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Paul M. Bobek

OBJECTIVE

To be an integral part of successful administrative team the pursues excellence in all aspects of a school district's operations.

PROFESSIONAL EXPERIENCES

Iowa City Community School District, Iowa City, Iowa
2002 to 2012 **Executive Director of Administrative Services**

Financial Management - Responsible for an annual combined budget of approximately \$160 million which included \$21 million for capital projects (PPEL & Sales Tax) and \$122 million for the General Fund. Recommended and implemented changes to the self insured health insurance fund to cure a \$939 thousand deficit to a positive balance of \$12 million which resulted in no increase in health insurance rates for the four most recent consecutive years without decreasing benefits or benefit levels. Negotiated cell tower rentals with terms more than doubling tenants initial offer generating approximately \$100 thousand per year. Successfully applied for and received millions of dollars of SBRC Modified Allowable Growth. Implemented automated timesheet system which integrated into payroll system and replaced multiple manual timesheets. Initiated process for a Current and Advanced refunding on G. O. Bonds resulting in a savings of approximately \$1.3 million. Performed all bargaining calculations for five associations and five meet and confer groups. Successfully lead effort to negotiate a reduced fee to a provider for on line payments for food service program. Implemented electronic deposit system at central office.

Buildings and Grounds - Assisted with successful efforts in a \$39 million referendum for construction of three new schools and renovations to two high schools and five elementary school buildings. Assisted with the successful efforts to increase the Voter approved PPEL from \$.67 to \$1.34 and a successful sales tax campaign generating an increase of approximately \$3 million and \$13 million per year, respectively. Assisted with revised custodial cleaning standards in accordance with ASBO International guidelines to save money and accomplished through attrition. Assisted with the creation and implementation of a multiyear comprehensive facility plan to allocate annual PPEL and Sales Tax Revenues. Managed the addition of over 543,000 additional square feet of new construction. Lead efforts to sell central office and relocate to a new central office.

Transportation - Created a transportation RFP and successfully lead efforts to change contract transportation providers. Initiated transportation audit to review and improve efficiencies resulting in decrease in number of buses from 121 to 99. Implemented alternative

transportation services to accredited non public schools saving the district over \$200 thousand per year.

Leadership - Implemented and managed architect RFP which included architect contract drafted by district legal counsel in lieu of standard AIA architect contract. Represented district in disputes with architect and general contractor regarding quality of construction and functioned as district liaison with legal counsel when appropriate. Through the collaborative efforts of the Insurance Committee, implemented voluntary life insurance and vision insurance for employees at employee's cost. Served as Iowa contact to create and pilot the IASB Financial Planning Program (FPP) budgeting tool. Lead efforts to implement on line management and delivery of safety training programs and on line MSDS. Initiated and received ASBO Certificate of Excellence in Financial Reporting and GFOA Certificate of Achievement for Excellence in Financial Reporting.

1993 to 2002 **Bettendorf Community School District, Bettendorf, Iowa**
 Executive Director of Business Affairs

Financial Management - Improved effectiveness of accounting department by automation of the bank reconciliation process, employee leave processing, and networking the department. Trained staff in word processing and spreadsheets. Implemented workstations to replace dumb terminals. Integrated Macintosh and PC platforms to function on the general ledger system. Automated the purchase order function to electronically generate and process a purchase order. Created an audit committee to plan and review the annual audit. Improved the district's General Fund Balance from approximately \$534,000 to \$3,400,000. Reviewed and recommended changes in Board Policies governing finances, transportation, food service, and community relations. Developed and enhanced procedure manual addressing each accounting system. Implemented direct deposit of employee paychecks.

Personnel - Chief financial spokesperson for five units in the district utilizing both traditional and interest based bargaining processes. Hired and terminated central office personnel. Revised various employee handbooks. Implemented a Flexible Spending Plan for employees which included medical reimbursements and dependent care. Managed worker's compensation issues. Represented the district on all job service hearings and appeals.

Investments - Consolidated banking operations to improve efficiencies. Direct deposit all available receipts to improve cash flow. Implemented a system to bid available resources to maximize interest earning on all investments.

Budgeting - Lead and manage the district's combined budget of \$39 million. Established a contingency plan creating available resources to cover unexpected emergencies in a Capital Projects Fund and established a designated Fund Balance General Fund of \$2,000,000. Strategized and planned a successful \$9.7 million bond referendum receiving 88% voter approval without raising the property tax rate. Manage and recommended changes in the district's property and liability and workers' compensation coverage's.

Leadership - Administrative Center Office Manager responsible for a staff of approximately twenty-five. For approximately three years supervised food service, custodial, transportation, and maintenance personnel. Served as Board Secretary for approximately three years. Initiated and executed Central Office efficiency design and office renovation.

	McGladrey & Pullen, Moline, Illinois
1991 to 1992	General Services Supervisor
1986 to 1991	General Services Staff Accountant

Corporate Audits - Performed quality control reviews of audit workpaper files for compliance with accounting and professional auditing standards. Developed efficient and effective audit procedure programs, advised clients on financial reporting and general management policies and recommended improvements.

Income Taxes - Prepared and reviewed annual corporate, Subchapter S, partnership, and individual income tax returns including quarterly estimates.

Work Scheduler - Assigned up to twenty professional staff to client engagements and lead weekly meetings with partners coordinating these engagements.

Public Offering - Supervised staff, prepared prospectus and served as liaison between underwriters and attorneys for a successful Securities and Exchange Commission public offering of common stock.

EDUCATION:

The University of Iowa, Iowa City, Iowa
B.B.A. in Accounting, 1986

ACTIVITIES AND ORGANIZATIONS:

Certified Public Accountant, Iowa 1986
Member, AICPA and Iowa Society of Certified Public Accountants
Member, Iowa Association of School Business Officials and ASBO International
Board of Director, ASBO International
Vice-Chair ASBO International Facilities Management Committee
Member ASBO International Professional Development Committee
President, Iowa Association of School Business Officials
Board of Directors and Regional Chair, Iowa Association of School Business Officials
Faculty and Graduate, Iowa School Business Management Academy
Trustee, Iowa School Joint Investment Trust (ISJIT)
Member, Iowa Department of Education Finance Roundtable
Chair, Local Chamber of Commerce Education Legislative Sub Committee
Guest Lecturer, Iowa State Superintendent Program