

Marlyn Strickland
354 Cushing Ave. Kettering, OH 45429
Phone: 937-768-2577
Email: stricklandmarlyn@gmail.com

27 August 2024

Cindy Ritter and Adam Zink
K-12 Business Consulting

Dear Ms. Ritter and Mr. Zink:

I am writing to express my interest in the Treasurer opening in the Bellbrook-Sugarcreek Local School District. I am currently serving as the HR and Payroll Coordinator for Beaver Creek City Schools.

With my nine years of experience instructing band classes and extra-curriculars in both small rural and large suburban districts, I bring a unique perspective to the treasurer's office at a school district. As a music educator, I oversaw the staff for various extra-curricular ensembles and worked alongside community members, administrators, and coaches daily. I was often a front-facing member of the school community, and I am comfortable sitting down with a concerned guardian, hosting an informational meeting for dozens of parents, or addressing a crowd of thousands in a stadium. My background as a teacher in Ohio's schools enables me to better understand educational discussions and decisions while still seeing them through a financial lens.

As the HS Student Activities Clerk at Beaver Creek High School, I learned extensively about the accounts payable side of school finance and streamlined various processes for myself and other clerks in the district. I also implemented changes to help teachers, administrators, and community members understand the financial side of our schools and more easily accomplish various tasks.

Since I became the HR and Payroll Coordinator for Beaver Creek, I have had the opportunity to learn significantly more about many parts of the treasurer's and human resources office. This includes compensation, certified and classified payroll, EMIS, negotiations, commonly utilized software like USAS and USPS, Ohio licensure, leaves of absence, and more. I have been responsible for a variety of special tasks, including drafting MOUs, interpreting CBAs and applying them, researching compensation for negotiations, fulfilling public records requests, and others. I also spearheaded and oversaw changes in the human resources department, including eSigning of all contracts, the digitization of our personnel files, and the expansion of the Ohio Rapback system. As someone that understands the importance of lifelong learning, I continue to pursue knowledge through college level finance and business coursework through local universities, as well as professional conferences and trainings held by OASBO, AASPA, and STRS.

As a Dayton, Ohio native, I am very familiar with Bellbrook schools and the Dayton area. I understand the uniqueness of the large military population in our communities as well as the challenges districts in our city have faced in recent years with communicating the importance of school funding. As a former educator, I believe I can take the numbers and data and bring it to our community in a way that yields understanding and comprehension. I also believe I can ensure the daily, weekly, monthly, and yearly tasks in the Treasurer's office are completed reliably and at the highest level.

Please see my attached resume for more of my qualifications. I look forward to further discussion about the potential of filling this position in your district. Please do not hesitate to email me at stricklandmarlyn@gmail.com or call me at (937) 768-2577 if you have any questions. Thank you for your time and consideration.

Sincerely,



Marlyn Strickland

Marlyn Strickland

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EDUCATION AND LICENSURE

The Ohio State University
Bachelor of Music Education with Arts Honors

Columbus, Ohio
Sept. 2009 to May 2013 – Overall GPA: 3.91

Bowling Green State University
Master of Music Education

Bowling Green, Ohio
May 2019 to Aug. 2020 – Overall GPA: 4.0

Ohio Association of School Business Officials
School Treasurer Licensure Pathway
Credential #22218286

Columbus, Ohio
Completed August 2022
License Issued October 2022

American Association of School Personnel Administrators
Professional Human Capital Leaders in Education Certification

National Organization
Issued April 2024

TEACHING/WORK EXPERIENCE

Beavercreek City Schools

Beavercreek, Ohio

HR and Payroll Coordinator

February 2023 – Present

- Coordinate various human resources and payroll processes, including issuing contracts and salary notices, updating compensation annually, overseeing supplemental pays, and other additional duties
- Complete all aspects of semimonthly payroll for over 500 certified staff and assist with classified payroll
- Update all EMIS reporting data for staff while coordinating with the district EMIS coordinator
- Serve as a contact for current employees regarding payroll, benefits, and human resources
- Initiate and oversee special projects, including salary and data research for negotiations, implementing eSigning for contracts, digitizing all current personnel records, and overseeing Rapback expansion
- Gain experience with Redesign (USAS/USPS), Frontline, DASL/ProgressBook, PeopleWerks, and SCView

HS Student Activities Clerk

July 2022 – January 2023

- Manage all financial transactions for Beavercreek High School, including requisitions, use of school credit cards, deposits and receipts, payments, order placing, and other transactions
- Build new efficiencies and documentation to help streamline processes for staff and parents
- Work with staff in the treasurer's office to help improve processes for credit card reconciliations, requisition processes, refunds, receipts, and dealing with credit balances
- Oversee all high school student activity accounts, including annual review of budgets and workbooks
- Find opportunities to educate administrators and teachers on the how and why of school finance

Beavercreek HS and Jacob Coy MS Band Director

July 2014 – June 2022

- Provided instruction for three to four hundred band students from grades 6 through 12
- Coordinated aspects of marching band, including planning leadership activities, hiring staff, etc.
- Managed finances for the middle school band program, including running a five-figure fall fundraiser
- Assisted in coordinating district MS Honor Band, including selecting clinicians and planning logistics
- Co-organized a multi-day jazz festival with professional acts from across the country

OTHER EXPERIENCE

OMEA District 12

Dayton, Ohio

Treasurer

Fall 2016 - Spring 2020

- Oversaw all district finances, including all inflows and outflows of money
- Revamped an organization from one that was bleeding money each year into one that was fiscally stable, all while maintaining a high-quality experience and education for our students and members

REFERENCES

Joy Kitzmiller – Treasurer at Beavercreek City Schools

Jayme Profitt – Assistant Treasurer at Beavercreek City Schools

Deron Schwieterman – Director of Human Resources at Beavercreek City Schools

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!

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

MARLYN D STRICKLAND

THIS LICENSE AWARDED TO

OH3171458

EDUCATOR STATE ID

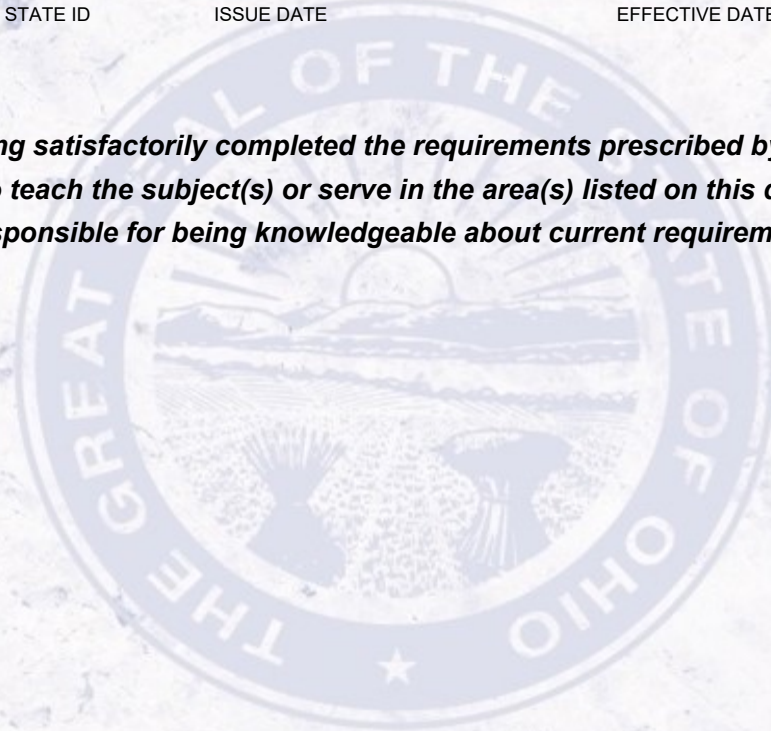
10/21/2022

ISSUE DATE

07/01/2022 to 06/30/2027

EFFECTIVE DATES

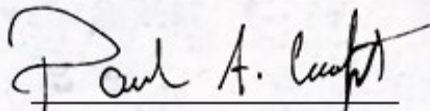
The holder of this credential, having satisfactorily completed the requirements prescribed by The State Board of Education and the laws of Ohio, is authorized to teach the subject(s) or serve in the area(s) listed on this document for the period specified. The holder of this credential is responsible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



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

Credential # 22218286

Employers may verify this credential by going to Educator Profile on sboe.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.


Superintendent of Public Instruction