

# Birmingham City Schools

CSFO SEARCH



DEADLINE:

**23**

SEPTEMBER  
2019

OR UNTIL  
FILLED

# Who We Are

## About Us

Birmingham City Schools offers a standards-based, aligned curriculum to ensure all students are academically challenged to perform beyond their potential in an environment where student success is the ultimate goal. Within this framework, Birmingham City Schools offers a broad range of curriculum from early childhood to college and career-ready programs. The system is the 5th largest in Alabama and is comprised of 43 schools serving 23,000 students from nearly 100 neighborhoods.

Birmingham City Schools is one of only four systems statewide to offer International Baccalaureate (IB) programming from K-12. Phillips K-8 Academy, Brown Elementary School and Ramsay High School all have received IB designation. Phillips Academy and Brown Elementary both have been granted Primary Years designation, with Phillips also receiving the Middle Years Program designation. Ramsay has received IB Diploma Program status, graduating its first IB cohort in 2015.

Students in the system's five designated specialty schools (Princeton Elementary, E.P.I.C. Elementary, W. J. Christian K-8, Phillips K-8 Academy and Ramsay High School) continue to excel at high levels, and the schools have garnered well-deserved reputations for high levels of student achievement. Birmingham City Schools has 11 career academies across the system's seven high schools: three Academies of Health Sciences; two Academies of Engineering and Academies of Business and Finance; Urban Educators; Architecture and Construction; Hospitality and Tourism; Visual Communications; and Information Technology. These academies are exposing our students to college and careers options and guiding the pathways to reach their potential.

Immersed in the business of educating children since the system's founding in 1874, the mission of Birmingham City Schools is to guide all students to achieve excellence in a safe, secure and nurturing environment. The system is governed by an elected board of nine members, representing the nine districts within the city.



## Our Community

The Birmingham City School system is located in the heart of the Birmingham/Metropolitan area in the center of a large and culturally diverse community known for its prominent role in the Civil Rights Movement. Today, the city boasts a vibrant entertainment and arts scene, nightlife, outdoor recreation and award-winning, world-class cuisine. With a population of more than 200,000 residents, Birmingham is Alabama's most populous city. A few of the city's numerous attractions include The Birmingham Zoo, the Birmingham Civil Rights Institute and the 54-hole Oxmoor Valley facility on the famed Robert Trent Jones Golf Trail. Birmingham is home to the Birmingham Barons, a minor league baseball team and Double-A affiliate of the Chicago White Sox. The city is a short drive to Atlanta or the sugary sands of the Gulf Coast's beaches.



# 2019-23 STRATEGIC PLAN

## Force for Greatness



### 01 STUDENT SUCCESS



- All children are prepared for productive citizenship, college, career, and life. Our graduation rate increases as students in all schools meet or exceed proficiency in grade level reading, math, and other subjects required for graduation.
- Students are co-creators of personalized academic and life goals whose voices are heard in the learning process as they develop strategies for perseverance and problem-solving.

### 02 TEAM EXCELLENCE



- Instructional leadership at the district and school levels is stable and of high quality
- We recruit, engage, develop and retain high-quality employees in all categories.

### 03 STAKEHOLDER TRUST



- Through increased communication efforts and channels, parents, families and community members are better informed, more engaged and have an increased impact on decision making.
- Our schools and district employees have positive perceptions of services and communication across the district.

### 04 EFFECTIVE SYSTEMS & PLANNING



By improving our systems and planning efforts, we can drastically increase the accuracy with which we identify and track our students and plan our capital investments. To achieve success in this pillar, we will use the data from our Support Services Survey to identify and plan the way we invest in our facilities. This pillar also provides opportunities to invest in methods for monitoring stewardship of federal awards made to our schools.

#### LONG-TERM GOALS:

- We maintain or increase student enrollment.
- We look forward with a multi-year financial and facilities plan that encompasses enrollment, revenue, facility condition and need.

#### SUCCESS METRICS

- Increase our daily membership (# of students) from 24,290 to 25,000.
- Achieve at least 90% or greater satisfaction on the Support Services Survey.
- Expend 85% or more of federal awards within the year of allocation system-wide.
- Achieve 85% or more of key performance indicators (KPIs).

#### STRATEGIES FOR SUCCESS:

- Develop a capital improvement project plan resulting from the facility condition assessment.
- Develop an operations dashboard of key performance indicators (KPIs).
- Develop standard operating procedure in each department.
- Continue projects to become paperless and increase efficiency, including the use of P-cards and other financial process improvements.
- Learn about and apply economies of scale to more efficiently use our resources throughout the system.
- Foster feeder pattern development and school re-design to retain our current students and drive increased enrollment.

[LINK TO FULL STRATEGIC PLAN](#)



## By the Numbers

### Schools

High Schools	7
Middle Schools	8
K-8 Schools	10
Elementary Schools	18
Graduation Rate:	77%

### Demographics

White	320
Black	21,028
Hispanic	1,703
Other	154

### Community Eligibility Program

69.67%

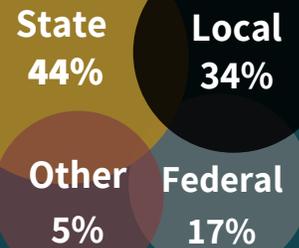
### Personnel

# Employees	2,737
# Board Certified Teachers	90
Avg. Teacher Salary	\$55,000



### 2019 Budget

Revenues:	\$305.2 million
Expenditures:	\$318 million
Proposed Ending Fund Balance:	\$70 million



### Debt

Long-Term Debt *	\$ 8.6 million
Avg. Annual Debt Service	\$ 2.2 million
# Years Remaining	6

\*Principal Only

# Duties & Qualifications

Alabama law requires school boards to have a bondable chief school financial officer (CSFO) who works under the direct supervision of the local superintendent of education but shall have a fiduciary responsibility to the local board of education. The CSFO is responsible for the financial management system that ensures proper accountability for funds administered by a local board of education and its schools and is required by law to perform, at a minimum, each of the following duties:

- Verify the receipt of all funds to which the local board of education may be entitled by law or which may come into its possession for public school purposes.
- Verify the payment of such funds and such payments to occur only on written order of the local superintendent of education.
- Keep an accurate record of all receipts and expenditures and provide such information to the local superintendent and the local board.
- Make reports as may be required by law, by the local board of education, or by rules and regulations of the State Board of Education.
- Personally notify, in writing, each board member and the local superintendent of education of any financial transaction of the local board of education which the chief school financial officer deems to be non-routine, unusual, without legal authorization, or not in compliance with the fiscal management policies of the board. The notification shall be recorded in the minutes of the board by the president of the local board of education.

The law also requires the successful applicant have: at least three years of experience in a business-related field; successful completion of course certification requirements within the first three years of employment; and one or more of the professional requirements listed below:

- Hold a baccalaureate degree from an accredited four-year college or university with a concentration in a business-related curriculum accounting, finance, business administration, etc., including at least 9 semester hours in accounting.
- Hold a MBA or other graduate degree in a business-related field from a regionally accredited institution;
- Be a Certified Public Accountant; or
- Hold a baccalaureate degree in a concentration other than a business-related curriculum but have at least 24 semester hours of business related courses, with at least 18 hours in the following courses (or course equivalents):
  - ▶ Principles of Accounting I (3 semester hours)
  - ▶ Principles of Accounting II (3 semester hours)
  - ▶ Intermediate Accounting (3 semester hours)
  - ▶ Cost Accounting (3 semester hours)
  - ▶ Governmental Accounting (3 semester hours)
  - ▶ Financial Management (3 semester hours)
  - ▶ General Management (3 semester hours)
  - ▶ Business (or Organizational) Communications (3 semester hours)

## Continuing Education

Once certified, a CSFO is required to complete 18 hours of continuing professional education (CPE) each fiscal year. CPE credit may be received through the Alabama Association of School Business Officials (AASBO) or the Government Finance Officers Association (GFOA).

Documentation for CPE credit approved for other professional organizations may be submitted to the University of Alabama, College of Continuing Studies, for recognition as acceptable CPE credit.



# Our Search for a CSFO



Birmingham City Schools is seeking an experienced, innovative, visionary and dynamic leader to serve as the chief school financial officer. The CSFO has primary authority and accountability to manage and plan for the school system's financial wellness and fiscal planning in alignment with state and federal guidelines. The CSFO leads the system's financial operations in conjunction with the superintendent and school board and through a clear vision and strategic plan for the full operation of the system.

Among the traits the board expects to see in a successful candidate:

- Successful experience as a CSFO
- A record of accomplishments in current position
- Committed to long-range planning
- High degree of ethics and professionalism
- Proven manager of budget and fiscal affairs
- Skilled in making budget-driven decisions
- Strong analytical and problem-solving skills
- Strong understanding of Alabama finances and applicable laws

## Salary Range

Base salary will be \$123,123 to \$155,808 and negotiable based on qualifications and years of successful experience.

## Search Timeline

<b>Application deadline:</b>	<b>*Sept. 23, 2019</b>
<b>Tentative interview dates:</b>	<b>Oct. 1-4, 2019</b>
<b>CSFO tentative start date:</b>	<b>Oct. 28, 2019</b>

\*Or until position is filled

# How to Apply

This search is being conducted by the Alabama Association of School Boards. All applications will be taken through Frontline, AASB's online application system, at [bit.ly/AASBOnlineapp](https://bit.ly/AASBOnlineapp). If you are new to Frontline, you must first create a user account and password. Next, log in, complete the online profile, choose to apply for this search and upload a cover letter and resume. You also must have an official transcript sent directly to AASB from the institution that granted your highest degree.

If you have previously applied to an AASB-led search and already have a Frontline account, simply log in, choose to apply for this search, answer the questions specific to this search and upload a cover letter.

A search committee will review all applications and recommend up to five finalists to the school board. The board may interview some or all of the finalists. State law requires that these interviews be public.

## Send Transcripts to:

Alabama Association of School Boards  
Birmingham City CSFO Search  
P.O. Box 4980  
Montgomery, AL 36103-4980  
or use [JBrownell@AlabamaSchoolBoards.org](mailto:JBrownell@AlabamaSchoolBoards.org)

*Only complete applications will be considered.*



## For More Information

Contact Amber Anderson at 334.386-9433 or [AAnderson@AlabamaSchoolBoards.org](mailto:AAnderson@AlabamaSchoolBoards.org).