

JAMES B. FRITTS

1566 Arbor Avenue
Highland Park, IL 60035

Overview: Generalist, with expertise in finance, planning, and government relations. Strong analytical and writing skills. 1997 - Retired, Assistant Superintendent for Business, Skokie School District 68 (IL); 1993 - Present, Associate, Hazard, Young & Associates, Ltd., Executive Searches & Management Consulting Services; Ph.D., Northwestern University.

Financial Management

- * Developed new format for annual budget, including long-term projections and analytic narratives and graphics
- * Managed sale of bond issues; improved District's bond rating
- * Reorganized accounting staff to improve internal control
- * Initiated two state-wide insurance cooperatives to reduce costs
- * Built data bank on District's tax base, and filed complaints on under-assessed properties

Information Systems Development

- * Computerized payroll, accounting, and transportation management
- * Computerized test scoring, student records and scheduling
- * Increased office productivity through a network of microcomputers

Planning

- * Conducted periodic demographic analyses to plan for enrollment changes
- * Prepared major studies on school district consolidation and on facilities needs for changing enrollments
- * Carried out extensive program of building modernization and major maintenance
- * Planned use of facilities during periods of decreasing and increasing enrollment

Training & Consulting

- * Presented state-wide workshops on school finance for new superintendents and business officials (sponsored by IASA and IASBO)
- * Planned and led programs on school finance (sponsored by IASB and IASBO)
- * Consulted with Chicago area school districts on financial management

Professional Publications

- * Authored articles on school finance and insurance for *IASBO Highlights*
- * Authored chapter on "Marketing Schools through Community Services" in *Marketing Schools*, published by Association of School Business Officials, 1986
- * Co-authored "Criterion-Referenced Reading Assessment Valuable For Process As Well As For Data," Phi Delta Kappa, May 1981

- * Trustee, Illinois Association of School Boards Workers' Compensation Trust (1988 - Present)
- * Member, American Association of School Administrators; American Education Finance Association; American and Illinois Association of School Business Officials (Chair, Finance Committee, 1986 - 89); Phi Delta Kappa; Northern Illinois Superintendents' Round Table