

Associated School Boards of South Dakota	NEPN Code: CGB
Policy Reference Manual	

BUSINESS MANAGER EVALUATION

In order to assure a high quality of business manager performance, a continuous program for business manager evaluations will be utilized.

The Business Manager will be evaluated, at a minimum, on an annual basis.

Evaluations shall provide feedback to the business manager, noting strengths, as well as areas needing improvement.

The evaluation criteria will include, but is not limited to, the following components:

1. Supervision of the payroll function for the district to include employee benefits, state and federal tax deposits, workmen's compensation insurance and other related activities.
2. Review, code, and sign bills prepared for approval at the monthly board meeting.
3. Supervision of the collection, safekeeping, and distribution of all funds, making investments and deposits into the appropriate checking and savings accounts approved by the Board, and reconciliation of cash accounts.
4. Budget development, preparation, and submission and providing the board with periodic performance reports.
5. Supervision of all cash funds and federal programs including Chapter I, Chapter II, food service, and various grants in compliance with state and district policies, including timely required reporting.
6. Collection of information and assisting the Board with contract negotiations.
7. Following bidding procedures and representing the District by signing contracts and agreements as authorized by the Board and in compliance with school district policy and state laws.
8. Maintaining records and inventory related to fixed assets and real estate with adequate collateral and liability insurance.
9. Attendance and participation in all Board meetings, maintaining an accurate record of the actions and participants, and publishing the minutes and notices in the designated district paper.
10. Preparation of the District annual report to be submitted to state education department.
11. Arranging for and assisting with auditing of all school district accounts and programs.

12. Administration and conducting school district elections as prescribed by state law.
13. Representation of the school district professionally in local, regional, state, and national affiliation and participation.
14. Cooperation with all departments for effective and efficient results.
15. Performing duties which will assist the superintendent, board, and standing committees in financial and business matters of the district in compliance with local policy and state laws.
16. Prepares, approves, and monitors purchase orders in compliance with board policy and approved budget.
17. Monthly report to the Board and as otherwise requested by the Board.
18. Working knowledge of areas of responsibility.
19. Professional growth.
20. Judgment, logical thinking, creativity, and imagination.
21. Fulfillment of assigned responsibility without neglecting some areas.
22. Adheres to policies of the Board of Education as well as law.
23. Fulfills, to the extent applicable with the position, responsibilities related to scheduling, contracting, curriculum/program/project development and implementation.
24. Staff relations.
25. Student relations.
26. Community relations.
27. Communication skills.
28. Adjusts to unplanned situations.

The Board and Superintendent shall be responsible for evaluating the Business Manager.

The formal evaluation will be written and will be discussed by the Board, Superintendent and the Business Manager. Copies of the written document will be signed and dated by all parties and incorporated into the personnel files of the Business Manager. The signature of the Business Manager does not indicate approval or disapproval of the evaluation, but that the evaluation has been read and discussed.

The written evaluation should be specific in terms of a person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of administrative staff constitutes personnel information and is not open to inspection or copying.

Legal References: SDCL 1-25-2(1) (Discussing the qualifications, competence, performance, character or fitness of any public employee)
SDCL 13-42-70 (Evaluation records and documents not open to inspection or copying)

Cross References: CBG: Superintendent Evaluation
CIA: Administrative Staff Evaluation
GCN: Professional Teaching Staff Evaluation
GDN: Support Staff Evaluation

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Reviewed:

Revised:

ASBSD sample policies are intended to be a guide for school districts. As is the case with any policy, a local school district's unique circumstances, challenges and opportunities need to be considered.