

Glenbrook High Schools
Office of Human Resources
Memorandum

To: Dr. Mike Riggle

Fr: Steve Caliendo

Re: FTE Increase

Date: January 9, 2012

As the Board is aware, Julie Bezanes, Director of Business, left the District earlier this fall. This vacancy has now been posted. Mrs. Siena is currently reviewing applications. It is anticipated that the Board will receive a recommendation later in the second semester for a July 1 start for the new Director of Business. Both Mrs. Siena and I believe that the recommended candidate may come from another District who will not release that person until the end of the current fiscal year.

Given that likely scenario, Mrs. Siena has recommended that Dr. Kim Ptak's current contract (.75 FTE) be expanded to 1.0 FTE. This will give the Business Office adequate staff to complete all of the functions necessary for the remainder of the 2011-12 school year. Since Ms. Bezanes is no longer receiving a salary from the District, the budgeted salary figure for her position can be repurposed to compensate Dr. Ptak for her expanded work schedule beyond her .75 contract.

I have enclosed a sheet from Mrs. Siena that shows the Board how the funds will be repurposed in order to compensate Dr. Ptak. Also enclosed is the job description for the Director of Business.

The Administration is recommending that the Board approve the expanded contract of Dr. Kim Ptak from .75 FTE to 1.0 FTE beginning January 9, 2012 through June 30, 2012.

Both Mrs. Siena and I would be happy to answer any questions that the Board of Education may have concerning this recommendation.

Julie Bezanes and Kim Ptak FTE Adjustments
 FY2011/12

Julie Bezanes	Budget	Actual	Balance	Remaining Funds
Base Salary	81,595.00	36,090.10	45,504.90	
Board Paid TRS	7,095.26	3,138.28	3,956.98	
Fringe Benefit	1,300.00	575.00	725.00	
Total Salary	89,990.26	39,803.38	50,186.88	

Kim Ptak	Budget	Actual*	Balance	
Base Salary	99,965.26	115,985.33	(16,020.07)	
Board Paid TRS	8,692.68	10,085.74	(1,393.06)	
Fringe Benefit	1,300.00	1,300.00	-	
Total Salary	109,957.94	127,371.07	(17,413.13)	32,773.76

	Actual*
135 Days @ .75 FTE	57,093.55
125 Days @ 1.0 FTE	70,277.52
	127,371.07

HUMAN RESOURCES GLENBROOK HIGH SCHOOLS

Position Title: Director of Business
Department: Business Office
Reports to: Assistant Superintendent for Business

Summary:

The Director of Business is responsible for the day-to-day operation and supervision of the fiscal services of the district.

Essential job functions:

Administrative:

1. Assists with the development and administration of the annual budget process
2. Assists with the preparation of financial planning data for the district
3. Develops, recommends and administers the district's fiscal policies and procedures
4. Oversees financial services, including investments for the Northfield Township Treasurer's office
5. Manages all aspects of the district's accounting functions, including Student Activities
6. Prepares all state and federal reports
7. Coordinates and manages the annual audit process
8. Assists with the day-to-day management of the district's employee insurance program
9. Acts as a liaison between the business office and building staff with regard to budget and accounting matters
10. Serves as the administrative liaison to various board committees
11. Serves as the district's liaison in financial matters with the Villages of Glenview and Northbrook, as well as other local governmental bodies, as needed
12. Administers the debt service plan for the district
13. Perform other tasks and assume other responsibilities as assigned by the Assistant Superintendent for Business

Technical:

1. Working knowledge of auditing principles and procedures
2. Ability to develop all monthly financial reports
3. Working knowledge of word processing, spread sheets and presentation software
4. Working knowledge of governmental accounting and finance principles

Education:

1. A Bachelor's degree in accounting or a closely related field
2. IL. Administrative Type 75 Certificate with a Chief School Business Official endorsement preferred

Other necessary qualifications:

1. Minimum 2 years school central office experience preferred
2. Strong written and verbal communication skills necessary; ability to address the school communities and public
3. Strong organizational skills and ability to develop team performance

Salary: Commensurate with level of certification and experience