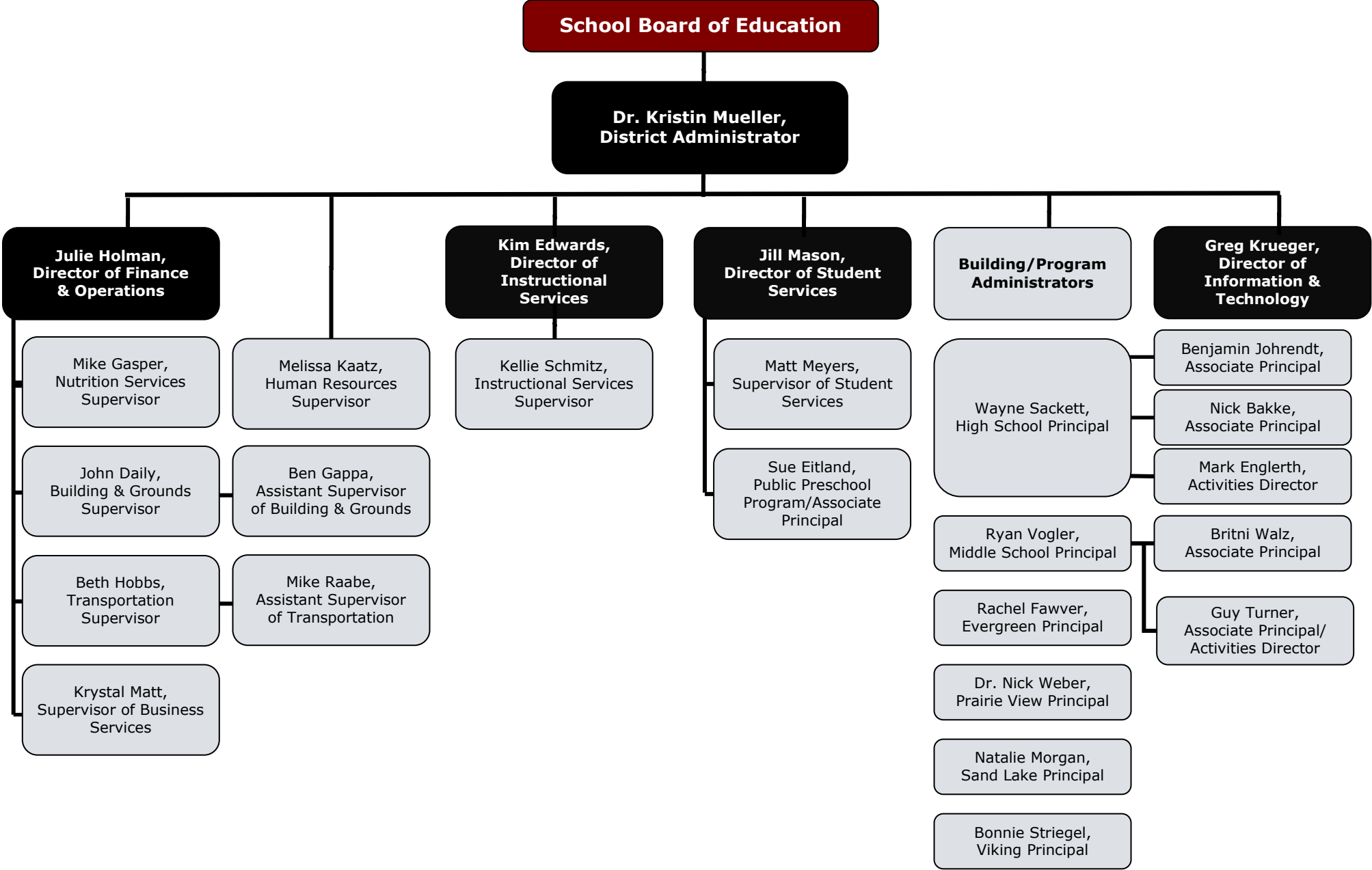


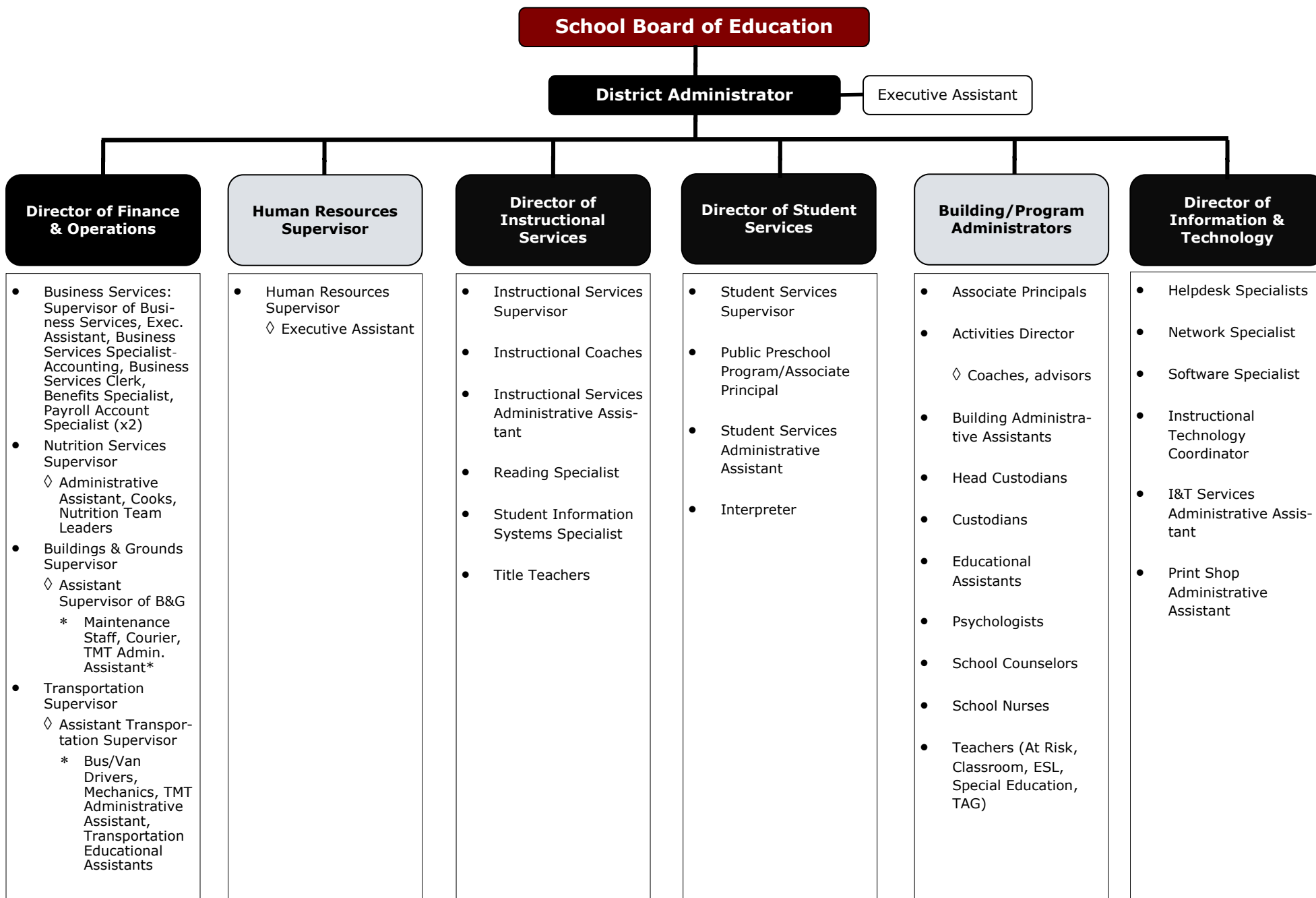
School District of Holmen—Organizational Chart

(Leadership Team by Name)



Cabinet members marked in black

School District of Holmen—Organizational Chart—Chain of Command (By All Positions)



*Responsibility shared with other administrators/supervisors.

School District of Holmen—Services Provided

Director of Finance & Operations

Director of Instructional Services

Director of Student Services

Building/Program Administrators

Director of Information & Technology

Budget development/implementation (building/department)
 Continuous improvement plans
 Selection, supervision, development, and evaluation of building/department staff.

Board committees administrative liaison (Finance)
 Employee handbook language development
 Enrollment forecasting
 Facilities needs forecasting
 Facilities capacity assessments/long range facilities planning
 Negotiations coordination
 Substitute hiring (support staff)

Board committees administrative liaison (Student Achievement & Learning)
 Curriculum/instructional development
 District continuous improvement leader
 Educator Effectiveness
 Educator and building administrator mentor program
 Grant/entitlement management
 Professional Learning Communities
 Reading Together
 Research/IRB applications
 Staff development for instructional staff district-wide
 Standards compliance
 Student Information Systems support/data warehouse
 Student testing/assessment
 Title I, Title II

Board committees administrative liaison (Student Achievement & Learning)
 Grant/entitlement management
 Homeless (McKinney-Vento)
 Interpretation
 Student Services Programs

- ◇ Assistive Technology
- ◇ At Risk
- ◇ Diversity
- ◇ ESL
- ◇ Harassment/discrimination
- ◇ Homebound education
- ◇ Nurse/health services
- ◇ Pupil non-discrimination
- ◇ Open enrollment
- ◇ ADA/Section 504 compliance
- ◇ School enrollments
- ◇ School discipline/expulsions
- ◇ TAG

School census
 School performance report
 Safety district-wide
 Special education (programming age 3-21)
 Student records management
 Title III

Academic program needs for all students
 Co-curricular activities
 Curriculum, instruction, and assessment implementation
 PBIS (Positive Behavior Interventions & Support)
 Guidance
 Parent involvement
 Partnerships (business, community, and parents)
 Recognition
 Safety plans/building
 Student achievement
 Student records
 Summer school

Board committees administrative liaison (Buildings & Grounds)
 Cloud services contract management
 Data warehousing
 Distance learning
 District technology plan
 Hardware approval process and refresh cycles
 Information system integration and user/identity management
 Infrastructure oversight, planning, operation, and updates
 Network security
 Printing services
 Regional IT and network partnerships
 Technical assistance
 Technology device management
 Telecommunications
 Technology training & instructional support
 Website

School District of Holmen—Services Provided

Public Preschool Program

Business Services

Human Resources

Nutrition Service

Building & Grounds

Transportation

Budget development/implementation (building/department)
Continuous improvement plans

Selection, supervision, development, and evaluation of building/department staff.

Child development days

Curriculum, instruction, and assessment implementation

EC/4K and elementary summer school

Facilities

Inventory

PBIS (Positive Behavior Interventions & Support)

Parent Outreach

Partnerships (business, community, and parents)

Program needs (regular and special education)

Recognition

Safety plans

Student achievement

Student records

Teacher schedules

Bid processes compliance and assistance

Cash flow forecasting & management

Debt management

District budget development and oversight

Financial audit

Insurance (property & casualty, student)

Inventory/fixed assets

Investment/banking

Labor cost forecasting

Long range financial planning

OSHA reporting

Payroll, withholdings, and taxation

Purchasing/receipts

State & federal financial reporting

Staff benefits incl. leave

Works and unemployment compensation

Base wage negotiations/determinations

Board committee membership (Personnel &* Governance)

Employee handbook

FMLA processing

Job description oversight

Process development and assistance: hiring, transfers, investigation, discipline, dismissal

Staff licensure tracking

Substitute calling system (Teachers on Call) oversight

Supervision of substitute teaching, educational assistants

Wellness program

Workforce and customer survey

Catering events

Compliance with federal and state programs

Equipment purchasing

Farm2School program

Food and supply purchasing

Grant writing

Menu planning

Recipe development

School breakfast and lunch

Special event coordination

Summer school meals

Third party contract meals

Bid specification development

Board committee membership (Buildings & Grounds)

Construction supervision

Employee Safety

Energy conservation

Facilities Maintenance

Long range capital maintenance planning

Physical environmental performance

Site maintenance

Co-curricular transportation

Field trip transportation

Fleet maintenance (bus, van, and maintenance)

Fleet replacement

Fuel bids

Parent transportation contracts

Parochial school transportation

Route development

Special needs transportation

Summer school transportation

Transportation: Daily to/from school

Vehicle consult/logistics and site design