



Michigan School Business Officials

ANNUAL

REPORT



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.

The MSBO Board of Directors 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.

Officers



2012-13 President
Angie McArthur, CFO
Superintendent
Engadine Consolidated Schools



2012-13 President-Elect
Mary A. Reynolds, CPA, CFO
Executive Director, Business
Services
Farmington Public Schools



2012-13 Immediate Past President
Jeffrey P. Crouse, CFO
Assistant Superintendent
Charlevoix-Emmet ISD



Executive Director
David Martell, CPA, CFO
Executive Director
MSBO

Directors



Steve Ezikian
Deputy Superintendent
Wayne RESA



J. Thomas Goodwin, CFO
Chief Financial Officer
Grand Ledge Public Schools



Mike Hagerty, CFO
Assistant Superintendent
Administrative Services
Kent ISD



Tamera L. Powers, CFO
Director of Finance & ESSA
Human Resources
Kenowa Hills Public Schools



Daniel B. Romzek, CPA, CFO
Assistant Superintendent,
Business
Rochester Community Schools



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



Associate Member Representative
Brenda Voutyras
Senior Vice President
Stifel, Nicolaus & Company,
Incorporated

2012-13 Regional Presidents

Allegan County

Robert J. Hennip, CFO
Hopkins Public Schools

Berrien/Cass/Van Buren

Tracy L. Althouse, CPA
Lakeshore Public Schools

Central Michigan

Robert Spagnuolo, CPA, BOM
DeWitt Public Schools

Genesee Area

Leslie L. Young, CFO
Davison Community Schools

Grand Valley

Stacey L. Wykoski, CFO
Jenison Public Schools

Macomb/St. Clair County

Tina Mills, CFO
Warren Consolidated Schools

Middle Michigan

Kevin Kolb, CFO
Shepherd Public Schools

Monroe/Lenawee

Wendy Rokita, CFO
Addison Community Schools

Mid-West Michigan

John Gilchrist
Greenville Public Schools

Northern Michigan

Rod Fullerton
Onaway Area Schools

Northwest Michigan

Tom Armstrong, CFO
Wexford-Missaukee ISD

Oakland County

William Holbrook, CPA
Waterford School District

Saginaw Valley

Dawn C. Bennett, CFO
Bridgeport-Spaulding Schools

South Central

Angena Morris, CFO
Calhoun ISD

Southwestern

Barbara A. Khaja, CFO
Paw Paw Public Schools

Thumb Region

Gail Denton
Sanilac ISD

Upper Peninsula

Deanna Mayer, CPA
Eastern Upper Peninsula ISD

Washtenaw/Livingston

Sharon Raschke, CFO
Dexter Community Schools

Wayne County

Sandra Gutenschwager, CPA, CFO
Melvindale-Northern Allen Park
Schools

Western Area

Kimberly R. Hansen, CFO
Jenison Public Schools

2012-13 Program & Research/Administrative Committee Chairs

Facilities Management

Jeff Miller, CFD
Custodial Supervisor
Kent ISD

Food Service

Julie Harsh
Food Service Director
Saline Area Schools

Intermediate School District

Tamara Chaffee, CPA, CFO
Business Manager
Clare-Gladwin RESD

Professional Development

Suzanne M. Millon, RSBO, CFO
Finance/Business Operations Dir.
Eastern Upper Peninsula ISD

School Finance Services

Kevin J. Kolb, CFO
Asst. Supt., Finance/Personnel
Shepherd Public Schools

Technology

David Palme, STM
Technology Director
Portland Public Schools

Transportation

Tom Moore, CTD
Transportation Director
Washtenaw ISD

Bylaws and Resolutions

Marc Faber, CFO
Chief Financial Officer
Byron Center Public Schools

Elections

Diane Warren, RSBO
Finance Director
Shiawassee RESD

Financial Review

Paul Bodiya, CPA
Chief Financial Officer
Macomb ISD

Membership

Steven Lenar, CFO
Asst. Supt., Admin. Services
Holly Area Schools

Nominations

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

Total 2012-13 membership includes Active and Associate 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 web-based School Purchasing Pages.

There are 569 Associate Members.

Finance	1,222
Facilities	268
Food Service	73
Human Resources	92
Public Safety	3
Purchasing	23
Superintendent	69
Technology	110
Transportation	233
Total Active Members	2,093

MSBO Award Recipients

Distinguished Service Award: Sandra Motz, Emeritus

Friend of Education: David Arsen, Michigan State University

Meridian Award of Excellence:

Winners:

Laura Harrington, Chippewa Valley Schools
Lake Shore Public Schools

Honorable Mentions:

Dale Goby, Lake Orion Community Schools
Clarkston Community Schools & Lake Orion Community Schools

President's Award: Sue Millon, Eastern Upper Peninsula ISD

School Business Official of the Year: Marios Demetriou, Muskegon Area ISD

Piper Scholarship: Emily Kearney, Mecosta-Osceola ISD

Stebbins Scholarship:

Pamela Behling, Jackson County ISD
Corinne Toth, Newaygo County RESA

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 14 separate tracks.

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

Certification Track	Awarded 2012-13	Total Certified
Chief Financial Officer (CFO):	27	344
Certified Facilities Director (CFD):	13	115
Business Office Manager (BOM):	14	133
Business Office Specialist (BOS):	14	92
Certified Child Nutrition Director (CFS):	2	26
Certified Operations Director (COD):	15	16
Certified Purchasing Officer (CPO):*	0	0
Certified Transportation Director (CTD):	8	57
Educational Data Specialist (EDS):*	0	0
Human Resource Specialist (HRS):	5	64
Pupil Accounting Auditor (PAA):	10	34
Pupil Accounting Specialist (PAS):	19	74
School Payroll Specialist (SPS):	8	64
School Technology Management (STM):	9	78
Total:	144	1,097

* Approved by the MSBO Board of Directors in early 2013.



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 Education Professional Learning Stakeholders
- Michigan Department of Treasury
- Michigan Institute for Educational Management (MIEM)
- Michigan Liquid Asset Fund Plus (MILAF+)
- Michigan Purchasing Card Consortium (MPCC)
- Michigan School Employees Retirement System (MPSERS) Payroll Advisory Group
- Michigan Schools Energy Cooperative (MISEC)
- School Food Service Training Task Force
- SET SEG Property Casualty Pool

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.

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 for 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.

Education Alliance

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

SNAM

The MSBO Board of Directors approved a management partnership between MSBO and the School Nutrition Association of Michigan (SNAM) in early 2013. MSBO provides administrative services, leadership assistance and office space to SNAM. SNAM and MSBO have been closely affiliated for many years serving similar memberships and both organizations feel that this partnership will further enhance the relationship, benefiting both MSBO and SNAM members. Both organizations share a mission of promoting efficient and effective performance in school operations.



The 75th Annual Conference & Exhibit Show: The 2013 Annual Conference was held at the Amway Grand Hotel in Grand Rapids. Pre-Conferences this year included: Facilities, Food and Nutritional Services, Issues Facing the Business Manager, Transportation, and the addition of a Technology Pre-Conference. State Superintendent Michael Flanagan who talked about “A View from the Top” led the Opening General Session. The Keynote speaker was motivational speaker and former NFL quarterback Tom Flick who talked about what it means to be an effective leader. It was a recording breaking attendance as MSBO members celebrated the 75th Annual Conference!

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.

MSBO Leadership Institute: The MSBO Leadership Institute is designed to help members reach that next level in their professional and personal life through a rigorous and challenging curriculum that will help them grow as leaders and implement solutions. It includes face-to-face group sessions focusing on specific leadership themes, individual personal coaching sessions, and small group project sessions. The first cohort was held 2012-13 with 23 participants.

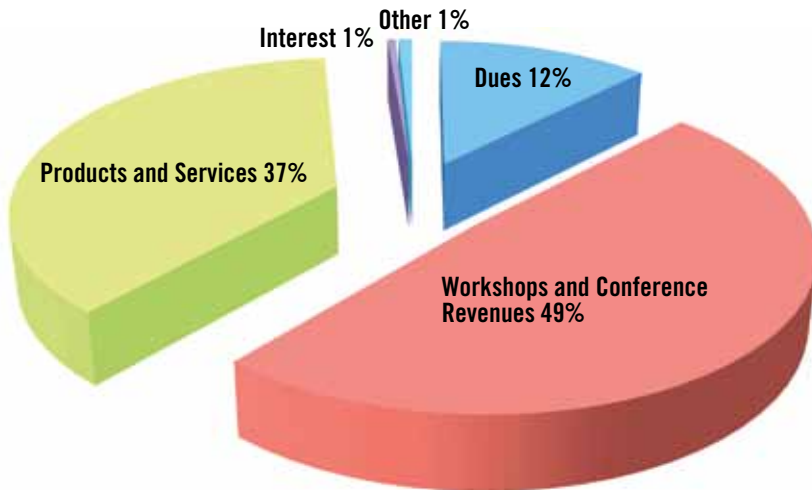


Financial Strategies Conference: This conference focuses on providing members the latest information on the economy, budget, state aid, legislation and other hot topics just in time for budgeting and negotiations.

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.

Revenues by Category



Dues	\$ 290,380
Workshops and Conferences	1,149,934
Products and Services	875,914
Interest	11,264
Other	18,721
Total:	\$ 2,346,213

Balance Sheet

Assets:

Current Assets.....	\$ 2,584,903
Furniture and Equipment.....	108,038
Investment in MIEM.....	40,812
Investment in MELG.....	797,185

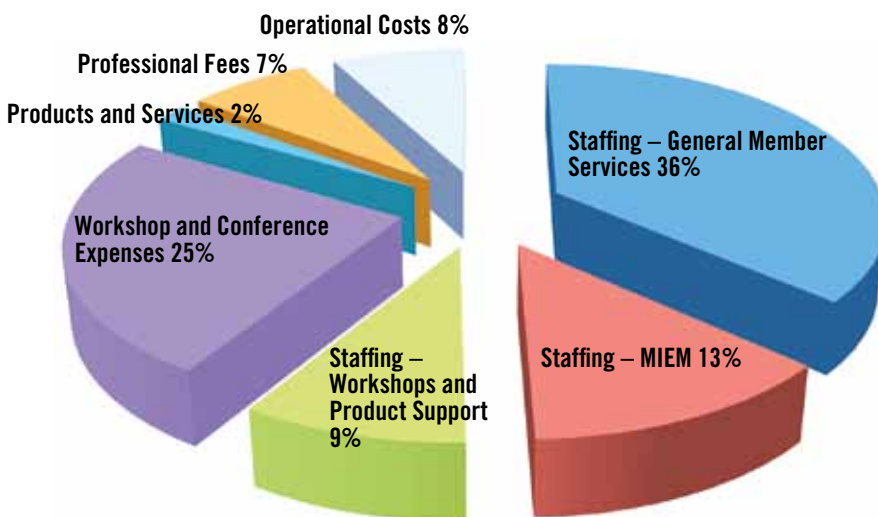
Total Assets \$ 3,530,938

Liabilities and Net Assets:

Current Liabilities	\$ 219,905
Net Assets:	
Designated	1,489,818
Other.....	1,821,215

Total Liabilities and Net Assets... \$ 3,530,938

Expenses by Category



Staffing – General Member Services	\$ 792,814
Staffing – MIEM	282,226
Staffing – Workshops and Product Support	198,695
Workshop and Conference Expenses.....	533,343
Products and Services	39,377
Professional Fees	152,924
Operational Costs.....	168,166
Total:	\$2,167,545

The Financial Review Committee met on September 10, 2013. The Committee is comprised of:

- Robert Spagnuolo, DeWitt Public Schools (2013-14 Chair)
- Paul Bodiya, Macomb ISD
- Brian Marcel, Washtenaw ISD

Also in attendance were Board member Dan Romzek, Rochester Community Schools; MSBO Executive Director David Martell; MSBO Associate Executive Director Robert Dwan; MSBO Accountant Patty Lenneman and Tadd Harburn from 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 Board accept the audit report. The MSBO Board accepted the audit report at their September 2013 meeting.

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 schools to save 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 14 separate tracks and provides essential information to school business professionals at the beginning of their careers and assures continuing professional development throughout.



Custodial Certification Program

MSBO has developed a Custodial Certificate Program (CCP) to assist districts in providing meaningful, rigorous training to custodians that is designed to help improve performance and increase employee morale. The program is delivered on site and consists of 10 courses taught by experts.

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 easier for school districts.



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 term investing also take advantage of the Fund's AAAm rating, security, and liquidity. Currently 475 school districts and other public entities participate in this program.



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 allow schools to take full advantage of cost-saving opportunities provided by energy deregulation.



MSBO/MAPT Bus Program

This joint venture with MAPT saves districts time and money by providing a competitively bid quality base bus with over 300 options to choose from. All the bidding has been done for MSBO members. The program is provided through an online platform making access and use

Business Solutions

very convenient.



Munetrix School Edition

Munetrix is a fiscal transparency solution that has the ability to use financial information submitted to the Michigan Department of Education (MDE) to determine cost effective and best practice models to independently and accurately determine the “fiscal health” of a school district to share with their community.

PaySchools



PaySchools is an online payment processing system that provides schools with an easy and efficient method to collect fees and receive electronic payments for school lunches, field trips, prom tickets, and any other school-related fees. PaySchools makes it possible for all schools to offer parents the convenience of online purchasing without incurring large administration or setup costs.

PublicSurplus.com

Michigan school districts have used PublicSurplus.com successfully for over a decade selling surplus and used items. 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 6th year was another great success for the program with districts earning approximately \$490,000 in rebates for the calendar year 2012.

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 more than 120 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.

School Finance Reference Manual

This easy-to-use-reference manual provides a collection of school finance materials needed by all school business officials. It is designed to help individuals understand the complexity of school finance issues. Each year it is updated to reflect the latest information on school finance.

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.