



**AGENDA
SPECIAL SCHOOL BOARD MEETING**

Monday, December 22, 2008 - 9:30 a.m.

School Board Meeting Room

500 E. Ocean Blvd.

Stuart, FL 34994

Call to Order by the Chairman and Pledge of Allegiance to the Flag of the United States

1. **Adoption of the Agenda:***
 - A. **Additions, Deletions or Amendments to the Agenda**
 - B. **Approval of the Agenda**

2. **Open to the Public:***

3. **Personnel Items:***
 - A. **Approved Revised Job Descriptions**
 1. **Director of Finance** – Deana Newson (Ex. 3-A-1)
 2. **Executive Director of Operations** – Deana Newson (Ex. 3-A-2)

4. **Open to the Board:***



UPCOMING MEETINGS: Unless noted otherwise, all School Board Meetings are held at 7:00 p.m. in the School Board Meeting Room, Instructional Center, 500 E. Ocean Blvd., Stuart, FL

REGULAR SCHOOL BOARD MEETINGS

January 20, 2009 - 7:00 p.m.
February 17, 2009 - 7:00 p.m.
March 17, 2009 - 7:00 p.m.
School Board Meeting Room

**Joint Meeting between the School Board of Martin County,
The Martin County Board of County Commissioners, and the City of Stuart**

Tuesday, January 20, 2009 - 9:00 a.m. - 12:00 p.m.
John F. Armstrong Wing at the Blake Library
2351 S.E. Monterey Rd., Stuart, FL 34996

169.1 PUBLIC PARTICIPATION AT BOARD MEETINGS.

The Chair shall be guided by the following policies:

(1) **Time Limit.** Public discussion, not to exceed one (1) hour, may be scheduled or unscheduled. The Board may, from time to time, waive certain procedural requirements to allow greater public participation in Board meetings. Any waiver, regardless of how frequently made, shall be narrowly construed and not cited or used by other parties seeking to invalidate such procedures or otherwise avoid their impact. Attendees shall register their intention to participate in the public portion of the meeting with the Board clerk.

(2) **Scheduled Appearances.** In scheduled appearances, any person or group shall be allowed fifteen (15) minutes for the purpose, provided such appearance has been placed on the agenda. Hearing procedures for formal argument and presentation are governed by Bylaw 0169.1.

(3) **Unscheduled Appearances.** In unscheduled appearances, any person or group who has not made previous arrangements to be placed on the agenda may be heard for not more than three (3) minutes for an individual or group, provided there is time remaining in the public discussion.

(4) **Remarks Directed to the Board.** When several members of the public or several members of a group share similar opinions on the same issues, a representative, rather than all the members, should address the Board. Persons addressing the Board shall speak into a microphone and direct their remarks to the Board. Staff members shall not be expected to answer questions from the audience unless called upon by the Chair or the Superintendent.

(5) **Board Action.** Board action will not be taken on requests made during unscheduled appearances during the public discussion period until a later meeting unless the Board declares the matter to be an emergency.

*possible action

#exhibit available for review

+emergency item

NOTICE OF RIGHT TO JUDICIAL REVIEW

A party who is adversely affected by this Final Order is entitled to Judicial Review pursuant to Section 120.68, Florida Statutes. Review proceedings are governed by the Florida Rules of Appellate Procedure. Such proceedings are commenced by filing one copy of a Notice of Appeal with the School Board Clerk and a second copy, accompanied by filing fees prescribed by law, with the District Court, Fourth District. The notice of appeal must be filed within 30 days of rendition of the order to be reviewed. Rendition is defined as the filing of the Final Order with the Clerk of the School Board of Martin County, Florida. The agency shall accurately and completely preserve all testimony in the proceedings, and, on the request of any party, it shall make a full or partial transcript available at no more than actual cost.

Accommodations are available for persons with special needs. Please call 219-1200 X 425 for assistance

SCHOOL DISTRICT OF MARTIN COUNTY

EXECUTIVE DIRECTOR OF FINANCE

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree in Business, Accounting or Finance from an accredited educational institution.
- (2) Major Course of study in Business Administration and/or Accounting and Finance.
- (3) CPA and/or CPM designation preferred, may be substituted for a Master's degree.
- (4) Minimum of five years of management experience with responsibilities related to the financial/business operations of a school district or comparable government experiences with operating budgets in excess of \$150 million annually. Minimum of seven years of progressively responsible experience in government finance in Florida Public Schools.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state and federal laws and State Board of Education rules governing School Finance, and FTE Funding, and Food Services. Knowledge of governmental accounting and financial reporting standards, government auditing standards, Internal Revenue Codes. Knowledge and skill in the use of relevant software and hardware. Ability to manage several functions at one time. Ability to interpret complex financial data. Ability to communicate both orally and in writing.

REPORTS TO:

Superintendent

JOB GOAL

To ensure that all areas of responsibility are operated in an efficient and cost effective manner and that timely and accurate information is available for use by the district and that the district's assets are maximized and safeguarded.

SUPERVISES:

Budget Analyst
Supervisor of Accounting
Supervisor of Payroll
Special Projects Contract Accountant
~~Director of Food Services~~
Other Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Direct the accounting for receipts and expenditures of district funds and ensure that appropriate ledgers are maintained in conformity with generally accepted accounting principles.

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EXECUTIVE DIRECTOR OF FINANCE (Continued)

- * (2) Manage the district's investment and borrowing programs.
- * (3) Direct the preparation of financial and cost reports and warrant list for School Board approval.
- * (4) Prepare applications for short-term borrowing.
- * (5) Develop accurate projections of revenue and expenditures for budget reviews.
- * (6) Establish and monitor procedures which ensure timely and accurate reconciliation of bank accounts, payment of payrolls and properly documented invoices and vouchers taking advantage of allowable discounts.
- * (7) Develop and present the District's Annual Budget including allocation formulas for FEFP and categorical programs and ensure that budget laws are complied with.
- * (8) Review and approve grant application budgets.
- * (9) Monitor and report on budget performance in schools and district departments.
- * (10) Approve all journal entries and disbursement vouchers.
- * (11) Prepare monthly cash flow projections and make appropriate recommendations to ensure the availability of funds to pay current obligations.
- * (12) Prepare FTE projections and monitor FTE reporting.
- * (13) Prepare requests for disbursement of state and federal funds.
- * (14) Prepare budget amendments for School Board action.
- * (15) Monitor the administration of contracts.
- * (16) Assist with the maintenance of personal property records.

Inter/Intra-Agency Communication and Delivery

- * (17) Coordinate the accounting and payroll activities with data processing and other departments.
- * (18) Provide technical assistance and training to schools and departments for the TERMS System, Budgeting process, and other functional areas as necessary.
- * (19) Interact with outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (20) Respond to inquiries and concerns in a timely manner.
- * (21) Keep the Superintendent well informed of areas of responsibility and of potential problems or unusual events.
- * (22) Serve on district, state or community councils or committees as assigned or appropriate.
- * (23) Assist in the interpretation of philosophy and policies of the district to staff and the community.
- * (24) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- * (25) Provide appropriate staff development opportunities for assigned personnel.
- * (26) Maintain a network of peer contacts through professional organizations.
- * (27) Maintain working knowledge of current law, regulations and standards related to financial accounting and reporting.
- * (28) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices and legal issues.

Systemic Functions

- * (29) Prepare special reports and studies as needed.
- * (30) Assist in the development of administrative guidelines and procedures.
- * (31) Represent the district in a positive and professional manner.

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EXECUTIVE DIRECTOR OF FINANCE (Continued)

- *(32) Provide financial information for and participate in the interested based bargaining process.
- *(33) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(34) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(35) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- *(36) Must be available/present during all emergency situations.

Leadership and Strategic Orientation

- *(37) Serve as a member of the Superintendent's Leadership Team.
- *(38) Provide leadership and direction for assigned areas of responsibility.
- *(39) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(40) Assist in implementing the district's goals and strategic commitment.
- *(41) Exercise proactive leadership in promoting the vision and mission of the district.
- *(42) Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.
- *(43) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(44) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

See Job Description Supplement for Codes	
Physical Activity - occasionally	D, F, G, K, O-Q, S
- frequently	A-C, T, U
- constantly	V
Working Conditions	B
Materials, Tools and Equipment	A, C-H

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

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THE SCHOOL BOARD OF MARTIN COUNTY
EXECUTIVE DIRECTOR FOR OPERATIONS SERVICES
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree from an accredited educational institution.
- (2) Major course of study in Business Administration, School Administration, Finance, or Public Administration
- (3) Insurance and property risk experience preferred.
- (3) CPM and/or CPA designation preferred.
- (4) Seven (7) Five (5) years of progressively responsible experience in business and operations management with a large staff (100+), preferably in administration of the operational areas of Florida Public Schools.
- (6) Related Certifications and experience preferred.
- (7) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state and federal laws and State Board of Education Rules governing Florida school finance, transportation, food services, purchasing, risk management, construction, inspection, and maintenance functions. Skill in facilitating both short- and long-range planning. Ability to use both mainframe and microcomputer resources. Ability to interpret complex financial data. Ability to communicate the data to various groups effectively.

REPORTS TO:

Superintendent

JOB GOAL

To ensure that all areas of responsibility are operated in an efficient and cost effective manner and that timely and accurate information is available for use by the district.

SUPERVISES:

Director of Food Service	Director of Facilities and
Director of Purchasing and Warehousing	Risk Manager
Director of Transportation	Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- * (1) Oversee the implementation of plans and procedures to improve the management of the district's resources in the assigned functional areas.
- * (2) Develop, recommend, and implement both short- and long-range plans for each assigned functional area.
- * (3) Develop accurate projections of revenue and expenditures for assigned functional areas.
- * (4) Monitor and coordinate the budgeting and expenditure of funds supporting the risk management/in-service programs.

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EXECUTIVE DIRECTOR FOR OPERATIONS SERVICES (Continued)

- * (5) Oversee the district's energy management program.
- * (6) Work with various groups and organizations in areas of assigned responsibilities.
- * (7) Oversee the district's risk management programs.
- * (8) Coordinate the district's capital improvement and maintenance planning process and recommend plans to the Superintendent.
- * (9) Plan and monitor the work flow within the operations division.
- *(10) Coordinate and approve the development of manuals and procedures concerning the various assigned functional areas.
- *(11) Prepare and present special reports/studies for the Superintendent/Board.

Inter/Intra-Agency Communication and Delivery

- *(12) Keep the Superintendent informed of the status and needs of each assigned functional area.
- *(13) Maintain close communication with the personnel and data processing departments in monitoring budgets and expenditures for labor.
- *(14) Coordinate the various activities of the operations divisions with other divisions/departments.
- *(15) Ensure that those supervised are kept informed.
- *(16) Interact with outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- *(17) Respond to inquiries and concerns in a timely manner.
- *(18) Serve on district, state or community councils or committees as assigned or appropriate.
- *(19) Provide oversight and direction for cooperative planning with other agencies.
- *(20) Assist in the interpretation of philosophy and policies of the district to staff, parents and the community.
- *(21) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- *(22) Maintain current knowledge in the areas of assigned responsibility, particularly in state legislation.
- *(23) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(24) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices and legal issues.

Systemic Functions

- *(25) Develop the district's annual budget for the assigned functional areas, including allocation formulas for non-labor expenditures.
- *(26) Provide information for and participate in the collective bargaining process.
- *(27) Develop and recommend items for action by the School Board.
- *(28) Review and recommend new and amended Board policies for adoption.
- *(29) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(30) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(31) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- *(32) Must be available/present during all emergency situations.
- (33) Perform other duties as assigned.

Leadership and Strategic Orientation

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EXECUTIVE DIRECTOR FOR OPERATIONS SERVICES (Continued)

- *(34) Serve as a member of the Superintendent's Leadership Team.
- *(35) Provide leadership and direction for assigned areas of responsibility.
- *(36) Provide leadership and guidance in the development of annual goals and objectives for assigned department.
- *(37) Assist in implementing the district's goals and strategic commitment.
- *(38) Exercise proactive leadership in promoting the vision and mission of the district.
- *(39) Set high standards and expectations and promote professional growth for self and others.
- *(40) Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.
- *(41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(42) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

PHYSICAL REQUIREMENTS:

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

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