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EDAD 563 School Business Affairs and Physical Facilities

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Course Title: School Business Affairs and Physical Facilities
Course Number: ED 563 3-credit hours
Term: Summer 2012
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Course Description

Purpose

To provide educational administrative candidates an overview of the educational operational activities as they relate to the school district as well as the building. To assist them in being better prepared for the decision making and task implementation related to the business affairs of operating a school facility.

Course Objectives

- I. To provide an overview of the topics, tasks, issues and concerns related to the business operations of the school district and its facilities.
- II. To promote an awareness of the complexity and key management functions involved in the business operations of the school district at the building level.
- III. To encourage students to recognize the impact of facility design and facility upkeep on student achievement.
- IV. To provide students the opportunity to become familiar with school construction as it relates to determining need, developing design, and the building process.
- V. To develop the student's appreciation of the synergistic systems that exist in a school district and how they interact to establish the business culture of the district/building

Instructional Objectives

1. To prepare students to become more efficient and effective in dealing with operational issues so as to free more time for instructional leadership activities.
2. To encourage students to understand and appreciate the vital role non certified employees play in creating and maintaining a positive educational environment.
3. To develop student's ability to evaluate non certified school/district staff.
4. To help students understand the impact of the building business culture on the success of the school.
5. To help students become better operational related decision makers by creating a building culture that encourages input, manages and defines that input and make effective and efficient decisions based on quality tools.

6. To encourage students to maintain a view of the big picture as it relates to their building operation and district decision making.
7. To enable students to understand the building administrators role in the creation of the building/ district budget...
8. To provide an overview of the development of the district appropriations and enhance their ability to understand all key components.
9. To help students better comprehend the impact of federal, state and local rules and regulations on the school facility operations.
10. To provide students with a first hand view of the operational activities of a school building as they relate to transporting students, feeding students, and maintaining the building.
11. To help students understand the importance that technology will play in the business affairs of the district.
12. To help students gain an understanding of the role of the treasurer and the business manager of the school district.
13. Provide students the avenues for securing information and contacts that will assist them in the successful operation of their school / district.
14. Students will be made aware of the various insurance coverage's that are required of a school district and the numerous issues and concerns that that relate to their implementation.
15. Students will recognize the importance of developing reliable and enforceable school security plans. They will become familiar with the key components of successful plans.
16. To provide students with the opportunities to see new school facilities and understand the construction process.
17. To expose students to vocabulary that relates to building maintenance and construction to enable them to have a better understanding of the process and terms involved.
18. To examine with the students all the phases of the design and construction process.
19. To review with students the roles of the owner, architect, and construction manager in the school facility construction process.
20. To provide students with the opportunity to meet with design professionals and witness the use of the three dimensional imaging that is utilized in designing the school facility.
21. To provide students the background involved in recognizing facility needs and the steps involved in developing a facility master plan and timeline.
22. Encourage students to recognize the importance of long range facility planning and maintenance planning so that informed and realistic budget estimates can be incorporated into the district appropriations.
23. To provide students the information and tools to effectively assess their facility.
24. To share with students the key components involved in the successful integration of technology into the school facilities environment.
25. Introduce students to the local, state, and national organizations that provide support and network opportunities for school business officials.

Instructional Strategies

- Make site visits to recently constructed school facilities.
- Provide question and answer opportunities throughout the course including opportunities to meet with and interact with design professionals, construction managers and contractors.
- Through sharing sessions enable students to hear experiences related to school business affairs in neighboring schools and districts.
- Provide lecture material that relates real experience situations with school operational activities.
- Use student participation activities to simulate evaluation procedures for non certified staff.
- Throughout each class meeting model the use of quality tools that can be utilized by school administrators to facilitate their operational activities and decision making.
- Provide professional reading activities that will enable students to access information regarding the business operations of the school district/building.

Course Outcomes

Students will be more aware of the topics, issues and concerns related to school business operations, facility design and school construction.

Students will be better prepared to handle the business related tasks that they will face as building and district administrators.

Students will demonstrate a better understanding of the terms and topics related to maintaining a school facility.

Students will have a deeper understanding of the role and the value of non certified staff.

Students will become familiar with the people involved in maintaining a school facility, designing a school facility and building a school facility. In addition students will understand the role of each of these people in successfully completing these tasks.

Students will understand and appreciate the impact that the business operations plays in the success of the school/district.

Students will have a better understanding of the role of the building administrator in the business affairs of the district and local facility.

Evaluation or Assessment

Mid term exam – site visit report

Final exam - preparation of interview questions / answers

Article summaries

Grading

A	-	90 – 100%
B	-	80 – 89%
C	-	70 – 79%
D	-	60 – 69%
F	-	below 60

Attendance Policy

Students are expected to attend and participate in all classes and site visits.

Required Texts

There is no required text. Students will receive hand out materials for each class. Also students will be directed to access information from various web sites.

Course Outline

Topics

- May 7** Introductions / Class syllabus
- Trends in organization of school business management
Role of treasurer
Role of business manager
- May 9** District appropriations
Fiscal Management Issues – budget
Purchasing issues
 Uniform accounting system
 Unified purchasing
 Purchase order process
 Fees
- May 14** Facility planning issues
 Enrollment projections
 Facility assessment
Building design issues
 Financing the project
 Planning and design process
 Role of the architect
 Role of the construction manager
Building construction issues
 Stages of construction
 Role of prime contractors
 Project paperwork
- May 16** Green Design - **class at SHP Leading Design office**
4805 Montgomery Rd. Suite 400
6:30 p.m. Cincinnati, Ohio 45212

May 21 Management of building and grounds
Stages of cleaning
Preventative maintenance
Long range project planning
Inspections

Environmental issues
Technology topics
Building safety and security issues

May 23 **Site visit**
Mt Healthy North Elementary
6:30 p.m. 2170 Struble Rd.
Cincinnati, Ohio 45231

May 28 **No class – Memorial Day**

May 30 **Site visit**
Mt. Healthy 7-12
6:30 p.m. 8101 Hamilton Ave.
Cincinnati, Ohio 45231

June 4 Food services
Overview of transportation laws
Daily transportation operations

Non-certified personnel
Hiring procedures
Evaluation procedures
Daily Business Operations

June 6 Final exam
Class evaluation