

SARA B. HAYES

A. PROFESSIONAL PREPARATION

Earlham College, Richmond, IN	B.A.	Biology	1978
Miami University, Oxford, OH	M.Ed.	Curriculum & Teacher Leadership	2012

B. ACADEMIC/PROFESSIONAL APPOINTMENTS

1998-present	Center Coordinator , The <i>Discovery</i> Center, Oxford, OH
1991-1998	Graphic Design/Typesetter , Office Graphics, Oxford, OH
1992-1997	Office Manager , Addington Metal Products, Co., Hamilton, OH

C. PRODUCTS

Related Publications

Hayes, S. B., Sander, S. A. & Lewellen, B (2013). Beyond project vs. process: Searching for progress in education. In *Curriculum Windows: What Curriculum Theorists of the 1960s Can Teach Us about Schools and Society Today* (Thomas S. Poetter, Ed.), Charlotte, NC: Information Age Publishing.

D. SYNERGISTIC ACTIVITIES

- *As Center Coordinator Operations and Finance* for The Discovery Center
Operations: I develop, coordinate, and implement systems to manage Center information; develop and manage all professional arrangements and logistics for state- and federal externally funded mathematics and science projects; assist in drafting and submitting all annual and final project reports to state and federal agencies; supervise data collection and data management, including coordination of payments for all subcontracts; arrange and manage travel arrangements and public presentations for Center senior staff; manages organizational infrastructure, including space and equipment management, planning, and implementation; hire and supervise all undergraduate and graduate student assistants and coordinate workload of Center undergraduate and graduate students with input from Research and Evaluation Project Teams; establish, enforce, and adjust office policies and procedures, set short and long-term goals and priorities; and independently make and carry out informed decisions about day-to-day activities related to essential job functions at the Center.
Finance: I develop, adjust, and maintain documentation for personnel appointments and time and effort reporting; prepare, review, and process payroll and required payroll forms for all accounts; establish, enforce, and adjust internal fiscal policies and procedures in response to funder and university policy requirements, set short and long-term goals and priorities; communicate with Center staff, contractors, and project personnel regarding fiscal matters, including subcontracts, invoicing, and reimbursements; investigate, trouble-shoot, and resolve issues; review and approve project budgets, budget explanations, and Proposal Approval Forms developed by R & E Project teams or fiscal staff. I oversee or perform accounting and financial tasks, including but not limited to: subcontracts and payments; establish, monitor, and maintain accounts for multiple funded projects; prepare, submit and explain various financial reports for the university and for

funding agencies, including financial reporting for each grant account in compliance with federal, state, and university reporting requirements, designated fund reporting, and workshops; monitor account activity and pursue resolution of budget inconsistencies.

Support for the Director: I provide the Center Director with monthly updates on the status of all grant accounts, advise immediately of fiscal issues in need of resolution, and provide projections of fiscal year expense and year-end adjustments; gather and analyze information regarding Center fiscal activities and work with the Coordinator for Program Planning and Communications to develop executive summaries for Director; and make recommendations to Center Director regarding fiscal policies and procedures, financial and personnel planning and management.

- As a *Graphic Design/Typesetter* for Office Graphics, I conceptualized and generated materials from customers' ideas as well as provided customer service for graphic design products.
- As an *Office Manager* for Addington Metal Product, Co., I supervised all aspects of accounts receivable, payable, and payroll; worked closely with installation crews to accurately reflect time and materials in billing; and computed and paid State and Federal Taxes for the company.

E. COLLABORATORS & OTHER AFFILIATIONS

Collaborators and Other Affiliates

Nazan Bautista (Miami University); Jennifer Blue (Miami University); Kevin Bush (Miami University); Christopher Cox (Miami University); Iris Johnson (Miami University, Emerita); Jane Butler Kahle (Miami University, Emerita); Christopher Myers (Miami University); Kathryn Scantlebury (University of Delaware); Thomas Singer (Sinclair Community College); Ellen Yeziarski (Miami University); and Deborah Zorn (University of Cincinnati).