David James Bull

Objective

To develop and sustain long term improvement within my organization

Experience

1999 to present

Adrian Public Schools

Adrian, Michigan

Head Start Early Childhood Programs Director

- Responsible for the development, implementation and monitoring of the district's Early Head Start and Head Start programs
- Build collaborations with community service organizations for the purpose of coordinating services for the children and families that we serve. Collaborative partners include Community Action Agency of Lenawee County, Lenawee Great Start Collaborative, Lenawee Intermediate School District, Lenawee Medical Care Facility, Adrian Public Library, Department of Human Services and many others.
- Responsible for creating positions and implementing procedures for hiring, evaluating, assigning, supervising and terminating personnel
- Assist in the preparation of yearly and periodic state and federal audits
- Responsible for the overall direction, coordination and evaluation of the Early Head Start and Head Start programs
- Carry out responsibilities in accordance with collective bargaining agreements and the district's policies and procedures
- Oversee the implementation of a system which ensures that the health, nutrition, dental, disability and mental health requirements of program children and families are met
- Secure funding for the Early Head Start and Head Start programs through the timely submission of grants, reports and audits along with successful completion of the triennial on-site program monitoring review conducted by the federal government
- Work in conjunction with the Fiscal Operations Manager to prepare and administer program budgets
- Oversee the implementation of the curriculum
- Assist with contract negotiations and administration of the grievance procedure
- Oversee the implementation of a system that recruits, enrolls and places children in the different program options offered
- Work extensively with both governing bodies, the Board of Education and Policy Council, to keep them informed, engaged and active in the Early Head Start and Head Start programs

David James Bull

Experience

1994 to 1999

Adrian Public Schools

Adrian, Michigan

Head Start Preschool Programs

Fiscal Operations Manager

- Develop the Head Start budget
- Assist with contract negotiations
- Ensure that the program adheres to the district's fiscal policies and procedures
- Assist in the preparation of yearly and periodic state and federal audits
- Develop bid specifications for large purchases
- Ensure compliance with funding agency regulations and standards
- Monitor expenditures charged to the budget to ensure that they are reasonable and allowable
- Provide monthly budget reports to the Board of Education and Policy Council as well as the management team
- Assist with development of multiple grant proposals
- Develop and revise program policies and procedures

1991 to 1994

Region II Community Action Agency

Jackson, Michigan

Family Development Program – Head Start

Assistant for Program Operations

- Supervise records and purchasing departments
- Oversee compliance with all federal, state and local licensing requirements for facilities, equipment and materials
- Assist with development of multiple grant proposals
- Develop and revise program policies and procedures
- Oversee the recording and monitoring of program inventory

Education – Graduate

2007 to 2012

Michigan State University

East Lansing, Michigan

Master of Arts in Education

Concentration in Educational Leadership

1985 to 1987

Michigan State University

East Lansing, Michigan

Master of Arts in Economics

Concentration in Public Sector Economics

1998 to 2007

Baker College

Jackson, Michigan

Additional coursework

Business Administration – 29 credits

David James Bull

Education - Undergraduate

1982 to 1985 University of Michigan

Ann Arbor, Michigan

Bachelor of Arts in Economics

Concentration in Labor Economics

1998 to 2007

Baker College

Jackson, Michigan

Additional coursework

Accounting – 12 credits

Accomplishments

Quality improvements made within the Head Start and Early Head Start programs that are evidenced by reports from the Federal Government that found the program to be in full compliance with Head Start regulations for two complete triennial review cycles in a row

Member of several different Federal Review Teams that conduct week long on-site reviews of programs on a triennial basis

Sought out and successfully applied for funding to support special projects, such as improving literacy support and services along with increased support for homeless families

Activities

Youth soccer coach for the past 18 years

Youth soccer referee for the past 8 years

References

Available upon request