

UNIVERSITY OF NORTH TEXAS

**Dallas Campus
Educational Leadership Program**

**Management of School Resources
EDAD 5400.02**

Spring 2008

Dr. Adam L. Grinage
Adjunct Professor

Office Hours

Thursdays: 5:00 – 5:30 p.m.

Location

**Duncanville High School
Room L108/L110**

Contact Information

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I. Course Description:

This course is intended to be an introductory level course in the planning and management of school resources with particular application to the State of Texas. The course is designed to prepare building level administrators to understand the issues influencing the planning and management of personnel, financial and capital resources at the school-level.

II. Course Objectives:

This course is designed to provide students with information and skills to understand:

- ✓ Public school finance, how schools are financed and theoretical models of school finance;
- ✓ Public school budgeting and accounting procedures;
- ✓ Advantages and disadvantages of various purchasing procedures;
- ✓ School facility construction programs and their management;
- ✓ School building maintenance and custodial management;
- ✓ Campus inventory procedures related to capital equipment and textbooks; and
- ✓ Planning and managing school personnel.

III. Course Materials:

Required:

- ✓ Money and Schools by Thompson and Wood
- ✓ Human Resource Leadership for Effective Schools by Seyfarth

Optional:

- ✓ The Documentation Handbook by Kemerer and Crane

IV. Course Expectations, Policies, Management and Standards:

Attendance/Punctuality: Students are expected to be present, prepared, and on-time for all classes. A portion of the final grade is based on attendance and participation in class. Students may miss one class with no penalty. A second absence will lower the participation grade one letter. A third absence will lower the overall grade one letter. If a student is aware of an upcoming absence from or tardiness to class, he/she is expected to communicate this, in advance, via email or texting to the instructor. Each tardy (after the first) will result in a 2-point deduction from the participation grade.

Work Quality: All students enrolled in this course are graduate-level university students. Effective written and oral communication skills are expected. High standards are expected on all assignments. Active discussion is expected during class time. Effective work in groups is important and will be a standard expectation for all students in the course.

Modifications: The instructor reserves the right to modify any part of the course syllabus including, but not limited to, dates, topics and grading standards, as he deems appropriate.

Course Evaluation: Students will have the opportunity to evaluate the course and the instructor.

V. Office Hours and Access to the Instructor:

It is my plan to thirty minutes before each class in order to meet with students. Students may also request specific appointments with me via email. Additionally, questions or requests for clarification may be sent via email at any time. I check email at least once a day and will respond accordingly.

VI. Student Email Accounts:

All students should activate and regularly check their Eagle Mail (email) accounts. Eagle Mail is used for official communication from the University to students. Many important announcements for the University and College are sent to students via Eagle Mail. For information on Eagle Mail, including how to activate an account and how to forward Eagle Mail to another email address, visit <https://eaglemail.unt.edu>.

VII. Americans with Disabilities Act:

The University of North Texas does not discriminate on the basis of an individual's disability and complies with Section 504 and Public Law 101-336 in its admissions, accessibility, treatment and employment of individuals in its programs and activities. The designated liaison for the Department of Teacher Education and Administration is Dr. Karen Day. Her phone number is 940-565-2941. Copies of the College of Education ADA Compliance Document are available in the Dean's Office, Matthews Hall 214. It is the responsibility of the student to inform the instructor of any disabling condition which will require modifications.

VIII. Course Assignments:

Executive Summaries: Each student will submit three executive summaries. Each summary shall consist of the following:

- ✓ Cover page (including title, author, submission date and course identifier)
- ✓ Two to three page report on the specified topic (1.5 space, 12 point, 1-inch margins)
- ✓ Bibliography in APA format including at least 5 sources from the internet or journals
- ✓ Each summary should be written free of grammatical or usage errors, using formal language. Be sure to proofread your final copy and have another person proofread it as well. The grading will be strict with regards to correct grammar and language usage.
- ✓ An Executive Summary Grading Rubric is to be attached behind the bibliography.
- ✓ The Executive Summary should be stapled together (no binding, report covers, etc. are needed).

The topics for the Executive Summaries are as follows:

- ✓ Executive Summary I: Sources of Revenue
- ✓ Executive Summary II: Issues in Budgeting or Issues in Accounting
- ✓ Executive Summary III: Teacher Assessment or Teacher Compensation

Executive Summaries are to be submitted on the due date. A ten-point deduction will be taken for each day beyond the due date.

School Budget Group Project: Each group of students will prepare, submit and present a budget simulation for a mythical elementary school using materials provided. Each member of the group will assess each other group member's contribution to the project and submit his/her assessments to the instructor. These evaluations will remain confidential.

School Personnel Group Project: Each group will design and submit a teacher induction and retention simulation for a mythical school. The group will present specific information regarding assistance provided to a first year teacher. Each action will be based on and supported by recommendations for teacher retention found in the literature. The group will present a bibliography of at least 12 sources presented in APA format. Each member of the group will assess each other group member's contribution to the project and submit his/her assessments to the instructor. These evaluations will remain confidential.

Examinations: Students will take two examinations in the course. The first examination will cover the finance portion of the class, whereas the second examination will cover the personnel portion of the class. You will need a testing Blue Book for each examination.

VIII. Course Grading:

Each student has the opportunity to earn 500 points in the course. Each assignment/assessment piece will be weighted as follows:

<u>Assignment</u>	<u>Points Possible</u>
Executive Summary I	35
Executive Summary II	35
Executive Summary III	35
School Budgeting Group Project	75
School Personnel Group Project	75
Finance Examination	100
Personnel Examination	100
Participation	45
Total	500

Final grades will be determined according to the following:

500 - 450 = A

449 - 400 = B

399 - 350 = C

349 - 000 = F