



MICHIGAN SCHOOL BUSINESS OFFICIALS

ANNUAL

REPORT



2009-10



Leading at the Crossroads of Change

The stakes are high for public education. I continue to be impressed by the courage, creativity, commitment and energy demonstrated by MSBO members, as you tackle new challenges and change old paradigms. Your unfaltering determination inspired the theme I selected for my year as board president—Leading at the Crossroads of Change.

One of MSBO's roles is to provide our members the information that will help them maintain and advance their knowledge. One of our core values is a dedication to leadership and learning. We believe each of us should be a leader and that effective leadership and management require a defined set of knowledge and skills as well as common sense. As you will see in this year's annual report, MSBO provided a number of workshops, conferences and products and services that gave members the tools they need to succeed.

Perhaps, MSBO's greatest strength is the assistance we gave each other. As usual, I offer a thanks to MSBO's Regional Presidents and Committee Chairs for all their efforts in developing significant content for committee meetings and conferences. Another thank you to our associate members—your support of MSBO programming allows us to provide opportunities to our members at affordable costs.

Please contact MSBO Executive Director David Martell, or me if you have any questions concerning the 2009-10 MSBO Annual Report.

Sincerely,
Darcie Birkett
MSBO President
2010-2011

MSBO MISSION

The Mission of MSBO is to continually improve the leadership of and management in school business and operational services, while enhancing the professional, social, and economic well-being of its members.

2009-10 BOARD OF DIRECTORS



The MSBO Board is a non-paid board consisting of nine voting members plus an Associate Member Representative and MSBO's Executive Director. The Board meets regularly throughout the school year and oversees the Michigan School Business Officials.

Front Row: Mary A. Reynolds, Darcie Birkett, Michael M. Adamczyk, Angie McArthur, Brenda Voutyras

Back Row: Daniel B. Romzek, Cheryl S. Wald, Mitchell Bart, Jeffrey P. Crouse, Robert L. Burgess, David Martell

OFFICERS

2009-10 PRESIDENT

Michael M. Adamczyk, RSBA, CFO
Assistant Superintendent, Business Services
Troy School District

2009-10 PRESIDENT-ELECT

Darcie Birkett, CFO
Assistant Superintendent, Business Services
Ottawa ISD

2009-10 IMMEDIATE PAST PRESIDENT

Robert L. Burgess, CPA
Chief Financial Officer
Lakeshore Public Schools

EXECUTIVE DIRECTOR

David Martell, CPA, CFO
Executive Director
MSBO

DIRECTORS

Mitchell Bart, MM, CFD
Facilities/Purchasing Director
Kent ISD

Jeffrey P. Crouse, CFO
Chief Financial Officer
Charlevoix-Emmet ISD

Angie McArthur, CFO
Superintendent
Engadine Consolidated Schools

Mary A. Reynolds, CFO
Executive Director, Business Services
Farmington Public Schools

Daniel B. Romzek, CPA, CFO
Finance/Operations Director
Davison Community Schools

Cheryl S. Wald, CPA, CFO
Financial Services Supervisor
Howell Public Schools

ASSOCIATE MEMBER REPRESENTATIVE

Brenda Voutyras
Senior Vice President & Manager
Stifel, Nicolaus & Company, Incorporated

MSBO MEMBERSHIP & MEMBER INVOLVEMENT

2009-10 REGIONAL PRESIDENTS

Allegan County

Patricia M. Carr, CFO
Plainwell Community Schools

Berrien/Cass/Van Buren

Thomas Skarbek, CPA
Niles Community Schools

Central Michigan

Michelle Marie Sine, CFO
Charlotte Public Schools

Genesee Area

Dana J. Taylor, CPA
Grand Blanc Community Schools

Grand Valley

Kevin D. Philipps
East Grand Rapids Public Schools

Macomb/St. Clair County

Paul J. Bodiya, CPA
Macomb ISD

Middle Michigan

Kevin J. Kolb, CFO
Shepherd Public Schools

Monroe/Lenawee

Gail Farrell, CFO
Ida Public Schools

Mid-West Michigan

Mary Beth Rogers, Ed.S., CFO
Belding Area Schools

Mid-West Michigan

Mark W. Higgins
Montabella Community Schools

Northern Michigan

Anthony A. Suszek, CFO
Alpena-Montmorency-Alcona ESD

Northwest Michigan

Jeffrey E. Scroggins, CPA, CFO
Elk Rapids Public Schools

Oakland County

Jennifer Kaminski, CFO
Farmington Public Schools

Saginaw Valley

Janet L. Swanson, BOM, CFO
Carrollton Public Schools

South Central

Amy J. Jones
Lakeview School District

Southwestern

Barbara J. Ohs
Kalamazoo RESA

Thumb Region

Julie Williams, CPA
Huron ISD

Upper Peninsula

Melissa Gillhooley, SPS
Eastern Upper Peninsula ISD

Washtenaw/Livingston

Kelli Glenn, CFO
Ypsilanti Public Schools

Wayne County

Kathy Wayda, CFO
Gibraltar Schools

Western Area

Bryan Voss
Holland Public Schools

2009-10 PROGRAM & RESEARCH/ADMINISTRATIVE COMMITTEE CHAIRS

Facilities Management

Kenneth Simon, CFO
Ingham ISD

Food Service

Patti Jo Miller, SNS, CFS
Sturgis Public Schools

Intermediate School District

Tom Armstrong, CFO
Wexford-Missaukee ISD

Professional Development

Suzanne Millon, RSBO, CFO
Eastern Upper Peninsula ISD

School Finance Services

Venkateswar R. Saripalli, CFO
Lansing School District

Technology

Beverly Knox-Pipes
Genesee ISD

Transportation

Lori Richardson
Oakland Schools

Financial Review

Paul J. Bodiya, CPA
Macomb ISD

Bylaws and Resolutions

Tamera Powers, CFO
Tri County Area Schools

Elections

Diane Warren, RSBO
Shiawassee RESD

Membership

Steven A. Lenar, CFO
Holly Area Schools

Nominations

Robert L. Burgess, CPA
Lakeshore Public Schools

TOTAL 2009-10 MEMBERSHIP INCLUDES 2,069 ACTIVE MEMBERS IN THE FOLLOWING CATEGORIES:

Active Members are employed by a Michigan school, college or university, or state agency. Membership is individual and remains with the member. Associate Members are employed in a business, not an educational institution. All Associate Members are included on the School Purchasing Pages.

Accounting	340
Business Office	844
Facilities	290
Food Service	60
Human Resources	76
Public Safety	3
Purchasing	25
Superintendent	64
Technology	112
Transportation	255
Total Active Members	2,069

There are 608 Associate Members.

MSBO AWARD RECIPIENTS

School Business Official of the Year: Richard P. Terres, Howell Public Schools

Distinguished Service Award: Arthur J. Bolt, Hudsonville Public Schools

President's Award: J. Thomas Goodwin, Grand Ledge Public Schools

Stebbins Scholarship: Loretta Oestrike, Ionia ISD

Piper Scholarship:

Mark Orihel, Birch Run Area Schools

Violet Parmeter, Kent ISD

MERIDIAN AWARDS OF EXCELLENCE

Belding Area Schools

Dexter Community Schools

Greenville Public Schools

Wayland Union Schools

Wayne-Westland Community Schools

MSBO HAS CREATED AWARDS TO HELP SCHOOL DISTRICTS CELEBRATE SUCCESSES AND TO RECOGNIZE THE EXTRAORDINARY CONTRIBUTION OF INDIVIDUALS TO THEIR SCHOOL DISTRICT AND MSBO

MSBO VOLUNTARY CERTIFICATION

MSBO certification is a voluntary system, established in 1998. It provides focused training to school business officials in order to:

- Offer practical information that will help school business officials succeed and excel in their employment; and,
- Establish a basis for advancing professionalism of school business officials and assuring school districts that current or prospective business officials have a base of knowledge about laws, regulations, and procedures for functioning in a Michigan school district.

The program is endorsed by both the Michigan Association of School Boards (MASB) as well as the Michigan Association of School Administrators (MASA). MSBO offers 12 separate tracks.

Certification Track	Awarded 2009-10	Total Currently Certified
Chief Financial Officer (CFO):	25	513
Certified Facilities Director (CFD):	12	226
Business Office Manager (BOM):	13	201
Business Office Specialist (BOS):	16	141
Certified Operations Director (COD):	1	2
Certified Transportation Director (CTD):	6	121
Certified Food Service Director (CFS):	4	37
Human Resource Specialist (HRS):	13	56
Pupil Accounting Auditor (PAA):	12	15
Pupil Accounting Specialist (PAS):	14	26
School Payroll Specialist (SPS):	11	96
School Technology Management (STM):	68	93
Total:	133	1,527

Through the years, more than 1,800 members have earned a MSBO Voluntary Certification Award.



One of MSBO's roles is to advocate for membership and serve in an expert capacity whether it be providing testimony at a Senate or House legislative committee or working with a state stakeholders group that is addressing education and school administration policy.

MSBO staff represented MSBO members and the school community at a number of state agencies, department stakeholders groups and various other organizations, providing expert input on numerous issues to address the needs of MSBO members and K-12 education as a whole.

SOME OF THESE INCLUDED:

- Bureau of Fire Services
- Center for Educational Performance and Information (CEPI) Advisory Committee
- Michigan Department of Education (MDE) Referent Groups
- Michigan Department of Treasury
- Michigan Institute for Educational Management (MIEM)
- Michigan Liquid Asset Fund Plus (MILAF+)
- Michigan Municipal Bond Authority
- Michigan Purchasing Card Consortium (MPCC)
- Michigan School Employees Retirement System (MPSERS) Payroll Advisory Group
- Michigan Schools Energy Cooperative (MISEC)
- SET SEG Property Casualty Pool

LEGISLATIVE ADVOCACY

MSBO has represented members by providing expert testimony at a number of Michigan Senate and Michigan House of Representatives committee meetings addressing the need of school districts to maintain a healthy fund balance, transparency reporting, the economic cliff that many school districts are facing in the state, as well as a number of other issues affecting schools in Michigan.

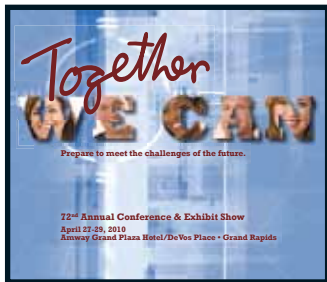
MSBO's long standing policy in legislative issues, remains to be the role of providing facts, data, and testimony when requested by other groups or the legislature.

SOS: SAVE OUR STUDENTS, SCHOOLS AND STATE

MSBO together with the Michigan Association of School Boards (MASB) and the Michigan Association of School Administrators (MASA) address the needs of respective members as they relate to the present and looming funding crisis in public education. This collaborative approach helped create a single voice and common messages for responding to the financial crisis, reducing confusion among members and presenting a united response.

EDUCATION ALLIANCE

MSBO participates with a score of other education associations dedicated to the exchange of ideas and takes a leadership role in developing education policy recommendations to improve Michigan education.



The 72nd Annual Conference & Exhibit Show was held in Grand Rapids, April 27-29, 2010 at the Amway Grand Plaza Hotel/Devos Place. The keynoter—Dan Thurmon used his juggling and gymnastic skills to illustrate how MSBO members can effectively manage multiple responsibilities. Another highlight included a Legislative Panel Discussion led by Tim Skubick, Senior Capitol Correspondent and host of “Off the Record.”

Business Manager/CPA Workshop: This workshop provides timely information for practicing CPAs and business managers in preparing for successful year-end and financial statement preparation. Important topics range from reporting issues and concerns from the state’s audit reviews to key compliance and finance-related issues.



Introduction to School Business: This two-day conference is designed for new business officials (within the first few years of employment), office staff, and those who want a basic information refresher. Attendees get an understanding of the major functions of school business officials, how to survive the personal and professional politics of the job, and learn how the Michigan Department of Education and the Michigan Legislature affect education among many other topics.

Group Solutions-Current Issues: This workshop provides hands-on business office self-assessment, discussion and real-world problem solving. Attendees get straight talk, advice, and professional support from other professionals facing the same issues.



MDE/MSBO Workshop: This one-day workshop highlights the latest from the Michigan Department of Education on state aid, provides members the opportunity to meet with MDE staff, and other hot topics.

Financial Strategies Conference: This conference focuses on providing members the latest information on the economy, budget, state aid, legislation and other hot topics just in time for budgeting and negotiations.



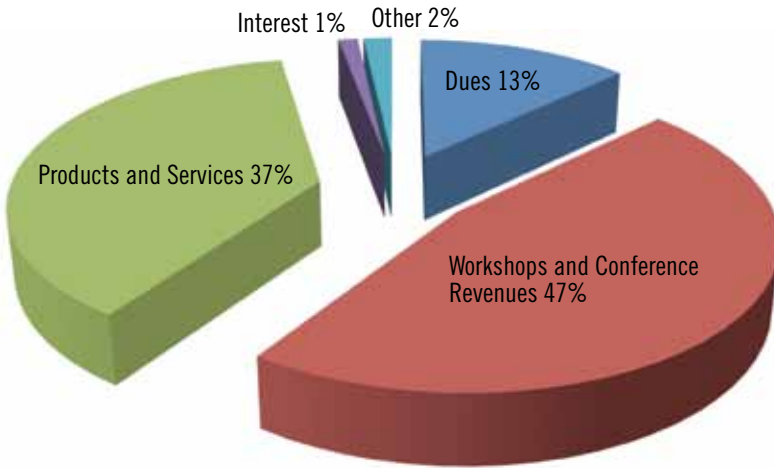
ASHERA Training: These courses are a refresher designed for certification and licensing of asbestos abatement project designers through an Environmental Protection Agency (EPA) approved training program.

Annual Facilities/Operations Director Conference & Expo: This conference is the best place to access high-level information on school facilities. School facilities represent a tremendous resource and responsibility for districts and require the knowledge and understanding of a myriad of issues.

2nd Annual Energy Symposium: The Second Annual Energy Solutions Symposium provided information on everything that business officials needed to know to help schools reduce energy consumption and find more sustainable ways of doing business.

FINANCIAL REVIEW

REVENUES BY CATEGORY



Dues	\$285,385
Workshops and Conference Revenues	1,029,005
Products and Services	826,992
Interest	26,051
Other	38,256
Total	\$2,205,689

BALANCE SHEET

Assets:

Current Assets.....	\$2,154,255
Furniture and Equipment	111,675
Investment in MIEM.....	41,799
Investment in MELG (Building).....	860,740

Total Assets.....\$3,168,469

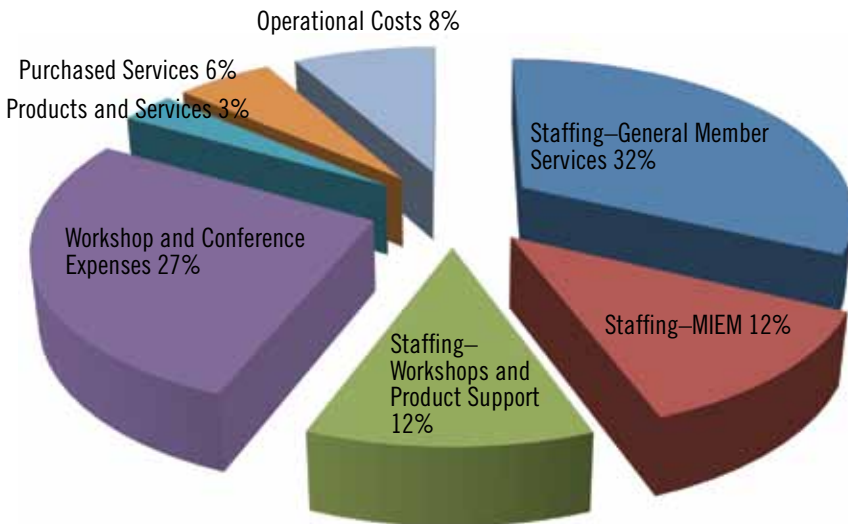
Liabilities and Net Assets:

Current Liabilities	\$168,663
Net Assets:	
Designated.....	1,551,800
Other.....	1,448,006

Total Liabilities and

Net Assets..... \$3,168,469

EXPENSES BY CATEGORY



Staffing-General Member Services	\$696,499
Staffing-MIEM	268,670
Staffing-Workshops and Product Support	249,265
Workshop and Conference Expenses	595,476
Products and Services	67,316
Purchased Services	119,909
Operational Costs	177,847

8 Total..... \$2,174,982

MSBO ANNUAL AUDIT

The MSBO Financial Review Committee met on August 31, 2010 and included Paul Bodiya, Macomb ISD (Chair); Brian Marcel, Washtenaw ISD; Thomas Goodwin, Grand Ledge Public Schools. Also in attendance were President-Elect Jeff Crouse, MSBO Executive Director David Martell, MSBO Associate Executive Director Bob Dwan and representatives from the audit firm of Plante & Moran, PLLC.

The annual MSBO audit was conducted by Plante & Moran, PLLC and MSBO received a clean audit opinion. The Financial Review Committee voted to approve the report and recommended the full Board accept the audit report. The MSBO Board accepted the audit in September 2010.

Products & Services

Business Solutions



ASBO—THE ASSOCIATION OF SCHOOL BUSINESS OFFICIALS INTERNATIONAL

ASBO is MSBO's national/international organization. It provides programs and services to promote the highest standards of school business management practices, professional growth, and the effective use of educational resources. Founded in 1910, ASBO International has nearly 6,000 school business management professionals as members.

BIDSYNC

This secure, automated, web-based bidding system allows schools to manage all competitive and other procurement processes online. BidSync represents a major opportunity for saving schools time and money.

CERTIFICATION PROGRAM

The MSBO Certification Program is a voluntary program designed by our own Professional Development Committee in conjunction with others in the educational community. It is endorsed by both MASB (Michigan Association of School Boards) as well as MASA (Michigan Association of School Administrators). MSBO offers 12 separate tracks and our intended purpose is to provide information to school business professionals at the beginning of their careers and to assure continuing professional development throughout.

DYNAMIC BUDGET PROJECTIONS SOFTWARE

This easy to use, simple to understand software is offered to school districts to use for financial forecasting. It provides multi-year budget projections in an Excel template. More than 500 districts and ISDs have purchased this software. It makes communicating financial information easy for school districts.

ENERGY ESSENTIALS

MSBO's Energy Essentials program assists districts with developing a very cost effective program that creates energy awareness and strategies that result in saving precious dollars for the district. This is a comprehensive, systemic approach to energy savings. This program has saved districts more than \$1 million since its inception.

FEE-FOR-SERVICE CONSULTING

MSBO offers a variety of consulting services. Services are customized to fit the needs of our members/clients. Consulting services analyze and improve business operations and provide useful information to school managers. Typical services offered: customized consulting and reviews of custodial, maintenance, and grounds operations, and all aspects of food service, including operational reviews, logistics and workflow, and staffing studies.

MICHIGAN LIQUID ASSET FUND PLUS (MILAF+)

In 1987, MSBO, MASA, and MASB collaborated to form the Michigan Liquid Asset Fund Plus program. Districts that utilize the many banking-related services such as check writing, investment of bond proceeds, online Internet services and fixed investing also take advantage of the Fund's AAAM rating, security, and liquidity. Currently 482 districts and other public entities participate in this program.



Products & Services

Business Solutions



Public | Surplus®

 SafeSchools

 SchoolDude.com

 U.S. COMMUNITIES
GOVERNMENT PURCHASING ALLIANCE

MICHIGAN SCHOOLS ENERGY COOPERATIVE (MISEC)

Michigan Schools Energy Cooperative (MISEC) was established in 1997 by MSBO, MASA, MAISA, MCEA, and MASB as a joint venture to take full advantage of cost-saving opportunities provided by energy deregulation. The goal was to establish a cooperative buying group, which by virtue of its size would be a force in the wholesale market both for gas and electricity. MISEC **reduced its members' electric rates by a record \$5.4 million in 2009.**

MSBO/MAPT BUS PROGRAM

This joint venture with MAPT saves districts time and money by providing a quality base bus with over 300 options to choose from. All the bidding has been done for MSBO members.

PUBLICSURPLUS.COM

Want to reach more potential buyers when selling surplus or used items from your district? Use this site to maximize the price you'll receive. Michigan districts have used it successfully for the last 3 years. It allows members to reach a national, even international, audience for buses, equipment and anything else school districts may wish to sell.

PURCHASING CARD CONSORTIUM

The Consortium, similar to a credit card program, but better - allows school districts greater control of their expenses, saves time and money and allows all districts to participate with the same, low fee structure. The 5th year was another great success for the program with districts **earning approximately \$300,000 in rebates for the calendar year 2009.**

SAFESCHOOLS

SafeSchools is a partner with MSBO, MASA and MASB and is an online safety training and tracking system designed specifically for school employees. Save training dollars and increase the opportunities for your staff to receive quality, timely training through SafeSchools.com. With over 80 online programs and 40 more being planned, SafeSchools offers a tremendous value to districts.

SCHOOLDUDE.COM, INC.

SchoolDude is the nation's number one provider of on-demand operations management solutions designed exclusively for the unique needs of schools, colleges, and universities. Their integrated suite of solutions for technology, business, and facility operations is revolutionizing the way educational professionals manage their organizations. SchoolDude's tools are easy to use and affordable; helping schools save money, increase efficiency, and improve services. MSBO's relationship provides significant discounts for Michigan school districts.

U.S. COMMUNITIES

U.S. Communities provides a national purchasing co-operative for local and state government agencies, school districts (K-12), higher education and non-profits nationwide by pooling the purchasing power of over 87,000 public agencies.



CORE

VALUES

THE CORE VALUES OF OUR ASSOCIATION ARE:

- **The Value of Education.** We believe in the value of education. We will do all we can to support and enhance the delivery of education to Michigan's children.
- **Dedication to Leadership and Learning.** We believe each of us should be a leader and that effective leadership and management require a defined set of knowledge and skills as well as common sense. We will attend workshops and conferences and engage in other professional development activities that help us maintain and advance our knowledge. We will assist others in learning and ask questions of our colleagues when we need advice or information. We will approach all situations expecting to learn something.
- **The Power of Synergy.** We believe in approaching problems expecting to make a personal contribution to the solution and with the recognition that the best solutions are normally the result of working with others.
- **Commitment to Ethics.** We believe in operating our personal and professional lives in an ethical way that will reflect favorably on our schools and our profession. We believe we have a responsibility to act as stewards of our schools and to contribute to our communities and colleagues.

Based on these values, we believe in doing things right and in doing the right things.