

The Art of Leadership

Tagged: [Newsletter](#) • [Sep](#) • 2009

By: Michael M. Adamczyk, RSBA, CFO, Assistant Superintendent, Business Services, Troy School District, and President of MSBO

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Transitions

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By: Angie McArthur, CFO, Business Administrator/Elementary Coordinator, Engadine Consolidated Schools, MSBO Board Member

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ARRA Updates

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ARRA: Defining Reporting Requirements

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Introduction to School Business Conference

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September 21-22, 2009 • Kellogg Center, East Lansing, MI

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MSBO Bus Purchase Program

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At any given time, many Michigan school districts are undergoing construction or renovation. Districts invest millions of dollars annually to update and renovate their facilities.

ASBO International's 95th Annual Meeting and Exhibits

Tagged: [Newsletter](#) • [Sep](#) • [2009](#)

October 23-26, 2009 • Navy Pier • Chicago, Illinois

MSBO Product Highlight: Michigan Purchasing Card Consortium

Tagged: [Newsletter](#) • [Sep](#) • [2009](#)

Is your school organization considering ways to:

- Simplify the process for purchasing goods and services?
- Reduce operational expenses?
- Improve control over spending?
- Write fewer checks?
- Receive local program support?

CEPI Rolling Out Two New Initiatives This Fall

Tagged: [Newsletter](#) • [Sep](#) • [2009](#)

The Center for Educational Performance and Information (CEPI) is rolling out two new initiatives this fall that will be of interest to school business personnel. The first initiative is the Michigan Student Data System (MSDS), 2.0 Deployment, the second being the Michigan e-Transcript Initiative.

Mark Your Calendar for the MDE/MSBO Annual Workshop

Tagged: [Newsletter](#) • [Sep](#) • [2009](#)

The Annual MDE/[MSBO](#) Workshop is fast approaching! It will be held on Tuesday, October 20, 2009 at the Eagle Eye Conference in East Lansing.

Cost of State Mandates Survey

Tagged: [Newsletter](#) • [Sep](#) • [2009](#)

Michigan State University (MSU) is currently conducting a Cost of State Mandates Survey, which is designed to provide information to assist MSU in estimating the cost of important state mandates on school districts and local governments.

President's View...Michael M. Adamczyk—A Vision For The Future

Tagged: [Newsletter](#) • [May](#) • [2009](#)

By: Michael M. Adamczyk, RSBA, CFO, Assistant Superintendent, Business Services, Troy School District, and President of MSBO

We have just finished our first annual conference in Detroit, and I must say what a conference it was. [MSBO](#) set a record for conference attendance with 950 members registered. From everything I could observe, the conference was a resounding success.

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By: Michael M. Adamczyk, RSBA, CFO, Assistant Superintendent, Business Services, Troy School District, and President of MSBO

I had the fortunate opportunity to attend ASBO International's 2009 Eagle Institute in Washington, DC recently. Also attending were fellow board member and President-elect Darcie Birkett, past President Stephanie Eagen, and Executive Director David Martell. The purpose of our attendance was to gain firsthand knowledge of the leadership development program that ASBO sponsors annually. One of the goals the board of directors established for this year was to investigate the possibility of [MSBO](#) establishing a leadership program of its own. Indiana SBO has successfully operated a leadership program, and as an organization we need to provide the tools to cultivate the leaders of tomorrow.

Over a four-day period, we attended seminars that focused on various aspects of leadership; past, present, and future. The first day we listened to a presentation by the leader of the four-day event, Dr. Jeffrey McCausland of the Penn State Dickinson School of Law and former Dean of the U.S. Army War College. His presentation was entitled, "Leadership in Four Directions". We learned that while management can be described as controlling complex institutions and dealing with work standards, resource allocation and organizational design, leadership is moving people and organizations into the future.

The first dimension is leading the boss. We all do this, either consciously or subconsciously. As stewards of our school system finances, it is our responsibility to interpret the financial data and make projections for the future, both short term and long term. We are the ones who must make budget recommendations to keep our school systems solvent. This requires courage, especially lately with all of the bad economic news that has been coming out of Lansing for the last seven or eight years. Just imagine where your school district would be if you did not recommend the budget targets required to remain financially viable. The responsibility to lead has fallen more heavily on our shoulders, necessitated by events outside of our control.

The second dimension is leading subordinates. We learned that leadership is generational, and that there are four generations in the workplace today: The WWI generation made up of those 65 and older; the Baby Boomers made up of those between 45 and 64 years of age; The 27 to 44 age group known as Generation X; and the youngest workers known as Generation Y. Each one of these age groups have been shaped by the key events that have occurred during their lifetimes, and also have different core values as a result. Most importantly to those of us in leadership positions, each group has distinct motivation factors, and unless we understand what those motivational factors are, we will not be able to provide the leadership that is necessary to move our organizations forward. There is a lot of information on generational factors in the workforce, and I encourage doing a Google search to learn more if you have not already done so. The information on this subject is just fascinating, and you will probably learn some things about yourself.

The third dimension is leading your peers. This deals with developing relationships with your colleagues and convincing others in your organization to follow your vision. I relate this back to my theme for this year, which is "Together We Can." So much more can be accomplished if we stick together, both as an organization and as organizations cooperating for the common good. I am reminded of the quote by President Harry Truman: "It is amazing what you can accomplish if you do not care who gets the credit." Leading your peers also requires you to understand the needs of your peers and champion their issues as well. You need to be open and not have a hidden agenda. This requires building trust and being ethical.

The fourth dimension is leading yourself. Leading yourself requires balance. Perhaps one of the most important things I learned from the event was that everyone must have balance in their lives, and everyone must have the proper balance between work, family, and time for themselves. We all have physical, mental, emotional, and

spiritual needs, and they cannot all be met if we lack balance in our lives. If we lack the proper balance, then something or someone suffers. We need to remind ourselves of this when we are sitting in our offices late day after day. Leadership requires us to take control of our own lives.

The following day we visited the Battle of Bull Run or Manassas battlefield for a walking tour. Bull Run was the first major battle of the Civil War. We learned about the different leadership styles of the two sides; the challenges and solutions that they encountered, and compared them to the issues that we face today.

The third day was spent at the Center for Strategic International Studies where we discussed the Seven Revolutions, described as the seven major changes that we will face over the next twenty years. In no particular order, the seven revolutions are population, resource management, technology, information, economic integration, conflict, and governance. The presentation focused on international aspects of these changes and we discussed how these will affect us in our daily lives, and how we as leaders need to carefully consider both the opportunities and risks associated with these changes. For example, M.I.T. is developing a \$100 wireless laptop computer for use by students in developing countries. Students are no longer limited by geography, and constant learning and retraining is essential in a dynamic, knowledge-based global economy. What does this mean for the students of our districts and how do we provide the resources for our students to compete? Much more information can be learned from their website at <http://csis.org>.

The final half-day we visited President Lincoln's cottage, located about two and a half miles north of downtown Washington, D.C. A predecessor to the current Camp David, it is where he spent his summers as a way to escape the heat of the city and provided President Lincoln a sanctuary from the daily demands of the office. We discussed how important it was for his leadership style to be able to escape to a place where he could concentrate on the enormous demands of the office of the Presidency and concentrate on ending a war that was threatening to divide the country.

Leadership comes in many shapes and sizes. The issues we have to deal with on a daily basis require us to be leaders in our districts. We all have our own leadership style, and one style is not better than the other. Leadership also requires us to look to the future in addition to dealing with the problems at hand. Let's also remember to keep balance in our lives.

Transitions

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By: Angie McArthur, CFO, Business Administrator/Elementary Coordinator, Engadine Consolidated Schools, MSBO Board Member

A few years ago, I had glasses with transition lenses. Outside, the lenses were dark and my eyes were protected from the sun. Once inside the lenses gradually changed to clear. I liked not having two pairs of glasses, but the transition was never quick enough for me. The last two months professionally have been similar. I've been in a state of transition, moving from the position of business administrator/elementary coordinator to that of Superintendent/K12 Principal.

I've been in the same office for sixteen years, so the first transition was actually the physical move to the office next door. It was wonderful to move into a clean office with a clean, organized desk!

The transition of duties has been a little tougher. Our district is contracting much of the business function to our intermediate school district. As I know how capable our ISD staff is, this is a very comfortable shift. Logistically, we've had to hammer out a few details, like how to get the invoices to the ISD, changing signatures at the bank, etc. Now that all the audits are over, the processes and daily practices should fall into place more quickly.

Perhaps most difficult has been the mental transition from business manager to superintendent. Because I've been in the district a long time, much of June was filled with questions from staff, wondering how I was going to change this, or what would I do about that? I tried to be very careful as to not step on the toes of our retiring superintendent. He was still the boss until June 30! Now, there are decisions to make every hour, especially with the economic challenges of Michigan and school funding. Another part of the transition has been to work with our board members, three of whom were new in July. Educating the board and the public on the challenges facing our district has been a big part of my first two months. I continually access [MSBO](#) resources to provide another source of trusted information.

I know I am not the only one in transition, either. Within our district, teachers are transitioning from one grade to another due to staff changes. In almost all districts in Michigan, due to layoffs or attrition, employees are learning how to perform their jobs with less support than previously. With Michigan in a state of transition, we are all figuring out the new rules of the game. Education itself is in transition as well. With new technological resources, such as E20/20 and Compass Learning, the classroom as we know it is changing. As school leaders, we need to stay as current as possible with the changes occurring in the legislation, know how it affects our own districts, and have a plan. Flexibility is going to be ever important as we proceed through the next few tough years. Always have a plan a, b, or c, or z...

My last really big area of transition has been to find the balance. As a self-professed workaholic, it is so easy to spend every waking hour trying to get everything completed. I'm working to make sure my plan includes time for my family and me. As we start a new school year, find your balance in spending time with family, fishing, reading, or gardening. Plan for that time and enjoy it! You deserve it!

Summer Might End, But the Business of Schools Never Does

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By: David Martell, Executive Director, MSBO

This time of year presents so many changes and challenges. At my house, September seems to have arrived early and summer has ended abruptly (we are never ready for summer to end!). But then again, the start of school, the energy of excited kids and high school football games always bring folks together and restores a sense of community.

As we finish a summer full of audit prep, budget woes, economic worries and hopefully a bit of vacation, we also face issues such as the lack of a school aid bill and a new legislative statewide healthcare pool proposal. But with all those things on our minds, I find myself focused on how we at [MSBO](#) can best help our members through the financial struggles our districts face. Our focus is providing the tools you need to be successful, professional development, opportunities to network with your peers and products and services to help you save money and be more efficient.

We are fortunate to work in an industry where there is so much cooperation between districts and members. We have great leaders in our ranks that serve us all – the [MSBO](#) Board of Directors, Committee Chairs, Regional Presidents and mentors helping out new members. We share information and are willing to help each other even when we are pressed for time in our own jobs and often are competing for a shrinking population of students.

I'm disappointed when I see business officials who, even though invited and encouraged to participate, choose to bury themselves in their day-to-day work and do not get involved with [MSBO](#)'s regional groups, committee meetings and professional development. These opportunities are there to help business officials deal with the onslaught of issues and challenges we face daily. It has happened more often than I'd like to admit, members who do not participate, do not develop connections with their peers and do not keep up on the latest issues, eventually miss enough information, resulting in mistakes being made and jobs lost. Also, new members often feel that they have so much to do they cannot take time to attend meetings and professional development.

I want to encourage all members to stay involved with our association activities. Now, more than ever, is not the time to skip meetings and conferences. Now is the time to get involved and remain involved. I have found countless times, over the years, that I learn new things that help districts stay ahead of the curve by participating in [MSBO](#) functions. You can pick up ideas that allow you to show your value to your district, learn about the latest issue that colleagues are dealing with that you were not aware of, and be prepared to address issues before your superintendent or supervisor asks.

[MSBO](#) offers so many ways to be involved. Take advantage of as many as you can, here are some:

Regional Groups

Regional Groups are a vital component for [MSBO](#) in meeting the needs of our members. Each group serves as a forum for exchanging ideas, solving common and individual problems, and providing an opportunity for members to expand their knowledge and professional horizons. It is a great way to get and keep connected to your peers in districts close to you.

Research Committees

[MSBO](#) Research Committees provide an important venue for connecting with your peers from across the state. Each meeting is unique to the leader elected to be chair. Many committees provide a legislative update, an [MSBO](#) update, professional development speakers and a chance for roundtable discussions at each meeting. These meetings allow members to develop professional relationships with others in specific areas of expertise – school finance, intermediate school district finance, facilities management, transportation, food service, and

technology, among others. These meetings are free and open to all members with no need to register or RSVP (except in a few circumstances). Members often meet for lunch either before or after the meeting to allow the discussions to continue in a less formal setting. All [MSBO](#) members receive notices for these meetings - attend the committee when the main topic interests you.

You can find more information on a regional group in your area and the different research committees by visiting the [MSBO](#) Website under Committees/Groups (add link). Information includes purpose statements, areas of responsibility, contact information for the chair and the meeting dates, locations and times.

Professional Development

[MSBO](#) provides many opportunities for professional development throughout the year in your area of expertise. [MSBO](#)'s Certification program offers basic and advanced classes that help you develop your skills and knowledge to be better prepared to meet the needs of your district in the school business field. These workshops and conferences provide you with the valuable opportunity to learn about current issues and develop networking contacts that will help you for years to come. We send out e-mails on a regular basis and publish a Calendar of Events (add link) each year which includes the events we have scheduled early in the year. We also add workshops throughout the year, as needed.

Listservs

[MSBO](#)'s Listservs are tools that allow [MSBO](#) members to share information in the form of someone e-mailing a question to the listserv. All members that have signed up for that listserv receive the e-mail. Another member can then answer the e-mail back to the listserv and everyone on the list also receives the response. It's a great communication tool between members. The listservs are for the benefit and exclusive use of [MSBO](#) members. You must be a member of a listserv to send and receive messages.

For additional information, including how to sign up and a list of [MSBO](#)'s Listservs, visit the [MSBO](#) Website under [Listservs](#).

We are all too busy to do all the things on our plate with the time and precision that we prefer. Keep in mind that as the school business official responsible for your area of expertise (whether finance, facilities, etc.), you are generally the only one in your district taking care of those area(s). If you are not involved in staying current, ask yourself who else in your district will do it for you? If you don't stay current on the latest issues, how long before you start missing things?

Let [MSBO](#) help you!

Good luck and have a great school year!

MSBO Members are Bridges to the Future Scholarship Winners

The *Story* has been updated.

Tagged: [Newsletter](#) • [Sep](#) • [2009](#)

ASBO International has announced that

Laure Fiero, Finance Director, Western School District & Springport Public Schools;
Michael Klosowski, Chief Financial Officer, Elkton-Pigeon Bay Port Laker Schools; and
Heather Roszkowski, Accounting Supervisor, Wayland Union Schools

received ASBO 2009 Bridges to the Future Scholarships.

The scholarship, sponsored by MetLife, assists in defraying the costs to attend ASBO's 95th Annual Meeting, October 23-26, 2009, in Chicago, IL. The scholarship program provides a wonderful opportunity for new and aspiring school business officials to network with colleagues, participate in professional development, and explore the variety of school business management resources ASBO International offers. Recipients will also have the opportunity to attend the Pre-conference workshop and networking luncheon at ASBO's annual meeting. They will also receive free access to ASBO's Live Learning Center that will capture more than 75 hours of professional development from the 2009 Annual Meeting.

There were more than forty applications this year, making it a difficult task for the selection committee to choose this year's twenty recipients. Congratulations!

ARRA: Defining Reporting Requirements
U.S. Government Accountability Office Online Survey
ARRA DUNS, CCR and EEM
Change to Recording Employee Salaries Under SFSF

ARRA: Defining Reporting Requirements

The acceptance of the American Recovery and Reinvestment Act of 2009 (ARRA) funding came with many requirements including reporting that stated “all ARRA funds must be spent with an unprecedented level of transparency and accountability.” With the lack of guidance received of what this actually means at a local or State level, the Michigan Department of Education is preparing to meet the first quarterly reporting deadline, October 10, 2009, using information collected in the Michigan Electronic Grants System (MEGS) and the Cash Management System (CMS). As guidance has been slow in coming, it appears that there may be additional information required that currently is not reported in either of these systems. Department personnel are currently reviewing preliminary guidance and determining how and what will need to be collected in addition to information currently on file.

Several areas of concern require the reporting of the number of jobs created or saved as a result of the funding, uses of funds for infrastructure, and vendor information for grant sub-recipients (does not include districts that receive funding directly from ISD's or other K-12 districts.) These components are not currently collected by the Department and may be an additional requirement of the districts on a quarterly basis. With the lack of guidance required to date on reporting, the Department will need to make decisions on what information is needed from the local level and how the data will be collected. Once again, due to the short period of time this will allow districts to gather and report this information, a quick turnaround is anticipated. Early indications are that an addition to the MEGS or CMS applications will be developed to accommodate district reporting.

MDE expects to provide guidance to districts that will explain the details of the first report filing, as well as set a due date for return of information from districts. Preliminary thoughts are that the information would need to be submitted to MDE the first week of October in order for the department to summarize the statewide information. Please put this on your radar for the next few weeks and watch for more detailed information from MDE and [MSBO](#) as reporting requirements are defined.

U.S. Government Accountability Office Online Survey

The U.S. Government Accountability Office has issued an online survey request concerning ARRA funds to approximately 130 Michigan school districts. In a [letter dated August 20, 2009](#), the Michigan Department of Education (MDE) asked for “your immediate attention to this inquiry” as the survey is an essential piece to help satisfy the accountability issues of the American Recovery and Reinvestment Act of 2009.

Many districts have already responded, however several have not and 100% compliance is necessary. Please check with the staff responsible for ARRA funding in your district about the status of your online survey. The list of schools receiving the survey will not be disclosed, however MDE will receive a list of those not responding, at which time they will contact each district directly for a response. MDE appreciates your immediate attention to this matter.

ARRA DUNS, CCR and EEM

An essential component of receiving ARRA funding includes the application for, or updating of, your district's Data Universal Numbering System (DUNS), registering with the Central Contractor Registry (CCR) and entering data into the Education Entity Master (EEM).

In the [e-blast dated June 10, 2009, MSBO](#) detailed the issue with guidance on how to obtain the information. The Michigan Department of Education has recently received a listing of districts that have not fully completed this essential registration and will be contacting the individual districts for compliance. Please be sure that your district has completed the appropriate registrations, as this will impact your receiving additional funds through ARRA. The due date for submission into the EEM is September 30, 2009. Follow the link to view the [MDE request](#).

Change to Recording Employee Salaries Under SFSF

The State Fiscal Fund, the United States Education Department (USED) office administering the ARRA Stabilization grants, has issued a statement that "Employees whose salaries are supported with funds under the State Fiscal Stabilization Fund (SFSF) program are not required to maintain time and effort records. However, an LEA must maintain records demonstrating how its SFSF funds are spent."

This conflicts with guidance that MDE, CPAs and LEAs received from the USED Director of the Office of the Secretary, Risk Management Service and the USED OIG. MDE has confirmed the State Fiscal Fund's guidance, and asks that districts that receive conflicting guidance from other USED offices to forward the conflicting guidance to Kathy Weller at wellerk@mi.gov. Kathy will be happy to confirm it with the State Fiscal Fund and will publicize any changes in the federal position.

Introduction to School Business Conference

Tagged: [Newsletter](#) • [Sep](#) • [2009](#)

September 21-22, 2009 • Kellogg Center, East Lansing, MI

[Agenda](#)

[Online Registration](#)

[Flyer & Registration Form](#)

The Introduction to School Business Conference takes many certification classes and rolls them into an information-packed two-day event. This program is designed as an introduction for new business officials and office staff members who are in their first few years of employment. This is a great opportunity to begin the learning process for new staff or to begin prepping existing staff for greater responsibility. It's also a great refresher for "veterans" who want a basic review of information. This conference is a required class for certification in the following tracks:

- Chief Financial Officer
- Business Office Manager
- School Payroll Specialist
- Business Office Specialist
- Human Resource Specialist

Register with the hotel at 1-800.875.5090. Although the date to take advantage of the special \$89 double/queen rate has passed, you may still be able to obtain the reduced rate if you identify you are attending this [MSBO](#) event.

1.4 SB-CEUs can be earned pending approval.

The Best Place to Access Info on School Facilities

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The 11th Annual Facilities Conference is coming up October 4-6 at Crystal Mountain. Information for the conference and registration is up on the [MSBO](#) website, <http://www.msbo.org/conferences/index.shtml>.

We always hear about the desire to make changes as far away from the classroom as possible. We can't lose sight, though, of the physical classroom itself and the buildings and grounds in general and their role in providing a quality education to our students. Staying abreast of the best practices associated with safe, healthy, and effective school facilities can certainly be a challenge.

The [MSBO](#) Facilities and Operations Director Conference is absolutely 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. Included in those responsibilities comes the assessment of energy management; the understanding of the viability of alternative energy; the decision to consider privatization of a support service; the oversight of the contractor after privatization; evaluating effectiveness and costs of a facilities department; to name just a few.

This is a unique conference offering more valuable facilities topics than anywhere else. Check out the workshops being offered and see for yourself how many issues are addressed in a short amount of time at this conference.

MSBO Bus Purchase Program

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The 2010 [MSBO](#) /MAPT Aggregated Bus Purchase Program is now available for use as of September 1, 2009. It can be downloaded from [MSBO](#) 's website. Prices in the program are good through April 16, 2010.

This program makes bidding and ordering buses extremely simple and smooth. All the bidding has been accomplished for you; all that is left is to "build" the desired bus and compare pricing from the four bidding dealers. Once you decide on the bus you'd like to purchase, you simply provide 3 documents to [MSBO](#) , which are all included in the program, and [MSBO](#) will forward the appropriate information to the dealer.

Each year, several months in advance of the bid, a committee of experienced transportation directors sits down and reviews the program. The base specifications, along with the options, are analyzed and modified, as needed. Bus dealers are involved in this process, also, to ensure the committee is aware of the newest developments in the school bus industry.

The goal of the committee is to provide a base specification that ensures an extremely high quality, highly safe bus. There are many districts that don't have the vast experience necessary in this area and they can be assured that if they order a bus from this program, it will be top quality.

The program is also extremely flexible and allows extensive customization with over 275 options available so that districts can build a bus with just about any combination of options desired.

It is not a sole source bid process. It provides the ability to compare and choose among the four dealers, who represent International, Blue Bird, and Thomas/Freightliner.

The program offers an extensive help menu listing instructions, dealer contact information, base specifications and options. Conventional, Special Needs, Transit Rear Engine, Transit Front Engine, A-II buses, and a BE style bus are all offered in the program.

Please be advised that the new 2010 emissions standards go into effect in January and the pricing in the program reflects engines meeting these standards. There may be, however, buses available for varying amounts of time depending on the manufacturer that have pre-emissions engines. These buses, if available, will have a lower price and the specific pricing for these buses is included in each dealer's clarification statements provided in the help menu.

[MSBO](#) has continued to keep the administrative fee low at \$100 per bus, not to exceed \$1,000 per order. This fee structure is to cover administrative costs only.

For questions or more information regarding the bus purchasing program, call Scott Little at [MSBO](#) , 517.327.2582

Under construction? Don't waive your district's right to subrogation

Tagged: [Newsletter](#) • [Sep](#) • [2009](#)

At any given time, many Michigan school districts are undergoing construction or renovation. Districts invest millions of dollars annually to update and renovate their facilities. The expertise of architects and general contractors helps to create a wonderful facility that can be enjoyed by staff, students and the community. However, districts also must be prepared for the considerable property and liability risks inherent to construction projects.

Before embarking on any new construction, the [MASB](#) -SEG Property/Casualty Pool recommends school districts complete the following steps:

Thoroughly understand all language in a construction contract; and consult with legal counsel concerning your district's particular situation.

Ensure that liability for problems resulting from construction remains with the contractor:

- Scour the construction contract for a waiver of subrogation clause. Refuse to sign a contract that contains such a clause.
- Make sure the construction contract includes indemnification and hold harmless language that favors the district.
- Obtain proof of commercial general liability, auto liability, and workers' compensation coverage from your contractor.

Obtain comprehensive Builders Risk coverage.

What is a Waiver of Subrogation clause?

Many American Institute of Architects standard construction contracts contain a clause referred to as a "Waiver of Subrogation." The Waiver of Subrogation clause contains language stating the district gives up its right to seek recovery of damages from a contractor for problems that a contractor may cause. When a district signs a contract containing the clause, it waives its right—and the right of the organization that issues the Builders Risk coverage—to recover damages due to negligence on the contractors' part. The district and its Builders Risk insurer then become financially responsible for remedying the contractors' errors or negligence. The [MASB](#) -SEG Property/Casualty Pool believes all contractors, sub-contractors, architects, engineers and other service providers should be held responsible for their own actions. Districts and their legal counsel need to review all contracts carefully, as waiver of subrogation language is often hidden. Districts also should review the contract to ensure it includes indemnification and hold harmless language favoring the district. And, the contractor(s) should provide a certificate of insurance to the district confirming general liability, auto liability, and workers' compensation coverage. Districts also should consider requesting that the contractor(s) name them as an additional insured under the contractor's general liability coverage. Most contractors will remove the objectionable clause; however, some contractors are refusing districts' requests to delete the waiver of subrogation. Be aware that signing a construction contract with this waiver will result in paying more for your Builders Risk coverage.

Why buy Builders Risk coverage?

Builders Risk coverage will protect your district from losses or damage to its buildings and structures while they are under construction. You should always expect the unexpected during building projects! Building supplies could be stolen from the job site; wind or fire could destroy partially completed structures; and water damage might occur if the construction site is not properly protected. By obtaining Builders Risk coverage, your district will guard

its financial interests.

Builders Risk coverage is available from several sources. Commercial insurers also provide Builders Risk protection. Educational organizations that are members of the [MASB](#) -SEG Property/Casualty Pool may obtain Builders Risk from the Pool; however, this coverage is available only if there is no waiver of subrogation clause in the construction contract. Expect to pay considerably more for Builders Risk coverage if an insurer assumes responsibility for the quality of the contractor's workmanship.

Consider the ramifications of having your district's property protected by coverage from one organization, and its building project insured by another. In the event of a property damage claim that involves both the construction project and existing property, your organization will have to work with two insurance providers to settle the claim. This will add another layer of complexity to recovering from the loss and moving your building project forward. Placing Builders Risk coverage with your current property coverage provider makes it easier to resolve such claims, if they do arise.

Learn more about Builders Risk coverage

To learn more about Builders Risk coverage, listen to a podcast provided by the [MASB](#) -SEG Property/Casualty Pool. Simply visit www.setseg.org, select Property/Casualty, and then follow the link to Coverage Comments podcasts. The Pool also is available to assist its members by reviewing construction contract language, and will identify the Waiver of Subrogation language if it is included.

ASBO International's 95th Annual Meeting and Exhibits

Tagged: [Newsletter](#) • [Sep](#) • [2009](#)

October 23-26, 2009 • Navy Pier • Chicago, Illinois

Join your school business colleagues in Chicago to celebrate 99 years of ASBO International – 99 years of believing in the effective management of education resources. Get focused on leading your district through today's economic challenges, on making a difference for students, and on shaping the future of education funding. School business officials have never been more critical to the future of education!

It's a great opportunity for [MSBO](#) members to be able to attend a national ASBO conference that is as close as Chicago. The ASBO conference offers a unique opportunity to see what districts in other states are doing to address many of the same challenges we are facing here in Michigan.

For the latest ASBO Annual Meeting information: www.asbointl.org/AnnualMeeting. Check back often for the latest updates!

Important Registration Dates

September 25: Last day to pre-register for the Annual Meeting. All pre-registrations must be received in the ASBO office by this date. After this date, please plan to register on site.

September 25: No refunds will be honored past this date.

MSBO Product Highlight: Michigan Purchasing Card Consortium

Tagged: [Newsletter](#) • [Sep](#) • 2009

Is your school organization considering ways to:

- Simplify the process for purchasing goods and services?
- Reduce operational expenses?
- Improve control over spending?
- Write fewer checks?
- Receive local program support?
- Automatically code transactions for GL input?
- Integrate data into accounting applications?
- Possibly receive revenue for your school on your purchasing spend?

The Michigan Purchasing Card Consortium featuring Chase's Commercial Card Classic can help your school reduce expenses from your purchasing process.

Please visit the Michigan School Business Officials' ([MSBO](#)) website to identify your local Chase representative (assigned by county), and find out how the Michigan Purchasing Card Consortium can help your organization become more efficient.

View the [contact list](#).

CEPI Rolling Out Two New Initiatives This Fall

Tagged: [Newsletter](#) • [Sep](#) • [2009](#)

The Center for Educational Performance and Information (CEPI) is rolling out two new initiatives this fall that will be of interest to school business personnel. The first initiative is the Michigan Student Data System (MSDS), 2.0 Deployment, the second being the Michigan e-Transcript Initiative.

The MSDS 2.0 is scheduled for deployment on September 18, 2009. This system will replace the Single Record Student Database (SRSD), which has now been taken off-line for data entry. CEPI has presented to several audiences and various organizations such as MPAAA, and plans on continued training and workshop appearances throughout the implementation. The new system is geared to a better data collection format including more functionality for the end user, and features greater role flexibility for districts that choose to use a team approach to improve overall data quality. MSDS will correct an important timing issue by aligning individual data collections with state and federal program requirements. A summary of data components and their corresponding collections are available by clicking the link to the [MSDS web page](#). (The [MDE/MSBO Workshop](#) being held October 20, 2009 at the Eagle Eye Golf Course & Conference Center in Bath, MI, will include a presentation from CEPI on this topic.)

The second rollout planned for this fall is the Michigan e-Transcript Initiative. CEPI joined forces with the Midwestern Higher Education Compact (MHEC) and Docufide, Inc. to offer the Michigan e-Transcript service. This service facilitates the electronic exchange of transcripts for all Michigan public and private high schools and colleges. Transcripts are sent through Docufide's Secure Transcript service in a manner compliant with the Family Educational Rights and Privacy Act (FERPA).

Michigan high school students/alumni and high schools can request and send transcripts electronically to other e-Transcript-registered institutions in Michigan and other participating Midwestern states in the MHEC at no cost to either the student or the high school (with the ability to send anywhere else at discounted student/alumni rates via a secure online service).

Michigan higher education institutions can receive the e-Transcript service at no cost. College students/alumni can also send electronic transcripts to other colleges, the National Collegiate Athletic Association (NCAA), the military, scholarship funds and other third-party destinations.

Additional information is available by clicking the link to the [e-Transcript web page](#).

CEPI will be presenting on both these topics at the [MDE/MSBO Workshop](#) being held October 20, 2009 at the Eagle Eye Golf Course & Conference Center in Bath, MI. Be sure to register early as attendance for this conference is expected to reach capacity.

Mark Your Calendar for the MDE/MSBO Annual Workshop

Tagged: [Newsletter](#) • [Sep](#) • [2009](#)

The Annual MDE/MSBO Workshop is fast approaching! It will be held on Tuesday, October 20, 2009 at the Eagle Eye Conference in East Lansing.

There's a reason this workshop is normally attended by 250+ of your colleagues: 1) you get great information; and 2) you'll hear from and interact with MDE staff who you work with throughout the year.

Mary Ann Cleary of the House Fiscal Agency will begin the day discussing Michigan's economy and the revenue picture for the current and coming fiscal years. Deputy Superintendent Carol Wolenberg will give a view from the Superintendent's Office. Both will offer thought provoking and useful insights into the present and future of education in Michigan that will help you prepare and position your district.

Additionally, we have the usual meaty and diverse topics addressing many issues that affect you. Topics include:

ARRA: Get an update on ARRA issues including Reporting Requirements and the Second Wave of Funding.

MPSERS Issues: The Office of Retirement Services will discuss bill backs and reconciliations, reporting issues and updates on the possible change in payment requirements.

Legislative Update: Find out what Lansing is doing now and what's in line is always helpful, even if it isn't uplifting!

Changes in State Aid: Review changes for the yet to be adopted State School Aid bill for the current year including any potential calculation changes and categorical funding changes.

FID Update: Get the latest and your questions answered from Glenda Rader.

Consolidation and Collaboration of ISDs: Hear from MDE and an ESA Superintendent about ongoing discussions related to the consolidation of services and collaboration between ISDs. How will it affect your ISD or local school district?

Meet the new director of CEPI and hear an update from them including how the new student data system and E-Transcript system will affect your district.

In addition to all this, we'll be providing opportunities at the breaks for you to meet and speak directly with MDE staff. It's good for both you and them to be able to put a name to a face, and an opportunity to begin the development of a relationship that will facilitate communication in the future.

Additionally, you'll hear about issues and have the opportunity to meet with staff from MDE! Check out the [agenda](#).

[Register online.](#)

[Register by fax.](#)

Cost of State Mandates Survey

Tagged: [Newsletter](#) • [Sep](#) • [2009](#)

Michigan State University (MSU) is currently conducting a Cost of State Mandates Survey, which is designed to provide information to assist MSU in estimating the cost of important state mandates on school districts and local governments. MSU is conducting this survey on behalf of the Legislative Commission on Statutory Mandates. Please take the time to complete this short survey. We understand that your answers will be based on the best information you have available to you at this time. The survey will close on Oct 1, 2009.

You can [take the survey now](#).