

# TREASURER SEARCH PROFILE

**Springfield-Clark Career Technology Center**

**Springfield, Ohio**

**September 4, 2021**



**Prepared for the Board of Education**

**By**

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## **TREASURER SEARCH PROFILE REPORT**

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This report presents the summary of findings from the Treasurer Search Profile Development Questionnaire conducted by K-12 Business Consulting during the period August 30, 2021, through September 3, 2021. The profile development questionnaire form was used to provide a framework for reporting the information compiled in this report. In accumulating the data used in this report K-12 Business Consulting also sought from respondents their opinions, recommendations, and general comments with respect to preferred candidate characteristics, traits, qualifications, and personal demeanor, as well as district strengths, weaknesses, issues, and concerns which may have a bearing on future financial leadership strengths for your next Treasurer/CFO.

K-12 Business Consulting sent the questionnaire to the Board, district administrators, and treasurer staff to gather data around the broad themes represented in the questionnaire and to rank important job characteristics. The results of those questionnaires are included in this report.

Broad themes were highlighted in each question area into two (2) response groups (board of education as one, and the administration and treasurer staff were completed as a composite). The response group's common themes were identified under each question in the report. The first category titled "Consistent" are comments which were frequently heard from all or nearly all response groups. Comments heard less frequently or only heard in a specific response group are listed under that response group. The responses noted under "Consistent" for any of the response groups are noted with the highest frequency first then descending to less frequently heard. If there was only a single comment in any response group without any repeating similar comments those items were not listed. It is important to note that the data is not a scientific sampling, nor should they necessarily be viewed as representing a majority opinion of those gathered in the response group.

K-12 Business Consulting and the Ohio Association of School Business Officials would like to commend the Board of Education for its efforts to include key stakeholders in the development of the Treasurer Search Profile. We would also like to thank Michelle Patrick, Superintendent, for the professional manner in which disbursing the profile development questionnaire was distributed.

## **STRENGTHS OF THE DISTRICT**

**Question #1: What do you consider to be the two or three most significant strengths of the district?**

### **CONSISTENT**

Dedicated staff and administration  
Innovative course offerings  
Ability to adjust to the needs of the businesses in the region  
Student focused and student support

### **BOARD OF EDUCATION**

Financial Integrity  
Relationship with business and industry leaders and partnerships  
Ability to interact with all staff in professional and courteous manner  
Provide students with the ability to take college credit plus courses or become certified in their trade

### **ADMINISTRATION & TREASURERS OFFICE COMBINED**

Passionate staff that believe in the importance of career tech education  
Financial integrity  
Course offerings are innovative and adjust to needs of businesses in the region

## **IMPORTANT ISSUES FACING DISTRICT**

**Question #2: What do you consider to be the two or three most important issues facing the district?**

### **CONSISTENT**

Ongoing funding for the CTC from the state  
Building and equipment updates  
Collaboration between staff, administration, community, and schools  
Maintaining enrollment  
Leadership  
Keeping up with industry standards  
Being innovative with use of time and space to deliver quality CTE training

### **BOARD OF EDUCATION**

Ongoing funding from the state  
How to change the perception of a CTC in general  
Leadership  
Maintaining enrollment

### **ADMINISTRATION & TREASURERS OFFICE COMBINED**

Funding from the state  
Building and equipment updates  
Collaboration between staff, administration, community, and schools being served

## **CHARACTERISTICS OF NEW TREASURER**

**Question #3: Please tell us your two or three characteristics that you think the Board should look for in a new Treasurer.**

### **CONSISTENT**

Strong verbal and written communication skills  
Understanding and commitment to the Career Center goals and mission  
Integral part of the administrative team  
Works collaboratively with other administrators and staff

### **BOARD OF EDUCATION**

Strong fiscal knowledge  
Experience as a treasurer or assistant treasurer  
Works well with Superintendent and other staff  
Honest, trustworthy, and transparent  
Strong verbal and written communication skills

### **ADMINISTRATION & TREASURERS OFFICE COMBINED**

Ability and willingness to deal fairly with administration and staff  
Strong verbal and written communication skills  
Personal interest in the career center programs  
Organized and efficient  
Experience as a Treasurer or an Assistant Treasurer

**TREASURER CHARACTERISTICS BY RANKING**

| CRITERIA   | COMPOSITE |
|--|-----------|
| <b>Ability and willingness to deal fairly with faculty, staff, students, and parents *</b> | <b>1</b>  |
| Expertise in using operating system Software (e.g. accounts payable, payroll)              | 9         |
| <b>Expertise in design and implementation business office procedures **</b>                | <b>10</b> |
| Effective at communicating district finances in both written and verbal form               | 3         |
| Successful experience as a treasurer or assistant treasurer                                | 5         |
| Experience with career technical school financial management                               | 8         |
| Knowledge of Ohio Laws and legislation concerning career technical center finances         | 7         |
| Organizational and management skills   | 4         |
| Personal involvement and interest in the career center programs                            | 2         |
| Experience in state and federal financial reporting  | 6         |

**\*1= MOST IMPORTANT**

**\*\*10 = LEAST IMPORTANT**

**RANKING OF TOP AND BOTTOM FIVE (5) IMPORTANT CHARACTERISTICS ALL GROUPS**

**RANK TOP 5 CHARACTERISTICS**

- 1 Ability and willingness to deal fairly with faculty, staff, students, and parents
- 2 Personal involvement and interest in the career center programs
- 3 Effective at communicating district finances in both written and verbal
- 4 Organizational and management skills
- 5 Successful experience as a treasurer or assistant treasurer

**RANK BOTTOM 5 CHARACTERISTICS**

- 6 Experience in state and federal financial reporting
- 7 Knowledge of Ohio Laws and Legislation concerning technical center finances
- 8 Experience with career tech school financial management
- 9 Expertise in using operating system software
- 10 Expertise in design and implementation business office procedures

It should be noted that regardless of the rankings all the items represented by the characteristics on the previous page, each of these characteristics are important to the long-term success of the new Treasurer/CFO of the district. The ranking helps identify the most important characteristics desired at the time of the survey.

### **SUMMARY**

The information gathered from the surveys reflects a consistent picture of the strengths, important issues facing the district, as well as the characteristics desired of the new Treasurer/CFO for the Springfield-Clark Career Technology Center. The respondents were clear that this is a very important person to the overall health of the district serving an integral role in the day-to-day operations of its schools as well as a key player in long term strategic planning and an integral part of the administrative team.

The overarching issue raised by all groups was the next Treasurer/CFO should be an experienced treasurer or assistant treasurer and possess the ability to be an effective communicator and team player. The Treasurer needs to be approachable and available. The concerns for Springfield-Clark CTC, as a district, are those of building and equipment upgrades, innovative use of space, maintaining state funding and student enrollment.

The top strength of the district is its dedicated staff and its innovation in course offerings. Another major strength of the district is its ability to offer students both college credit plus courses as well as the option to be certified in their chosen trade.

A successful candidate should be an innovative thinker and deal fairly with all. This person should understand career technical school funding especially as it relates to state and the federal funding sources associated with these programs.

The new Treasurer/CFO should have a curiosity, a passion, and an appreciation for Career Technical Centers. The successful candidate will need to use their knowledge to be proactive for the board of education and administration on new and forward-thinking financial ideas and/or procedures. It is important for the treasurer to be involved in ongoing professional development as well as encouraging their staff to do the same.

It will be difficult to find a person who would embody all the characteristics that were mentioned for every attribute of the new Treasurer/CFO. However, in reconciling the many concerns and characteristics sought in a Treasurer/CFO for the Springfield-Clark Career Technology Center, in addition to the major areas of financial management and communication noted above, the respondents recognize the need for an excellent communicator who will deal fairly and respectfully with all stakeholders while being a team player.

The district faces many of the same challenges faced by most Ohio career technical centers; however, they are the challenges that will be of interest to the right Treasurer/CFO candidate. We believe we will find the right candidate(s) who have the attributes outlined above, possess the skills and energy needed to address the issues and concerns expressed by respondents, and who will be eager to be a part of the Springfield-Clark Career Technology Center.