

Shared Key Interests

1. Advance student learning, achievement, and success by keeping it at the heart and as the filter for our decision making.

2. Utilize research-based curricula that reflects 21st Century themes and applications and are responsive to the needs and potential of all students, preparing them for a global society.

3. Provide real-life, diverse learning opportunities with practical applications in the classroom and beyond.

4. Inform and engage the community in shaping educational strategy and formulating responses to change.

5. Attract, retain, and develop a high quality, diverse, creative, and innovative workforce of leaders.

6. Provide safe, secure, flexible, inviting, and well-maintained environments that nurture student well-being and enhance teaching and learning.

7. Identify, integrate, and expand technology to foster adaptability and maximize learning for all.

8. Foster mutually beneficial partnerships and collaborations that expand learning opportunities and resources.

Wausau School District

Board of Education Meeting Agenda

In Compliance with the Wisconsin Open Meeting Law

Public Notice s.19.84 (3)
Exemptions s.19.85

James Bouché, President
Karen Vandenberg, Clerk

A meeting of the **AUDIT OF THE BILLS COMMITTEE** will be held in the **Nicholson Board Room, 415 Seymour Street, Wausau, Wisconsin 54403 at 6:00 PM** on **Monday, March 27, 2023.**

I. CALL TO ORDER

II. Replace the Chief Finance and Business Services Officer with an Assistant Superintendent of Operations (Action Requested) 2

III. REQUEST FOR CLOSED SESSION PURSUANT TO STATE STATUTES

A. Evaluation and Employment of Superintendent of Schools s. 19.85(1)(c)

B. Reconvene in Open Session, to take further action if necessary and appropriate.

IV. ADJOURN

NOTICE IS HEREBY GIVEN THAT SCHOOL BOARD MEMBERS WHO ARE NOT MEMBERS OF THE AUDIT OF THE BILLS COMMITTEE MAY ATTEND THIS COMMITTEE MEETING AS TO CONSTITUTE A QUORUM OF THE BOARD OF EDUCATION. ANY SUCH BOARD MEMBER ATTENDANCE WILL BE FOR INFORMATION GATHERING, DISCUSSION, AND/OR RELATED PURPOSES AND WILL NOT RESULT IN DIRECT DECISION MAKING BY THE BOARD OF EDUCATION AT THE COMMITTEE MEETING.

Action Item*

NOTICE POSTED: Friday, March 24, 2023, at 10 am

By: _____

NOTICE SENT TO:

WSAU WSAW-TV WAOW-TV WJFW-TV CITY PAGES WAUSAU PILOT & REVIEW SCHOOLS
WAUSAU DAILY HERALD WAAM CITY HALL COURTHOUSE PUBLIC LIBRARY

WAUSAU SCHOOL DISTRICT JOB DESCRIPTION

DATE: March 2023

WORK DAYS PER YEAR: 230

POSITION TITLE: Assistant Superintendent of Operations

JOB OBJECTIVE:

Provide leadership that directs and aligns all aspects of the financial, business, and operations functions to support and advance the District's Mission and Shared Key Interests.

ESSENTIAL JOB FUNCTIONS:

- Oversees all aspects of the District's operational services including
 - Accounting and Reporting
 - Auditing
 - Budget and Financial Planning
 - Cash and Debt Management
 - Facility and Construction Management
 - Payroll and Benefits
 - Purchasing and Accounts Payable Management
 - Risk Management
 - Transportation
 - Nutrition Services
- Ensures the development and appropriate implementation of applicable Board policies and procedures within operational areas of the district.
- Provides leadership and direction in building renovation, capital improvements, school plant planning and building construction.
- Coordinates building use, real estate management and property records.
- Attends and participates at regular meetings of the Administrative Team, Board and committee groups as assigned, and serves as Board secretary.

Other Related Services, including but not limited to:

- Significant data analysis related to district operations to inform practices.
- Project Management responsibility.
- Involved in community engagement efforts for district related needs.
- Participates in District technology planning and support.
- Participates in the Board negotiating teams as assigned.
- Performs other duties as assigned by the Superintendent or as appropriate to the job.
- Follow federal and state guidelines of the free and reduced meal program.

WORKING CONDITIONS:

Primarily office environment, with frequent visits to schools. Working conditions may be stressful at times due to a variety of factors. Position requires interaction with a wide variety of individuals and entities.

WORKING RELATIONSHIPS:

Supervises:

- Administrative Assistant for Business Services & Transportation
- Supervisor of Financial Services
- Director of Building and Grounds
- Director of School Nutrition Services

Supervised by Superintendent of Schools.

Coordinates responsibility with the Director of Human Resources. Works cooperatively with directors, principals, and supervisors in all District matters.

Member of the Longfellow Administrative Team.

EDUCATION:

Required: Master's Degree in School Business Management or Educational Administration

Desired: Advanced training and experience beyond the Master's Degree.

WORK EXPERIENCE:

A minimum of three years of successful experience in the field of school business administration or school administration with advanced experience in school finance and accounting, legislative process and contracts, budgeting, facilities management including construction, planning and analysis, and internal and external communications.

LICENSING:

Department of Public Instruction: Superintendent License

Valid Wisconsin Driver's License

