

**Chief School Business Official (Effective July 1, 2022)**

Duties and Authority

The Chief School Business Official (CSBO) is responsible for all District operations related to budgeting, financing, building and grounds, purchasing and disposal of assets, pupil transportation, food service operations, and contracts. The CSBO develops comprehensive financial reports and projections that enable the Board of Education and Superintendent to engage in long-range financial planning, budgeting, and forecasting. The CSBO also prepares all financial reports, applications, and legal notices as required by the Board of Education, county, state, and federal agencies. The CSBO coordinates the execution of Intergovernmental Agreements, business, and service contracts. The CSBO also serves as the primary administrative designee of the Superintendent to respond to requests for information under the Freedom of Information Act (FOIA).

Administrative Relationship

The CSBO is employed by the Board of Education and reports to the Superintendent of Schools.

Qualifications

The CSBO must have experience and skills in managing and supervising the business and financial aspects of a public entity, and an understanding of long range financial and/or strategic planning. The CSBO must have a bachelor's degree in accounting, finance, business management, or a related field.

Evaluation

The Superintendent shall annually evaluate the CSBO and make employment and salary recommendations to the Board of Education.

Compensation and Benefits

The Board of Education and the CSBO shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for the CSBO. These recommendations will be presented to the Board no later than the June Board meeting.

Terms of Employment

The work year for the CSBO shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the CSBO shall have vacation periods as approved by the Superintendent.

Adopted: 4/19/21

Revised: 05/16/22

Reviewed: 09/14/22