

UNIVERSITY OF NORTH TEXAS
Dallas

Department of Teacher Education and Administration

Management of School Resources
EDAD 5400

Dr. Adam L. Grinage
Adjunct Professor

Class Meeting Times:
Tuesdays: 5:00 – 7:50 p.m.

Spring 2012

Office Hours:
Tuesdays: 4:30 – 5:00 p.m.

Contact Information:
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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.

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.

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

Expectations, Policies, Management and Standards:**Students with Disabilities (ADA Compliance):**

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. For more information, you may visit the Office of Disability Accommodation/Student Development Office, Suite 115 or call Laura Smith at 972-780-3632.

Academic Integrity/Professional Standards:

Academic integrity and professional attitudes are hallmarks of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Conduct at http://www.unt.edu/csr/student_conduct/index.html for complete provisions of this code.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct

will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate.

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 result in a 25-point deduction from the participation points. Each subsequent absence will lower the overall grade by 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 text to the instructor. Each tardy (after the first) will result in a 5-point deduction from the participation points.

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. I value your feedback so that I may continue to improve my teaching and instruction.

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 or text. 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.

Course Assignments:

Executive Summaries: Each student will submit two 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.

The topics for the Executive Summaries are as follows:

- ✓ Executive Summary I: Personnel Management in Schools
- ✓ Executive Summary II: School Finance

Executive Summaries are to be submitted via email by 5:30 p.m. 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 an imaginary 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 via email. These evaluations will remain confidential.

School Personnel Group Project: Each group will design and submit a teacher induction and retention simulation for an imaginary 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 via email. These evaluations will remain confidential.

Mid-Term and Final Examinations: The mid-term examination will cover the personnel portion of the course, whereas the final examination will cover the finance portion of the course.

Executive Summary Presentation: Each student will present an oral presentation to the class. The presentation should be 10-12 minutes in length. No written paper/product will be submitted; instead, the student will be assessed on the quality and depth of the oral presentation.

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
School Budget Group Project	75
School Personnel Group Project	75
Mid-Term Examination	100
Final Examination	100
Participation	45
Executive Summary Presentation	35
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Total	500

<u>Grade Assignment</u>
500 - 450 = A
449 - 400 = B
399 - 350 = C
349 - 000 = F

Course Outline

DATE	TOPIC	NOTES
January 17 (Class 1)	Course Overview	Course Introduction/Orientation Introduction of Group Personnel Project
January 24 (Class 2)	Planning for Staffing Needs Evaluating/Selecting Personnel	Presentations: P1 & P2 Read Chapters 1, 2 & 3 (HR Leadership)
January 31 (Class 3)	Motivation of Personnel Compensation and Rewards	Presentations: P3 & P4 Read Chapters 4, 5 & 6 (HR Leadership)
February 7 (Class 4)	Induction of Personnel Productive Work Environments	Presentations: P5 & P6 Executive Summary Presentations-Group A Read Chapters 10, 11 & 12 (HR Leadership)
February 14 (Class 5)	Group Project Work Time	Students Will Meet to Work on Projects Executive Summary I Due via email Read Chapters 7, 8 & 9 (HR Leadership)
February 21 (Class 6)	Legal Issues in Human Resources Handling Teacher Misconduct	Presentations: P7 & P8 Executive Summary Presentations-Group B Read Chapters 13 & 14 (HR Leadership)
February 28 (Class 7)	Group Presentations	Personnel Project Presentations Executive Summary Presentations-Group C Review for Mid-Term Examination
March 6 (Class 8)	Mid-Term Examination	
(March 13)	Spring Break	Class Will Not Meet
March 20 (Class 9)	Schools, Values, & Money Funding Schools: A Policy Perspective	Introduction of Group Budget Project Presentations: F1 & F2 Read Chapters 1 & 2 (Money & Schools)
March 27 (Class 10)	Budget Planning Activity Fund Accounting	Presentations: F3 & F4 Read Chapters 3, 4 & 5 (Money & Schools)
April 3 (Class 11)	Group Project Work Time	Students Will Meet to Work on Projects Executive Summary II Due via email Read Chapters 6 & 7 (Money & Schools)
April 10 (Class 12)	Basic Funding Structures Timeline of Legislation and Litigation	Presentations: F5 & F6 Executive Summary Presentations-Group D Read Chapters 8 & 9 (Money & Schools)
April 17 (Class 13)	Title I Funding Current Funding System in Texas	Presentations: F7 & F8 Executive Summary Presentations-Group E Read Chapters 10 & 11 (Money & Schools)
April 24 (Class 14)	Current Issues/Site-Based Leadership Legal Liability and Risk Management	Presentations: F9, F10, F11 Executive Summary Presentations-Group F Read Chapters 12 & 13 (Money & Schools)
May 1 (Class 15)	Group Presentations	Course Assessment Budget Project Presentations Review for Final Examination
May 8 (Class 16)	Final Examination	