

Introduction

Thank you in advance for your thoughtful,  
careful and considerate evaluation of the  
Business Administrator of your school district.

**Please note that all responses are anonymous and confidential.**

Please click "NEXT."

Introduction

**This evaluation instrument is designed to help your board effectively supervise and contribute to your Business Administrator's success by understand the duties, responsibilities, and statutory requirements of this position.**

Employment of this instrument should represent the beginning of a process of continual improvement, and not as a means of assembling punitive or comparative data.

**This process should first help the board see and celebrate successes**

Please click "NEXT."

Introduction

This instrument's results will not be numerically compared to results from other districts.

Results should be analyzed in the context of board goals and priorities, and may be used to form new goals both for the Business Administrator and the board.

Some results may call for the Business Administrator to provide additional information, rather than changing practices.

**The goal of this instrument of key performance indicators is to gather a wide scope of information in context to facilitate a productive conversation, which should lead to:**

- **reflection,**
- **the presentation additional information,**
- **goal setting,**
- **and greater understanding by both the board and the Business Administrator.**

Please click "NEXT."

Introduction

**Some results may call for the Business Administrator to provide additional information, rather than changing practices.**

**Some results may point to the need for performance improvements by the board, rather than performances improvements by the Business Administrator.**

Please click "NEXT."

**Please be prepared to spend about 30 minutes  
to thoroughly work through the Key Performance Indicators,  
... which consists of 69 statements and 2 questions  
in 5 specific areas:**

**Professional Integrity and Relationships,  
Business Operations,  
Financial Resource Management,  
Educational Support Services,  
and Other Business Service (dependent upon assignment)**

Please click "NEXT."

## **Professional Integrity and Relationships**

***--The Business Administrator's Professional Integrity and strong Professional Relationships are critical to the successful operation of the district.***

Please click "NEXT" to begin this section.

SECTION 1 - Professional Integrity and Relationships--Ethical Conduct

\* 1. The Business Administrator exercises ethical judgment in decision making.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 1 - Professional Integrity and Relationships--Ethical Conduct

\* 2. The Business Administrator fulfills his or her professional responsibilities with fidelity.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆



SECTION 1 - Professional Integrity and Relationships--Ethical Conduct

\* 3. The Business Administrator faithfully implements the policies, administrative rules and board decisions of the district.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 1 - Professional Integrity and Relationships--Ethical Conduct

\* 4. The Business Administrator actively supports the goals and objectives of the district and the board.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 1 - Professional Integrity and Relationships--Ethical Conduct

\* 5. The Business Administrator does not publicly criticize board members, superiors, administrators, or other employees.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 1 - Professional Integrity and Relationships--Ethical Conduct

\* 6. The Business Administrator maintains confidentiality of data and information.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 1 - Professional Integrity and Relationships--Ethical Conduct

\* 7. The Business Administrator supports a positive image of the district and board or education.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 1 - Professional Integrity and Relationships--Ethical Conduct

\* 8. The Business Administrator expresses opinions and recommendations, even if contrary to board discussion.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 1 - Professional Integrity and Relationships--Personal Integrity

\* 9. The Business Administrator treats all fairly, honestly and with integrity.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 1 - Professional Integrity and Relationships--Personal Integrity

\* 10. The Business Administrator genuinely seeks to correct and improve if an error is made.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆



SECTION 1 - Professional Integrity and Relationships--Personal Integrity

\* 11. The Business Administrator never uses her or his position for personal gain.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 1 - Professional Integrity and Relationships--Personal Integrity

\* 12. The Business Administrator avoids conflict of interest situations.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 1 - Professional Integrity and Relationships--Personal Integrity

\* 13. The Business Administrator upholds the dignity and decorum of his or her office.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 1 - Professional Integrity and Relationships--Professional Development

\* 14. The Business Administrator actively participates in UASBO or other available professional associations, and regularly pursues opportunities to improve professional skills and gain additional knowledge.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 1 - Professional Integrity and Relationships--Professional Development

\* 15. The Business Administrator spends time and appropriate resources to become knowledgeable of applicable laws, regulations, and legal requirements of her or his position.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 1 - Professional Integrity and Relationships--Professional Development

\* 16. The Business Administrator maintains all his or her certifications and licenses.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 1 - Professional Integrity and Relationships--Professional Development

\* 17. The Business Administrator organizes and implements professional development opportunities for those within her or his stewardship.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 1 - Professional Integrity and Relationships--Internal Relationships

\* 18. The Business Administrator recognizes the importance of a strong Superintendent / Business Administrator relationship and takes active steps to develop, build and nurture such a relationship.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆



SECTION 1 - Professional Integrity and Relationships--Internal Relationships

\* 19. The Business Administrator provides counsel to the Board and Superintendent on strategic, financial and policy issues to support the decision making process.

Strongly  
DISAGREE

No opinion/  
LEANING  
DISAGREE

No opinion/  
LEANING  
AGREE

Strongly  
AGREE



SECTION 1 - Professional Integrity and Relationships--Internal Relationships

\* 20. The Business Administrator fosters open communication and feedback throughout the district.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 1 - Professional Integrity and Relationships--Internal Relationships

\* 21. The Business Administrator treats subordinates with courtesy and professionalism.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 2

## **Business Operations**

***--The Business Administrator provides leadership through statutory compliance to create professional and effective business operations.***

Please click "NEXT" to begin this section.

SECTION 2 - Business Operations--Statutory Responsibilities, UCA 53A-3-303

\* 22. The Business Administrator attends all meetings of the board, keeps an accurate record of its proceedings, and has custody of the seal and records.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 2 - Business Operations--Statutory Responsibilities, UCA 53A-3-303

\* 23. The Business Administrator is an effective custodian of all district funds, is responsible and accountable for all money received and disbursed, and keeps accurate records of all revenues received and their sources.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

\* 24. The District Business Administrator countersigns with the president of the board all warrants and claims against the district as well as other legal documents approved by the board.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

\* 25. The Business Administrator prepares and submits to the board each month a written report of the district's receipts and expenditures.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★



\* 26. The Business Administrator uses uniform budgeting, accounting, and auditing procedures and forms approved by the State Board of Education, which shall be in accordance with generally accepted accounting principles or auditing standards and Title 63J, Chapter 1, Budgetary Procedures Act.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 2 - Business Operations--Statutory Responsibilities, UCA 53A-3-303

\* 27. The Business Administrator prepares and submits to the board a detailed annual statement for the period ending June 30, of the revenue and expenditures, including beginning and ending fund balances.

Strongly  
DISAGREE

No opinion/  
LEANING  
DISAGREE

No opinion/  
LEANING  
AGREE

Strongly  
AGREE



SECTION 2 - Business Operations--Statutory Responsibilities, UCA 53A-3-303

\* 28. The District Administrator assists the superintendent in the preparation and submission of budget documents and statistical and fiscal reports required by law or the State Board of Education.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

\* 29. The Business Administrator insures that adequate internal controls are in place to safeguard the district's funds.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

\* 30. The Business Administrator effectively performs other duties that the superintendent may require.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 2 - Business Operations--Organizational Management

\* 31. The Business Administrator interprets the policies and practices of the district to the staff and to the community fairly and objectively.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 2 - Business Operations--Organizational Management & Administration

\* 32. The Business Administrator implements techniques for decision making, information processing, planning, and allocating resources.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 2 - Business Operations--Organizational Management & Administration

\* 33. The Business Administrator efficiently manages personnel and resources within his or her stewardship.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆



SECTION 2 - Business Operations--Organizational Management & Administration

\* 34. The Business Administrator applies concepts of change, delegation, group dynamics, interpersonal relationships, and effective problem solving.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 2 - Business Operations--Public Policy, Government Relations and Legislative Advocacy

\* 35. The Business Administrator actively participates in understanding, evaluating and communicating financial implications of policy at the local, state and federal level.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 2 - Business Operations--Public Policy, Government Relations and Legislative Advocacy

\* 36. The Business Administrator understands the importance of strong partnerships with other government entities and seeks to build and maintain those relationships.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 2 - Business Operations--Public Policy, Government Relations and Legislative Advocacy

\* 37. The Business Administrator is aware and informs the board on the political and legislative process as it relates to local board processes, municipal governments, the state board of education and the state legislature.

Strongly  
DISAGREE

No opinion/  
LEANING  
DISAGREE

No opinion/  
LEANING  
AGREE

Strongly  
AGREE



SECTION 2 - Business Operations--Public Policy, Government Relations and Legislative Advocacy

\* 38. The Business Administrator uses the skills necessary to interpret, evaluate and recommend changes to local school board financial policies and administrative procedures.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 2 - Business Operations--Public Policy, Government Relations and Legislative Advocacy

\* 39. The Business Administrator recognizes and analyzes significant social, demographic, and economic changes that may impact the financial plan of the district.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 2 - Business Operations--Public Policy, Government Relations and Legislative Advocacy

\* 40. The Business Administrator can interpret and articulate for the board the relevant governmental funding models.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 2 - Business Operations--Management of District Legal Issues, Contracts, and Compliance

\* 41. The Business Administrator assists with legal compliance and contract issues and works to protect the district.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆



SECTION 2 - Business Operations--Management of District Legal Issues, Contracts, and Compliance

\* 42. The Business Administrator reviews or refers contracts for statutory compliance and district policy, recommending changes as needed to safeguard the organization and individuals.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 3

## **Financial Resource Management**

***--Sound financial resource management by the Business Administrator is key to ensuring optimal conditions for the success of the district.***

Please click "NEXT" to begin this section.

SECTION 3 - Financial Resource Management--Budgeting

\* 43. The Business Administrator establishes a way to communicate budget information and changes effectively to the Superintendent and Board in a timely manner.

Strongly  
DISAGREE

No opinion/  
LEANING  
DISAGREE

No opinion/  
LEANING  
AGREE

Strongly  
AGREE



SECTION 3 - Financial Resource Management--Budgeting

\* 44. The Business Administrator facilitates the budget process and engages internal stakeholders in reviewing budget requests and forming recommendations for the Board to consider.

Strongly  
DISAGREE

No opinion/  
LEANING  
DISAGREE

No opinion/  
LEANING  
AGREE

Strongly  
AGREE



SECTION 3 - Financial Resource Management--Budgeting

\* 45. The Business Administrator prepares a budget calendar to meet the legal time constraints of budget preparation and board approval.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 3 - Financial Resource Management--Budgeting

\* 46. The Business Administrator uses multiple approaches to determine reliable enrollment and personnel projections.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 3 - Financial Resource Management--Budgeting

\* 47. The Business Administrator prepares reasonable revenue projections and estimates of expenditures for district budgets.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 3 - Financial Resource Management--Budgeting

\* 48. The Business Administrator effectively monitors and communicates the state of the district's financial health to the board and stakeholders.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★



SECTION 3 - Financial Resource Management--Budgeting

\* 49. The Business Administrator regularly analyzes and shares comparable data of other school districts with the board.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 3 - Financial Resource Management--Accounting, Auditing, and Internal Controls

\* 50. The Business Administrator is actively involved in the audit committee function and provides a vision and guidance to safeguard assets and continually looks for ways to improve.

Strongly  
DISAGREE

No opinion/  
LEANING  
DISAGREE

No opinion/  
LEANING  
AGREE

Strongly  
AGREE



SECTION 3 - Financial Resource Management--Accounting, Auditing, and Internal Controls

\* 51. The Business Administrator reviews internal controls annually for improvement and implementation of recommended state and national best practices.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

\* 52. The Business Administrator regularly shares the results of internal and external audits with the board.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

\* 53. The Business Administrator prepares, analyzes, and reports financial statements and supporting discussion documents to the board.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 3 - Financial Resource Management--Accounting, Auditing, and Internal Controls

\* 54. The Business Administrator thoroughly prepares and executes corrective action plans for any findings conveyed in the annual audit report to improve financial tracking, reporting and internal controls.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 3 - Financial Resource Management--Accounting, Auditing, and Internal Controls

\* 55. The Business Administrator provides an accounting manual or other documents to establish district procedures.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 3 - Financial Resource Management--State Reporting

\* 56. The Business Administrator complies with state reporting requirements by filing required reports in a complete, accurate and timely manner.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆



SECTION 3 - Financial Resource Management--State Reporting

\* 57. The Business Administrator maximizes state revenue through accurate and thorough data gathering and reporting.



SECTION 3 - Financial Resource Management--Debt Management and Bonding

\* 58. The Business Administrator develops a debt management and bonding strategy that complies with law and accomplishes the District's capital plan while preparing for future needs.

Strongly  
DISAGREE

No opinion/  
LEANING  
DISAGREE

No opinion/  
LEANING  
AGREE

Strongly  
AGREE



SECTION 3 - Financial Resource Management--Debt Management and Bonding

\* 59. The Business Administrator ensures district debt capacity is communicated to stakeholders and is within statutory limits.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 3 - Financial Resource Management--Debt Management and Bonding

\* 60. The Business Administrator regularly investigates opportunities to refund existing district debt.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 3 - Financial Resource Management--Debt Management and Bonding

\* 61. The Business Administrator regularly analyzes and communicates the legal constraints and methods of issuing long-term general obligation bonds, including the bond rating process and the role of the bonding attorney and rating services.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 3 - Financial Resource Management--Debt Management and Bonding

\* 62. The Business Administrator analyzes the implication of arbitrage rules that may apply to the issuance of long-term general obligation bonds.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 4

## **Educational Support Services**

***--The Business Administrator should demonstrate understanding and competence in key district functions to ensure adequate support for staff and student success.***

Please click "NEXT" to begin this section.

SECTION 4 - Educational Support Services--Facility Management- Planning and Construction

\* 63. The Business Administrator participates in the development a long-range facility plan. that includes demographic data and serves as an integral member of the planning team.

Strongly  
DISAGREE

No opinion/  
LEANING  
DISAGREE

No opinion/  
LEANING  
AGREE

Strongly  
AGREE





SECTION 4 - Educational Support Services--Facility Management- Planning and Construction

\* 64. The Business Administrator ensures that appropriate communication occurs regularly and in a timely fashion when changes in projects are needed.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

\* 65. The Business Administrator effectively determines resource allocation for maintenance and operations.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 4 - Educational Support Services--Facility Management- Operations and Maintenance

\* 66. The Business Administrator ensures that maintenance and operation functions are adequately prioritized, budgeted, and managed.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 4 - Educational Support Services--Property Acquisition-Resolutions and Acquisition

\* 67. The Business Administrator participates with leadership team to ensure all due diligence and legal requirements for purchasing and real estate acquisition are met.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

SECTION 4 - Educational Support Services--Property Acquisition-Disposition

\* 68. The Business Administrator effectively guides the process for disposition of public property.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 5

## **Other Business Services**

***--The District Business Administrator is often tasked with other business services to contribute to the overall success of the district mission. These assignments are often unique and specific to the local school districts.***

Please click "NEXT" to begin this section.

SECTION 5 - Other Business Services

\* 69. The Business Administrator performs other duties as assigned with thoroughness and skill.

Strongly DISAGREE				No opinion/ LEANING DISAGREE	No opinion/ LEANING AGREE				Strongly AGREE
★	★	★	★	★	★	★	★	★	★

SECTION 5 - Other Business Services

70. Please list other assignments that you believe the Business Administrator is responsible for. (i.e., Risk Management, Transportation, Nutrition Services, Purchasing and Procurement, or etc.)

71. Do you have anything further that you wish to comment on or address with the Business Administrator?



**THANK YOU!!**

**You have completed the Business Administrator Key Performance Indicators Inventory.**

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