**WASBO New Director Orientation**June 7, 2016 – 2-4:30 PM, followed by dinner   
Wisconsin School Leadership Center  
4797 Hayes Road, Suite 101, Madison, WI 53704

**WASBO Vision**  
*To be the most influential Wisconsin organization for state and national school business management and leadership.*  
  
**WASBO Mission**  
*To provide professional development, to foster a network of support and to advocate for funding that ensures outstanding educational opportunities for all children in Wisconsin.*

**AGENDA**

1. Introductions – Bob
2. Board Operations
   1. Governance (Carver) - John
      1. [Constitution](http://www.wasbo.com/images/wasbo/documents/1/board/2016.05.27WASBOConstitutionFINAL.pdf)/[Policy Governance](http://www.wasbo.com/images/wasbo/documents/1/board/2016.04.13BoardGovPolIncSucPlan.pdf)
      2. Board Committees
         1. Constitution
         2. Nominating
         3. Audit/Leadership Team
      3. Working Committees
         * 1. [List and Purpose](http://www.wasbo.com/WASBO/About_Us/Committees/WASBO/About_Us/Committees/Committees.aspx)
           2. [Committees - Role of Board Liaisons](http://www.wasbo.com/WASBO/About_Us/Board/WASBO/About_Us/Board.aspx)
           3. [Regional Board Liaisons](http://www.wasbo.com/images/wasbo/documents/1/board/2016.17_Regionals_BoardLiaisons.xls)
           4. [Committee Board Liaisons](http://www.wasbo.com/images/wasbo/documents/1/board/2016.17_CommiteesActionTeams_BoardLiaisons.xls)
   2. [Strategic Plan](http://www.wasbo.com/images/wasbo/documents/1/board/2016.17StrategicPlan.pdf) - Pat
      1. [Vision](http://www.wasbo.com/WASBO/About_Us/Governance/WASBO/About_Us/Governance.aspx)
      2. [Mission](http://www.wasbo.com/WASBO/About_Us/Governance/WASBO/About_Us/Governance.aspx)
      3. [Belief Statements](http://www.wasbo.com/WASBO/About_Us/Governance/WASBO/About_Us/Governance.aspx)
      4. WASBO 1-3 Year Smart Goals
         1. Evaluations   
             a. [Board Self Evaluation](http://www.wasbo.com/images/wasbo/documents/1/board/2016.04.13_BoardEval2012-2016.xlsx)  
             b. Executive Director Evaluation (Monitoring Reports)
      5. Next Steps
   3. Structure - Bob
      1. Board – 13 Members
         1. Leadership Team – President-Elect, President, Past President (1-year term for each position, succession through chairs), Treasurer (3-year term)
         2. 9 Directors – 2 elected and 1 appointed each year (3 year terms)
   4. [Board Member Responsibilities](http://www.wasbo.com/WASBO/About_Us/Board/WASBO/About_Us/Board.aspx) – Bob
      1. Leadership Role Beyond Board Term
3. Technology - Jeanne
   1. Web site – WASBO.com
   2. Conference Calling
   3. GoToMeeting
   4. Google group e-mails
4. Resources - Woody
   1. [Wisconsin Education News](http://www.wasbo.com/WASBO/Resources/Publications/Wisconsin_Education_News/WASBO/Resources/Wisconsin_Education_News/Wisconsin_Education_News.aspx)
   2. [Taking Care of Business Newsletter](http://www.wasbo.com/WASBO/Resources/Publications/Taking_Care_of_Business/WASBO/Publications/Taking_Care_of_Business.aspx)
      1. Board Member Articles
   3. [Peer to Peer Communication Forum](http://www.netqa.org/WASBO/)
   4. [ERC – Electronic Resource Center](http://www.pasboerc.org/)
   5. [Wisconsin School Leadership Career Center](http://sbo.wi.associationcareernetwork.com/Common/HomePage.aspx)
   6. Interim List
   7. [Publications](http://www.wasbo.com/WASBO/Resources/Publications/WASBO/Publications/Publications.aspx) – Glossary of Wisconsin School Finance Terms & Acronyms, Handbook for Improvement and Evaluation of School Support Services Functions, Budget Cycle Book and Roles and Responsibilities of the School District Business Office
   8. Budget Cycle Book
   9. [Investing in Wisconsin Public Schools](http://wasbo.com/investinginschools)
   10. Individual Career Counseling (private, as requested – from time to time members seek advice regarding personal contract issues, etc.)
   11. [ASBO International](http://asbointl.org/)
5. Finances – July 1-June 30 Fiscal Year - Ken
   1. WASBO Foundation feeds WASBO Inc.
   2. WASBO Foundation, Inc.
      1. 501(c)(3), tax exempt (Professional Development and Scholarships)
      2. [2016-17 WASBO Foundation Budget](http://www.wasbo.com/images/wasbo/documents/1/board/2016.02.10_Draft_Budget_Foundation_2016-17.xlsx)
   3. WASBO, Inc. –
      1. 501(c)(6) (Advocacy)
      2. [2016-17 WASBO, Inc. Budget](http://www.wasbo.com/images/wasbo/documents/1/board/2016.02.10_Draft_Budget_Inc_2016-17.xlsx)
      3. [Executive Summary for Salary Plan](http://www.wasbo.com/images/wasbo/documents/1/board/2014.12.11_Exec_Summary_Staff_Compensation_Model_April_2014.docx)
      4. [Salary Compensation](http://www.wasbo.com/images/wasbo/documents/1/board/2014.12.11_Catchup_WASBO_Pay_Five_Year_Draft_2012_vs_Actuals_Through_2014.xls)
   4. Annual Audit (Grobe & Associates) – Audit/Leadership Team
      1. WASBO Foundation Financials 6.30.15   
         WASBO Foundation Audit 6.30.15   
         WASBO Foundation Crosswalk
      2. WASBO Inc Financials 6.30.15   
         WASBO Inc Audit 6.30.15   
         WASBO Inc Crosswalk
   5. Treasurer's Report – Ken
6. Programs and Professional Development - Woody
   1. [Professional Recognition (Awards)](http://www.wasbo.com/awards)
   2. [Student Scholarships](http://www.wasbo.com/WASBO/About_Us/Scholarships/WASBO/About_Us/Scholarships.aspx)
   3. [p-Card](http://www.wasbo.com/pcard) – cooperative program with several ASBO Affiliates wasbo.com/pcard
   4. New Member Support
      1. [Mentorship](http://www.wasbo.com/mentorship)
      2. [Year of Success](http://www.wasbo.com/success)
   5. Certifications/Designations
      1. [Facility Manager Core Certification and Recertification Programs](http://www.wasbo.com/images/wasbo/documents/3/FC_2015.04.16_Facilities_Certification_Brochure.pdf)
      2. [Certified School Risk Manager (CSRM)](http://www.wasbo.com/riskmanagement)
      3. [SFO Study Group](http://asbointl.org/learning-career-development/certification)
7. Advocacy & Collaboration - Woody
   1. [School Administrators Alliance (SAA)](http://wsaa.org/) – WASBO/WASDA/AWSA/WCASS/WASPA/WREA
      1. [2014 SAA Legislative Agenda - WI PK-12 Pathway to World-Class Student Success](http://wsaa.org/saainfo/wp-content/uploads/2014/11/SSA_Draft31.pdf)
   2. Department of Public Instruction
   3. Wisconsin Association of School Boards, Wisconsin Association of School Personnel Administrators, Wisconsin School Nutrition Association, School Bus Contractors Association, Wisconsin School Public Relations Association and CESAs
   4. Continued Input at Federal and State Level Government Entities
      1. Clean Power Plan
      2. Green Schools National Network (EPA Grant)
      3. Transgender
      4. ESSA
      5. PSC
8. Service Affiliate Relations w/ the Association - Woody
   1. Non-voting
   2. Non-Endorsement
   3. Participate on WASBO Committees
   4. Represented on Board
   5. Standing Service Affiliate Committee
9. Staff - Woody
   1. Staff Work Executive Director's Report [January](http://www.wasbo.com/images/wasbo/documents/1/board/ExecDirReportLetterhead-Jan2016.pdf) and [May](http://www.wasbo.com/images/wasbo/documents/1/board/SC2016_ExecReport.pdf) – [WASBO History Document](http://www.wasbo.com/images/wasbo/documents/1/board/WASBO_History_2016.06.xlsx)
   2. Staffing Summary
      1. Executive Director – Woody Wiedenhoeft [woody.wiedenhoeft@wasbo.com](mailto:woody.wiedenhoeft@wasbo.com)
      2. Associate Executive Director – Jeanne Deimund [jeanne.deimund@wasbo.com](mailto:jeanne.deimund@wasbo.com)
      3. Accounting & Technology Coordinator - Deb Saeger [deb.saeger@wasbo.com](mailto:deb.saeger@wasbo.com)
      4. Communications Coordinator - Áine Calgaro   
         [aine.calgaro@wasbo.com](mailto:aine.calgaro@wasbo.com)
      5. Membership Coordinator - Kristin Hauser   
         [kristin.hauser@wasbo.com](mailto:kristin.hauser@wasbo.com)
      6. Professional Development and Member Services – Kaitlyn Hafeman [kaitlyn.hafeman@wasbo.com](file:///C:\Users\jdeimund\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\5I4423WC\kaitlyn.hafeman@wasbo.com)
10. Annual Theme – Designated by President Pat Finnemore
    1. Building a Sense of Belonging
11. Questions, Answers, Issues Concerns and Housekeeping
    1. Travel Reimbursement
    2. [Conflict of Interest Policy](http://www.wasbo.com/images/wasbo/documents/1/board/ConflictOfInterest.docx)