

# Penny Lauseng

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**Penny Lauseng**  
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## Objective

Redevelopment Successor Agency Oversight Board Member (Public)

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## Experience

### **Ukiah Unified School District / Chief Business Official**

July 2014 to PRESENT

6,000 Enrollment, 761 Contracted Employees, \$71 million General Fund Budget 2016/17

Overall responsibility for planning, organizing, assigning, and directing activities of supervisory and clerical employees in the Fiscal, Food Service, Maintenance, Operations, Grounds, Facilities and Transportation departments of the District.

**Serve as the primary liaison with other governmental entities affecting the District including the Redevelopment Successor Agency Oversight Board in Ukiah.**

Advise the Superintendent on all matters relating to the business and financial affairs of the District. Make recommendations to Superintendent and management regarding changes in legislation which may result in changes in policy and procedures.

Team with Assistant Superintendent of Human Resources (Chief Negotiator) to successfully achieve collective bargaining agreements with unions of the District.

Work collaboratively as a member of senior cabinet and as an integral part of the district leadership team comprised of 25 school site administrators and department directors. Report financial matters of the district to the District Advisory Council comprised of school site staff representatives, union representatives, parents, students, county office of education representatives and community members.

Board of Education designated representative to the Mendocino/Lake Adult Career Education consortium funded through the Adult Education Block Grant. Worked collaboratively with other voting members to identify gaps and redundancies in services to Adult learners throughout the two county, multiple entity organization. Worked collaboratively with Mendocino Community College to develop successful accounting system for the consortium.

Continuous education of stakeholders regarding the state budget and the district budget.

Work with District's legal counsel on legal interpretations of legislation, laws, and codes relating to school finance. Review and approve all legal contracts of the district prior to Board of Education approval and/or ratification.

Responsible for selection, training, and evaluation of personnel.

Oversight of the deferred maintenance program and facilities construction projects ensuring projects are completed on time and within budget. Determine appropriate funding for facilities projects.

Utilize in-depth knowledge of school business and fiscal services including budget development, accounting, auditing, monitoring, and the Generally Accepted Accounting Principles (GAAP).

Facilitate the district's Facility Master Planning process including obtaining professional services of architectural firm/consultants, formation of steering committee and oversight of presentations to the Board of Education.

### **Marysville Joint Unified School District / Director, Accounting & Budget**

December 2012 - July 2014      22 School Sites      9,000 Enrollment

Directed the preparation, control and monitoring of annual budget for all funds of the district - General Fund Revenue of \$79 million 2013/14.

Responsible for directing and monitoring all functions of the fiscal services department including budget, payroll, employee benefits, accounts payable and accounts receivable.

Responsible for internal auditing requirements for a fiscally independent K-12 school district.

Prepared all State budget reports including Criteria & Standards, multi-year projections and supplemental forms.

System Manager for district's financial software system controlling user access, workflow approvals and troubleshooting problems.

Supervised and evaluated 10 accounting and budget department employees.

Acted as information source to administrators, department directors and supervisors, and others regarding budgeting and accounting policies, procedures, standards and requirements.

### **Ukiah Unified School District / Director, Fiscal Services**

September 2010 - December 2012

Directed the preparation, control and monitoring of annual budget for all funds of the district - General Fund Revenue of \$51 million 2011/12

Responsible for directing and monitoring all functions of the fiscal services department including budget, payroll, purchasing, accounts payable and accounts receivable.

Prepared all State budget reports including Criteria & Standards, multi-year projections and supplemental forms.

Supervised and evaluated 8 fiscal department employees.

### **Wheatland Union High School District / Business Manager**

April 1994 - September 2010

Worked 17 years in small high school (750 enrollment) district office. Performed all functions of the office including: budget, payroll, purchasing, SACS reports, multi-year projections, SELPA district representative, provided data for negotiations, and made presentations to Board of Education.

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## **Education**

### **University of Southern California / School Business Management Program**

Completed September 2008

### **University of Phoenix / Master of Business Administration**

Completed March 2007

### **Association of California School Administrators / Personnel Academy**

Completed April 2002

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## **Certifications**

**School Business Management Certificate - University of Southern California**

**Certified Fraud Examiner, Member #795540, Association of Certified Fraud Examiners**