Motion by _____

Seconded by _____

Roll Call Vote:

Mrs. D'Ettorre Wargo _____

Mr. Beal _____

Mr. Mays _____

Mr. O'Malley _____

Ms. Rocco _____

RESOLUTION TO APPROVE JOB DESCRIPTION OF
WESTLAKE CITY SCHOOLS DIRECTOR OF BUSINESS AFFAIRS

RESOLVED THAT

the Westlake Board of Education approves the job description of Westlake City Schools Director of Business Affairs (see attached).

Motion by_____

Seconded by_____

Roll Call Vote:

Mrs. D'Ettorre Wargo_____

Mr. Beal_____

Ms. Rocco_____

Mr. O'Malley_____

Ms. Rocco_____



Job Description

DIRECTOR OF BUSINESS AFFAIRS

DEFINITION:

Assists the Superintendent and the Treasurer in supervising and managing the business operations of the school system.

RESPONSIBLE TO:

Superintendent

QUALIFICATIONS:

- Possession of a Bachelor's Degree in Business Administration, Public Administration, Management or a related field;
- Possession of a Professional School Business Manager's License
- Three years supervisory management experience;
- Meet all current licensure requirements of the Ohio Department of Education
- Meet all health requirements mandated by law (i.e. a negative tuberculosis test, etc.)
- Possession of a clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation
- Possession of a valid motor vehicle license

DESCRIPTION OF ESSENTIAL FUNCTIONS:

Reasonable accommodations may be made to enable an individual with a disability to perform required skills and essential functions.

- Assists the Superintendent and Treasurer in the preparation and coordination of the annual budget and appropriation resolution;
- Assists the Superintendent and Treasurer in the justification, analysis, legal review and campaign for bond issues and operating levies;
- Coordinates, in conjunction with the Superintendent and Treasurer, support staff labor negotiations and contract administration;
- Administers the support staff grievance procedure;
- Oversees with the Treasurer the district's fixed assets and inventory management;
- Supervises and evaluates the Transportation Director, Technology Coordinator, Performing Arts Center Coordinator, maintenance staff and head cooks;
- Administers the district's Workers Compensation Program;
- Manages the district's security plan;
- Supervises and manages the support staff;

- Reviews all support staff evaluations in conjunction with the building principals;
- Assists the Superintendent and the leadership team in the planning for new facilities and represents the Board as liaison agent with regulatory agencies and contractors;
- Reviews specifications and secures bids for all purchases of capital equipment as required;
- Approves the purchase recommendations of the departments under his/her supervision;
- Manages, coordinates and prioritizes long range capital projects;
- Manages and coordinates, in cooperation with the Superintendent and Director of Instruction, the district computer technology program;
- Coordinates submission of E-Rate application;
- Communicates, within department, Continuous Improvement Plan mission, goals and objectives;
- Maintains ability to be bonded;
- Plans for the implementation and assessment of relevant Continuous Improvement Plan goals and objectives.

OTHER FUNCTIONS:

- Manages, analyzes and recommends casualty and liability insurance programs and risk management strategies;
- Develops and implements a labor management communication process;
- Manages the non-curricular district budget, which includes but is not limited to, the support staff department and capital projects;
- Maintains current job descriptions of all support personnel in conjunction with the Superintendent;
- Oversees custodial, maintenance and repair activities;
- Makes recommendations, prepares specifications, solicits bids or quotes, and monitors contract execution for all major maintenance and repair funds;
- Assists in policy revisions and additions;
- Maintains liaison with auxiliary service schools and monitors their expenditures of public funds for purchasing and construction;
- Administers and supervises district building use policy for internal and external groups;
- Manages and reviews all contract services in the district;
- Directs the investigation of student and staff accidents as it relates to school activities;
- Manages and coordinates district participation in group purchasing consortiums;
- Recommends approval and administers the contract for providing student transportation;
- Oversees food service and related purchasing operations;

- Serves as district Prevailing Wage Coordinator, Records Retention Officer, Safety Coordinator, ADA Compliance Officer, Asbestos Management Coordinator and Records Compliance Manager;
- Supervises and manages district EMIS operations;
- Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Ohio school law

Knowledge of school finance

Skill in organizing and problem solving

Ability to organize effectively and to react productively to interruptions and changing conditions

Ability to visit and move about various sites within the school district

Ability to establish respect and effectively work with others

Ability to communicate with staff, community and students

Ability to lift, carry, push and pull items up to a maximum of forty (40) pounds

Ability to use technology for communication

Ability to be mobile

Ability to communicate both orally and in writing

Ability to visually inspect objects and hear low volume mechanical sounds

Ability to work in hazardous physical conditions

Ability to work in adverse weather conditions

Ability to work as part of a team

Willingness to work evenings and weekends

Willingness to travel, both daily and overnight

Ability to promote a positive image of the district through exemplary personal conduct