



Matt A. Wendeln, M. Ed.

4150 Duffy Court • Fairfield, OH 45011 • (513) 405-6317 • mattwendeln@yahoo.com

Highlighted Skills

LEADERSHIP

Envisioned, planned, and implemented substitute recruitment and recognition events, and improvements to service delivery and internal processes.

OPERATIONAL EFFICIENCY

Maintained level staffing while growing substitute service by 35% over 5 years.

STRATEGIC ACTIONS

Launched strategy to recruit & hire non-bachelors substitute teachers immediately upon passage of new law resulting in 75-100 new hires within 30 days.

TECHNOLOGY

LEADERSHIP

Led technology integration projects to reduce manual system entry, freeing staff time for service improvements.

CONTINUOUS IMPROVEMENT

Conceptualized, planned, and implemented service evolution to change focus from procedures to customer service.

HONORS

Regional Safety Council Award for reduction of lost time events;
Jim Blount History Educator Award
2006

Bellbrook-Sugarcreek Local Schools Treasurer Search,

During my 24 years as a professional educator, I have led teams and initiatives in personnel administration, operations, and curriculum. The supervisors and Boards for whom I've worked recognize my ability to strategically manage, grow, and improve a service or initiative. They know and trust me to operate with ethical integrity, legal compliance, and a servant leadership mindset. Therefore, I am uniquely qualified for the role of Treasurer in your organization.

Through collaboration with district administrators, resources will be aligned to support the district's educational mission. As Treasurer, I will ensure district facilities and staff meet the high expectations set by the Board. Through goal-focused leadership of community resources, the district's funds and properties will be responsibly managed. In my current role managing the Sub Solutions service, I've achieved and maintained profitability through the wise use of resources.

Costs will be controlled through operational efficiency, achieved by an analysis of current operations and availability of improvements in technology and procedures, resulting in cost savings and long-term viability. I've successfully implemented multiple technology improvements to save money and improve service through reduction of manual entry by staff.

My expertise in continuous improvement processes will ensure future generations of students, staff, and community members experience pride in their schools.

A resume and list of references follow. Other credentials can be forwarded upon your request. I can be reached on my cell phone at 513-405-6317, or through email at mattwendeln@yahoo.com.

Thank you for your consideration, and I look forward to learning more about this opportunity.

Sincerely,

Matt Wendeln



Matt A. Wendeln, M. Ed.

4150 Duffy Court • Fairfield, OH 45011 • (513) 405-6317 • mattwendeln@yahoo.com

LICENSES (License # OH1252459)

School Treasurer;

Principal grades 5-12 and grades 4-9;

EDUCATION

University of Cincinnati

Masters of Educational Administration: June 2005;

Gifted Endorsement: August 2010;

Xavier University

Masters of Education: Secondary Education, May 2000

University of Cincinnati

Bachelor of Arts *with Honors*: History, June 1997

Highlighted Skills

LEADERSHIP

Envisioned, planned, and implemented substitute recruitment and recognition events, and improvements to service delivery and internal processes.

OPERATIONAL EFFICIENCY

Maintained level HR and payroll staffing while growing substitute service by 35% over 5 years.

STRATEGIC ACTIONS

Launched strategy to recruit & hire non-bachelors substitute teachers immediately upon passage of new law resulting in 75-100 new hires within 30 days.

TECHNOLOGY

LEADERSHIP

Led technology integration projects to reduce manual system entry, freeing staff time for service improvements.

CONTINUOUS IMPROVEMENT

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PROFESSIONAL EXPERIENCE

Treasurer Internship, 2023

Hamilton County Educational Service Center and Lockland Local Schools -

Completed 300-hour internship covering financial management and reporting, fund accounting, purchasing and business functions, legal and legislative topics, administrative and other duties of a School Treasurer.

Hamilton County Educational Service Center, 2011-present

Comprehensive Substitute Solutions - Program Manager, 2015-present- Personnel administrator for 1800+ substitute employees in Greater Cincinnati, Operations manager directing human resources, payroll, service team, and risk management. Account manager for 32 districts served, ensuring ongoing service excellence. Coordinating recruitment, hiring, training, and special events.

Greater Cincinnati School Application Consortium Head, 2015-present- Manage regional application consortium of 60+ public, private, and charter schools, including sales & training. Led the development and launch of new Ohio Teaching Jobs website to spur growth.

Munich-Cincinnati Teacher Exchange Coordinator, 2015-present- Recruit teachers and coordinate events for annual two-week visit from six Munich teachers, and subsequent travel to Munich by Cincinnati teachers.

School Improvement Consultant assigned to Cincinnati Public Schools, 2011-2015-

Implemented Vision i5 Capstone, a district-wide project based learning initiative; Managed STEM projects at 3 schools in partnership with GE Aviation; Trained staff to analyze student data to deliver targeted interventions for state assessments; Supported implementation of Elementary Initiative, a Formative Instructional Practice model; Participated in planning of action steps in response to school audit from ODE.

Edgewood City School District, 2000-2011

Coordinator of Services for Gifted Learners, English Language Learners, District Testing, and Dean of Freshman Students, 2009-2011

Edgewood High School Freshman World History Teacher, 2000-2009

Matt A. Wendeln, M. Ed.

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References

Mr. Greg Hester
Executive Director of Human Resources
Hamilton County Educational Service Center
Greg.Hester@hcesc.org
(513) 674-4248

Mr. Chad Hilliker
Superintendent
Hamilton County Educational Service Center
Chad.Hilliker@hcesc.org
(513) 674-4332

Mrs. Megan Jackson
Treasurer
Hamilton County Educational Service Center
Megan.Jackson@hcesc.org
(513) 674-4239

Mr. Doug Ackermann
Treasurer
Lockland Local School District
Doug.Ackermann@locklandschools.org
(513) 563-5000 x904

LOCKLAND SCHOOL DISTRICT

Administrative Office

210 N. Cooper Ave. • Lockland, OH 45215
tel 513.563.5000 • fax 513.563.9611

Lockland Middle School

249 W. Forrer Ave. • Lockland, OH 45215
tel 513.563.5000 • fax 513.733.0800



Lockland Elementary

200 N. Cooper Ave. • Lockland, OH 45215
tel 513.563.5000 • fax 513.563.9611

Lockland High School

249 W. Forrer Ave. • Lockland, OH 45215
tel 513.563.5000 • fax 513.733.0800

Good Day,

It is an honor and a privilege to recommend Matt Wendeln to the Fairfield City School District Board of Education.

Matt has been working in education for twenty-four years, which in itself is an incredible feat. He has experience as a teacher, a Dean and a manager on the business side.

I have seen firsthand how well Matt displays an understanding of the needs, wants and desires of a school district with his ability to help Lockland with their substitution issues.

I had the pleasure of spending time with Matt the last couple of years as he was fulfilling his three hundred hour obligation in order to obtain his Treasurer's License. Matt's desire to learn and comprehend the financial structure of education was apparent, as he came week after week ready and willing to exam the day-to-day operations; as well as, the forethought that goes into financial forecasting.

I believe that Matt is a genuine, honest, sincere and truly concerned individual. He is detail orientated and shows an abundant amount of integrity. On top of all those accolades, Matt understands customer service. He will be readily available to help each Board Member; as well as, the Superintendent understand the finances of the district.

In summary, I believe that Matt deserves an opportunity to speak with you and the Superintendent about the position of Treasurer.

If you have any questions, please, do not hesitate to call.

Thank you for your time.

Sincerely,

Doug Ackermann

Treasurer

Lockland Local School District

Proudly Serving the Communities of Lockland and Arlington Heights

September 6, 2024

To the Bellbrook-Sugarcreek Local Schools Treasurer Search:

I am writing this letter to give my highest possible recommendation for Mr. Matt Wendeln in his candidacy for treasurer of your school district. Matt has served Hamilton County ESC since 2011, and I have been his direct supervisor since 2015 when he took over the operation of the Comprehensive Substitute Solutions service, within which he directs a staff of six, and through which he recruits, hires and manages 2000+ substitute teachers and classified staff annually for the 32 school districts that contract with us for this service.

Matt's work is grounded in his attention to detail and follow-through. He commands a functional knowledge and level of experience through his work with the BWC, EEOC, ADA compliance and the Affordable Care Act. He is proficient in maneuvering through technology systems, and he has experience in consultation with the Board's legal team. He is very comfortable representing the organization while delivering presentations as well as working directly with the Board, which he has effectively done for the past eight years. He is no stranger to developing and recommending actions and data-related information to the Board. At the same time, Matt maintains positive relationships with district administrators including superintendents and treasurers.

As a result of these experiences where I have worked directly with Matt, I know him to be resourceful, ambitious, flexible, and ready for new and demanding challenges. I have come to appreciate his character through working with him. He is honest and insightful, with the ability to handle difficult issues and make decisions and recommendations that are not always easy.

I share with you one affirming note Matt received from one of his customers: *I sincerely hope that HCESC has at least some appreciation for your talents and the knowledge you bring to your job. I cannot remember the last time I have dealt with such a competent and customer-oriented individual. Thank you again.*

I consider Matt Wendeln a quality candidate for consideration to serve in the capacity of school district treasurer.

With Sincerest Regards,



Greg L. Hester
Executive Director of Human Resources
Hamilton County Educational Service Center

Subject: Recommendation for Matt Wendeln

It is my pleasure to write this letter of recommendation on behalf of Matt Wendeln for the position of School Treasurer at your esteemed institution. I have had the pleasure of working closely with Matt for the last six years and have witnessed his exceptional leadership abilities, outstanding financial planning, and unwavering dedication to the field of education. I know that Matt's extensive experience and skills make him an outstanding candidate for the School Treasurer's position.

I work closely with Matt in his role as the Program Manager for Comprehensive Substitute Services, he demonstrates an exemplary ability to lead and coordinate teams effectively. His strong interpersonal skills allowed him to build positive relationships with colleagues and stakeholders, fostering a collaborative and productive work environment.

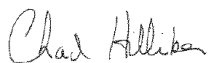
One of Matt's greatest strengths lies in his ability to develop financial plans for his team. As a program manager, he developed a deep understanding of budgeting, financial planning, and resource allocation. He pays attention to detail, and his analytical mindset enables him to identify potential cost-saving opportunities and optimize financial strategies.

Furthermore, Matt's leadership as the Head of the Greater Cincinnati School Application Consortium since 2015 has been truly commendable. He has successfully managed a regional consortium comprising over 60 public, private, and charter schools. His efforts have included sales and training, and he spearheaded the development and launch of the new Ohio Teaching Jobs website, which has played a pivotal role in fostering growth and connectivity within the educational community.

Matt possesses excellent communication skills, which he consistently utilizes to effectively share financial information to diverse audiences. He has the ability to simplify complex concepts and present them in a clear and concise manner, making him an exceptional candidate for the School Treasurer position. Matt's approachable nature and willingness to assist others make him an invaluable team player and a pleasure to work with.

Thank you for considering Matt's application. I have no doubt that he will excel in this role and make substantial contributions to your school's financial well-being.

Sincerely,



Chad Hilliker
Superintendent, HCESC

STATE OF OHIO DEPARTMENT OF EDUCATION
5 Year School Treasurer School Treasurer License

MATT ALLEN WENDELN

THIS LICENSE AWARDED TO

OH1252459

EDUCATOR STATE ID

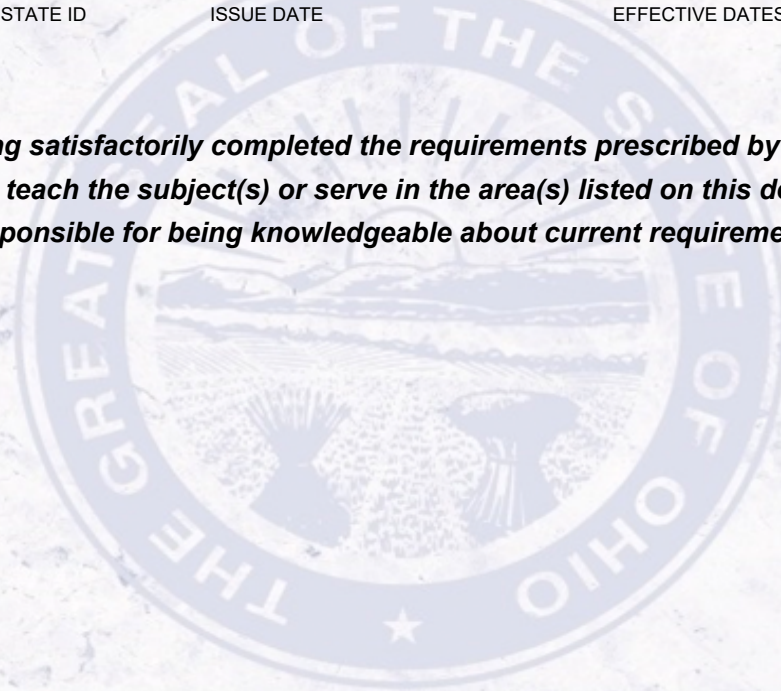
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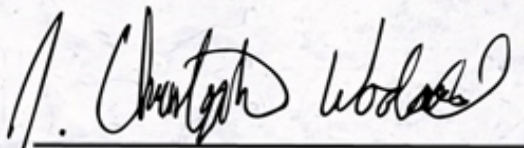
ISSUE DATE

07/01/2023 to 06/30/2028

EFFECTIVE DATES

The holder of this credential, having satisfactorily completed the requirements prescribed by The State Board of Education and the laws of Ohio, is authorized to teach the subject(s) or serve in the area(s) listed on this document for the period specified. The holder of this credential is responsible for being knowledgeable about current requirements for maintaining the credential.




Interim Superintendent of Public Instruction

This official document was created by the Ohio Department of Education and represents a true copy of a legal educator license as referenced in Ohio Revised Code Section 3319.36.

Credential # 22370871

Employers may verify this credential by going to Educator Profile on education.ohio.gov and ensuring that the unique credential number appearing on this credential matches the person's records in Educator Profile, which is the official record of educator credential history.

TREASURER/CFO CANDIDATE - SCREENING INFORMATION

Instructions: Please download this form to your computer and save it. Then in the space provided answer the question. If you do not have experience with one or more of the subject areas respond by placing **NA** for those which are not applicable. Then re-save the document, reattach it to your email and resend it to the K-12 search consultant or fax it to 614-656-7526.

Candidate Name : _____ Mobile Phone: _____ Date: _____

School Treasurer Experience: Y or N ADM of largest district Served: _____

Latest Experience in what district? _____ How Long? _____

On what terms was your service with that district ended? _____

Explain briefly why are you interested in this position?

Have you prepared monthly financial reports for a Board of Education and administration? If yes briefly discuss your experience in preparing reports:

Have you worked with administration to prepare building and department budgets and the Annual Appropriation Resolution for a school district? If yes, what was your most recent experience and your role:

Have you prepared financial reports related to school construction funds and budgets? If yes, please discuss the type of reports you have prepared for the administration and Board.

Have you prepared a five-year forecast for a school system? Y or N

If yes what was the date of most recent five-year forecast you prepared and for what school district:

Roughly how many staff negotiations have you been involved in and what school district was your most recent negotiations experience in and briefly discuss your role?

Roughly how many levies and types have you been involved in and what was your role?

Have you been involved in a school construction program? Y or N Was it OSFC? Y or N

Discuss your involvement if you answered yes to either of the two previous questions related to construction?

Have you made financial presentations to your Board, administration and/or community? Y or N

If you answered yes to the previous question how would you rate your presentation skills and ability to react quickly on your feet to questions and why?

How would you rate your written communication, and have you ever contributed articles on finance in a district wide newsletter or similar publication? Please explain:

How would you implement changes in this district if you saw the need and how would you engage others?

Have you restructured a treasurer's department including writing or refreshing job descriptions and aligning or changing job duties of existing staff? Please Explain:

Please explain how often you evaluate your current staff and briefly describe the process you use and how important it is to you to provide feedback to your staff:

What five things would you do as Treasurer in first 6 months if you were selected for this job?

In the space provided briefly explain why the Board of Education should consider you for this position and what unique talents you would bring to the district:

When would you be available to start?

What base salary expectation would you have?

Please return this information to the K-12 consultant or fax it to
614-656-7526. Thank you for helping us get to know you better!
