

Taking Care of

# Business

Journal of School Business Officials • August 2024

MAINTAINING A  
BETTER FUTURE



Why strong  
facilities leadership  
is essential for good  
stewardship



# ***ABOUT THE COVER***

Learn why strong facilities leadership is essential for good stewardship on P. 26



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Editor: Mike Barry

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# 2024 FALL CONFERENCE



## GO DEBITS!



**OCTOBER 3-4  
ELKHART LAKE  
WASBO.COM/FALL**



### SHOW YOUR WASBO SPIRIT!

WASBO, in partnership with the FALL Conference Planning Committee, invites you to the 2024 WASBO Foundation FALL Conference on October 3-4 at The Osthoff in Elkhart Lake. This comprehensive conference offers invaluable insights and networking

opportunities for school district professionals at all levels.

Whether you're a bookkeeper, facilities director, accountant, business manager, or a dedicated service affiliate, this event is designed to equip you with the knowledge needed to excel in your role. Join us for learning, networking and lots of fun in at the picturesque Osthoff in the incredibly scenic Elkhart Lake!

The conference program will include sessions in the following tracks:

- A Look at Health, Benefits & Wellness
- Trending Topics
- Financial News You Can Use
- Year of Success
- Facilities Manager Core Certification Modules 5 (Facility Life Cycle & Budgeting) & 6 (Leadership)
- Facilities Manager Continuing Education

**REGISTER NOW AT WASBO.COM/FALL**

## STUDENT SCHOLARSHIP FUNDRAISERS

**2024 FALL FUNDRAISER  
OCT. 2 • ELKHART LAKE  
GOLF OUTING & 0.0 RUN  
WASBO.COM/FALL**



# MAINTAINING A BETTER FUTURE

## Why strong facilities leadership is essential for good stewardship

**Ryan Silvola**

WASBO's Marketing  
& Communications Coordinator

Turn to Page 26 to learn more about how strong leadership in your school's facility department is crucial for effective long-term stewardship.

In this article, WASBO highlights the

decrease in the number of facility supervisors and custodians in recent years.

We also look at what business managers and facility leaders have to say about the value of buildings and grounds directors, rising costs & fees, and the increased usage of school facilities.

**LEARN MORE & HEAR DISTRICT STORIES ON P. 26**



# Roles & Responsibilities of the School Facilities Manager

Facility directors make every Wisconsin school a safe, healthy, and vibrant environment for teaching and learning. School facility officials are multi-faceted leaders whose roles and responsibilities are both strategic and operational. A school facility official will partner and coordinate strategic planning with the business manager, district administrator, board and community to support the vision and mission of the district. The typical role of a facility manager varies between each district. Facilities managers are responsible for the maintenance and upkeep of the district's buildings and grounds, ensuring that they meet legal requirements & health and safety standards. Facility managers operate across different functions, working on both a strategic and operational level. The role of the facility manager is to ensure that the facility is operating as it should on a daily basis by completing daily inspections and conducting proactive maintenance.

**DIVE DEEP ON P. 32**

# Roles & Responsibilities of the Facilities Manager

School facility officials are multi-faceted leaders whose roles and responsibilities are both strategic and operational. A school facility official will partner and coordinate strategic planning with the business manager, district administrator, board, and community to support the vision and mission of the district. Though the role & responsibilities on each facilities leader may vary in each district, it's vital to ensure a staff member in your district is executing the following rules & responsibilities complied by WASBO's School Facilities Committee:

## Role of the Facility Manager

The typical role of a facility manager varies between each district. Facilities managers are responsible for the maintenance and upkeep of the district's buildings and grounds, ensuring that they meet legal requirements as well as health and safety standards.

Facility managers operate across different functions, working on both a strategic and operational level.

Facility management professionals are tasked with providing, maintaining and developing a number of different services such as:

- Property strategy
- Space management
- Communications infrastructure
- Building and grounds maintenance
- Testing and inspections
- Building administration
- Contract management
- Environment, health, safety
- Safety/Security
- Facilities continuity planning
- Managing renovations and refurbishments
- Transportation
- Human Resources
- Emergency response & preparedness
- Risk Management

## Responsibilities of the Facility Manager

Generally speaking, the role of the facility manager is to ensure that the facility is operating as it should on a daily basis by completing daily inspections and conducting proactive and reactive maintenance. A facility manager is responsible for:

- Sourcing and overseeing contracts and service providers for functions such as catering, cleaning, parking, security, and technology
- Advising on measures to improve efficiency and cost-effectiveness of the facility
- Supervising teams of staff across various departments
- Ensuring that basic facilities are well-maintained
- Conducting proactive maintenance
- Responding to emergencies
- Advocating for safe & healthy learning environments
- Developing and managing budgets
- Ensuring that facilities meet compliance standards and government regulations
- Planning for the future by forecasting the facility's upcoming needs and requirements
- Communicating the Facility Plan
- Understanding Building Automation
- Capital projects planning to oversee renovations, refurbishments and building projects
- Helping with classroom relocations
- Establishing preventative maintenance programs
- Advising Administrators and the School Board on aspects of their facilities status
- Energy management
- Safety coordinator
- Staff training
- Leading by fulfilling the district's mission & vision

**Facility directors make every Wisconsin school a safe, healthy & vibrant environment for teaching and learning**



2023-24 Graduates of WASBO's Facility Manager Core Certification Program who were able to attend the 2024 Spring Conference pose with their certificates. The purpose of the certification program is to develop a knowledge base for Building & Grounds/Facilities leaders, and to provide safe and healthful educational facilities in the State of Wisconsin.

# WASBO's Facilities Manager Core Certification Program



The Wisconsin Department of Public Instruction recognizes WASBO's Facilities Manager Core Certification Program. The purpose of the program is to develop a knowledge base for Building & Grounds/Facilities leaders, and to provide safe and healthful educational facilities in the State of Wisconsin.

## Who Should Participate?

The Facilities Manager Core Certification Program benefit facilities directors, business managers, district administrators, maintenance supervisors or anyone who has director or supervisory responsibility for the operations of school facilities.

## Application & Enrollment

A person must apply through WASBO to enter the program. The applicant must be a WASBO member in good standing and maintain WASBO membership throughout the course of the program. The cost of program application is a one-time fee of \$110.

## Benefits for your School District

- Knowledge of current changing legislation and regulations.
- Savings through efficiencies of operation, energy use and effective labor management.
- Improved safety for students, staff and community.
- Savings through fewer claims.
- A healthy and safe learning environment.
- Increase in public confidence.
- Effective facility planning and budgeting

## Professional Benefits for You

- Increase in knowledge which leads to increased confidence in your abilities.
- Recognition in your district and by your peers.
- Knowledge gained from a network of school facility managers and industry professionals.
- Familiarity with current topics, trends and legislation affecting school facilities management.
- Improved employment options.
- Enhanced leadership skills.

**Apply now & learn more at**  
**[WASBO.com/FacilitiesCert](https://www.wasbo.com/FacilitiesCert)**



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## CHECKLIST FOR SERVICE AFFILIATES

- Your WASBO contact is Ryan Silvola. For more information, email [Ryan.Silvola@wasbo.com](mailto:Ryan.Silvola@wasbo.com).
- Sponsorship Opportunities  
WASBO is Currently Offering:
  - FALL Conference
  - Midwest Facility Masters Conference
  - School Business Office Professionals Conference
  - Winter at a Glance
  - Federal Funding Conference
  - Facilities Management Conference
  - Accounting: The Conference That Counts
- Download the WASBO GO App!
- Join a WASBO Committee to plan conferences and WASBO's publications!
- Taking Care of Business articles and ads are due on October 15 for the November issue.
- Advertise in WASBO publications for increased visibility.
- Update your information for the Buyer's Guide, which has launched!
- Update your profile and communication preferences at [WASBO.com](http://WASBO.com) to receive updates on sponsorship and exhibitor opportunities.