

Business Office Reorganization Proposal 6.25.2007

Due to the retirement of Bill Rogerson, EIT Office Supervisor, The following is a proposed reorganization plan for the Business Service Department. In an effort to follow sound business practice, I believe these recommendations will make our department more effective and efficient. The goal is to perform existing business department functions while adding much needed additional capability at a net cost savings of approximately \$ 50,000. (*BO REORG. XLS* attached.)

These modifications will allow the Business Administrator to devote primary focus upon analytical and reconciliation functions, to develop financial models including but not limited to: current and long-term forecasting, cash flow analysis, budget preparation, and cost analysis. The goal is to maximize internal control compliance, economies and efficiencies through out the district.

Recommendations:

- **Do Not Fill** the position of EIT Office Supervisor (ACT 93) at \$ 55,370 plus burden.
- **Do Not Fill** the 5 hour EIT Clerk Position at \$ 12,844 plus burden
- **Incorporate** the functions and duties with existing staff as per the following reorganization:
 - Convert **Donna Zega** from a 7 hour Class A Secretary to position of EIT Manger / Supervisor under the Administrative Support Personnel at a Salary of \$ 32,000. She is competent, qualified for the position and is endorsed by the former supervisor.
 - Convert **Barb Woods** from 6 hours to 7 hours per day
 - Convert **Judy Whitmire** from a 4 Hour Confidential Tech to 8 Hours. She currently performs the function of Fiscal Accountant maintaining bank accounts, recording revenues & deposits, capital reserve, food service verifications/ edit check, and maintenance of Tax Collection records. Additional duties would include:
 - Covering functions in the EIT office on an as needed basis especially during peak periods.
 - Assist in the completion of governmental reporting, (i.e. Impact Aid, AFR)
 - Assist in the preparation of Financial Reporting in compliance with board policy such as: Treasurers Reports, List of Bills, Budget Status, Capital Projects, etc. (for Board Docs)
 - Coordinate and review activity accounts for each school General Ledger account reconciliation
 - Functional Cross Training with EIT Office & the Business Services Office
 - Attend Local Tax Collector Meetings
 - Other duties assigned by the Business Administrator

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- **Cindy Nyquist**, Administrative Assistant, Business Services be converted to Business Services Supervisor at a salary of \$ 37,320. Considerable additional tasks have been assumed over past 12 months. Major Functions Include: Benefit Cost Management & Reporting, Credit Card analysis and reconciliation, Bond Debt reconciliation / payment, Risk Management, Surety/ Bonding, coordination of department correspondence, Finance Committee, & ACT 1 / Tax Study Commission. Additional Responsibilities would include, but not limited to:
 - **Budget Monitoring**. Review and maintain all school building budgets and input all budgetary transfers into the Pentamation Accounting System.
 - Become intimately involved with the **Fiscal Budgeting** process.
 - **Staff Supervision**; Supervision of the Business department employees;
 - Coordinate & review all activities within the department including time sheets & absentee reporting.
 - Assure regular office routines are being completed timely and accurately
 - **Cross Training**: Coordination of departmental Cross Training for functional areas within the Business Services department. (EIT, accounting, risk management, benefit cost management/ recording in coordination with the payroll department, Tax collection, AP, AR, General Ledger.
 - **Expanded** Finance Committee Duties including:
 - Board Docs Maintenance backup
- **Mark Rondinelli** will assume additional Purchasing Function responsibility.
- **Petter Turnquist**
 - Overall supervision of: EIT, Purchasing, Accounting, Transportation, Tax Collections, AR, AP, Payroll Dept , Budget, Risk Management, Benefit Cost Management, Financial Reporting, Cash Flow Management, Internal Control, Expense Monitoring, Extensive Governmental Reporting, Internal and External Audit, Contracts, Financial Modeling and Planning.
 - Financial aspects of: Food Service, & Facilities (Plancon/ Financing) projects.
 - Other: Liaison to external auditors, solicitor, labor counsel, banking, investment banking, risk management providers, PDE, PASBO, Finance Committee, Directors Meetings, Allegheny Forest Alliance Board, Northwest Intermediate Unit Business Managers, etc. 2007-2008 Goals as outlined in evaluation document.