

The Purpose of the Business Office:

Mission: The Business Office provides an environment that supports the educational process of the District.

Vision: To provide the best possible learning environment for the educational benefit of the students.

Responsibilities:

This includes the following major oversight/management responsibilities:

- **Facilities Management:**
Facilities includes the buildings and grounds of the District, preventative maintenance and annual programmed cleaning and repair of all areas of the physical plant in each building. The grounds include grass areas, trees, sports fields, street signage, parking lots, bleachers as well as those out buildings like the concession stands and free standing locker buildings. Our responsibility also includes the vendors that we hire to help maintain, repair or install equipment in any of those locations.
- **Maintenance Support for buildings and grounds:**
Maintenance Support keeps our District in useable shape. From the smallest repair to large undertakings such roof repair or replacement, this support is intended to keep the District housed in an environment conducive to the education of our students.
- **Security for the educational environment:**
Security can be defined as one, physical, which makes a safe learning environment for students and a distraction free workplace for staff. There is also two, security for the identity information of both Students and Staff. Regulations govern how this information is collected and used. Access, use and storage of personal information are major concerns for any organization in our world today. Ultimately, the less worrisome the environment is, the better for learning it will be. Mount Healthy complies with regulations concerning protected information.
- **Employee Safety:**
Employee safety is a daily objective. Safety while on the grounds or in our buildings is a prime concern of the District. Outside influences, such as individuals entering the grounds or buildings, internal physical violence or violence generated inside our buildings should be a concern for all staff. If you see something, say something! The District provides physical security and resources however, these resources cannot be

everywhere all the time. Everyone's eyes and ears can be our best sense of what is going on in the District.

- **Transportation of students:**
We engage a major company to provide the transportation of our students and smaller transport companies assist in special areas and at special times. Safety is the primary tenant of transporting students. Driver training, licensing and following the rules of the road are key to accident and incident prevention. The District participates in meetings with transportation for safety and administration, to assure the safe transport of students.
- **Technology Management:**
The Business Office oversees the technology of the District. This includes hardware, software and management of vendors who support the equipment and systems used by Students, Staff and Administrators. The District employs both internal technology support positions as well as experienced vendors who work closely to maintain and enhance our ability to educate and communicate.
- **Risk Management:**
This function revolves around Personal, Casualty and Liability insurance; Safety and Security; Worker's Compensation and preventative programs such as Emergency Management Plans. The primary action to providing a safe educational and working environment is in preparation and prevention. The recent and best way to impact all our safety is "See Something, Say Something"! Contact an Administrator or Resource Officer if there is an issue.
- **Worker's Compensation:**
Safety, Accident Prevention and safe work practices are the backbone of this program. Stopping to think through an action BEFORE it is done may keep you from being injured, having to be off work or lost income. The District, from the Superintendent to the Police, Fire and EMS support teams are supportive of our emphasis on being safe and working safely.
- **Property Management:**
The district holds many properties in the area. Schools, the Board of Education building and the Warehouse/Transportation buildings are actively utilized. Several parcels are not in active use and at least one parcel is for sale to the general public. All properties fall to the Treasurer and the Business Manager to handle for the district.

- **Contract/Vendor Management:**
The District utilizes many Vendors under contract routinely and for special projects on occasion. Contracts and Vendors in support of the Business Operations of the District are vetted and approved through the Business Office.
- **District Management Support:**
The Business Office and the Business Manager act in conjunction with the Administration of the District, the Board of Education and Federal and State regulations. Violations of Board Policies or Federal or State regulations are to be brought to the attention of the senior administration.