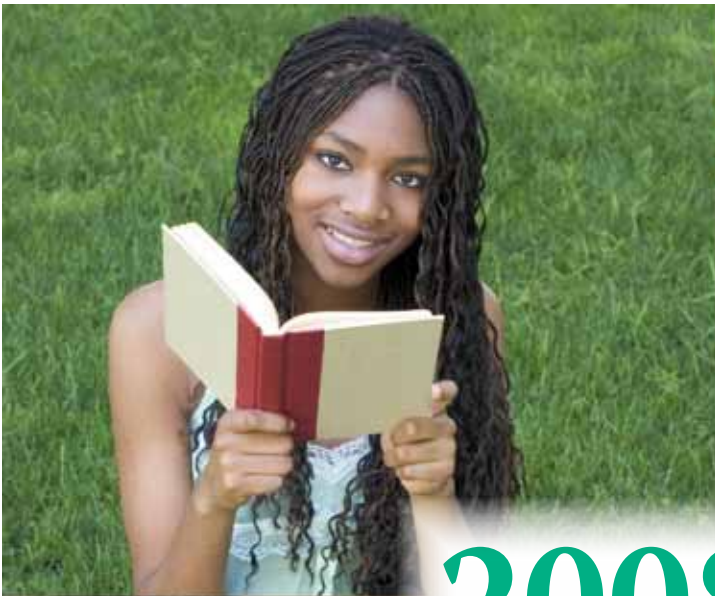




Michigan School Business Officials

ANNUAL

REPORT



2008-09





The role of the Michigan School Business Officials is to serve the multifaceted interests of education and to serve all of its members to the best of our ability. Our pledge is to provide a forum for the exchange of ideas and to provide opportunities for our members to expand their professional horizons in the sector of public education.

MSBO members have faced increased responsibilities this year and despite budget cuts, participation in MSBO programs and committees remain strong. A special thanks to our Regional Presidents and Committee Chairs for all their efforts in helping to develop programs that are relevant and meaningful. The 71st Annual MSBO Annual Conference & Exhibit Show in Detroit exceeded attendance records and attendance at other MSBO programs continues to be high. Our supportive associate members also help to further the mission of MSBO who, through their sponsorships, help provide meaningful programs at a lower cost to members.

School districts are facing many challenges in these uncertain economic times. The future will put even more demands on school business officials as we are forced to do more with fewer resources.

I would like to echo the ideas put forth by our 2009 MSBO Annual Conference keynote speaker, Erik Wahl. We need to break through preconceived barriers and remember that we are capable of so much more than we have pre-programmed ourselves to expect. Let us remember these words of wisdom as we prepare ourselves to meet the challenges of the future.

If you have any questions concerning this 2008-09 annual report, please feel free to contact me.

Sincerely,

Michael M. Adamczyk

*MSBO President
2009-10*

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.

2008-09 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.

Officers



President
Robert L. Burgess
Lakeshore Public Schools



President-Elect
Michael M. Adamczyk
Troy School District



Immediate Past President
Stephanie Eagen
Port Huron School District



Executive Director
David Martell
MSBO

Directors



Mitchell Bart
Kent ISD



Darcie Birkett
Ottawa Area ISD



Jeffrey P. Crouse
Charlevoix-Emmet ISD



Angie McArthur
Engadine Consolidated Schools



Mary A. Reynolds
Farmington Public Schools



Daniel B. Romzek
Davison Community Schools



Associate Member Representative
Frederick C. Hailer, Jr.
Plante & Moran, PLLC

Regional Presidents

Allegan County

Rhonda Plumley
Otsego Public Schools

Berrien/Cass/Van Buren

Dianne Moker, BOM
Watervliet Public Schools

Central Michigan

Michelle Sine, CFO
Charlotte Public Schools

Genesee Area

Kelly Stearns, CFO
Mount Morris Cons. Schools

Grand Valley

Christine Marcy
Thornapple Kellogg Schools

Macomb/St. Clair County

Debra Mitchell
St. Clair County RESA

Middle Michigan

Kevin Kolb, CFO
Shepherd Public Schools

Monroe/Lenawee

Theresa Soto, CFO
Lenawee ISD

Mid-West Michigan (formerly Montcalm Co.)

Mary Beth Cluley, CFO
Belding Area Schools

Northern Michigan

Pamela L. Gibson, CFO
Harbor Springs Public Schools

Northwest Michigan

Jeff Scroggins, CPA, CFO
Elk Rapids Public Schools

Oakland County

Mark Rajter
Southfield Public Schools

Saginaw Valley

Mark Orihel
Birch Run Area Schools

South Central

Amy Jones
Lakeview School District

Southwestern

Susan Szymas, CPA, CFO
Kent ISD

Thumb Region

Julie Williams, CPA
Huron ISD

Upper Peninsula

Suzanne Millon, CFO
Eastern Upper Peninsula ISD

Washtenaw/Livingston

Thomas Wall, CPA, CFO
Saline Area Schools

Wayne County

Deborah Lee
Allen Park Public Schools

Western Area

Debra Miller, CFO
Spring Lake Public Schools

Program & Research/Administrative Committees

Facilities Management

Don Hebel, CFD
Operations Director
Wyoming Public Schools

Food Service

Patti Jo Miller, CFS, SFNS
Food Service Director
Sturgis Public Schools

Intermediate School Dist.

Mike Hagerty, CFO
Asst. Superintendent, Finance
Kent ISD

Professional Development

David J. Palme, STM
Technology Director
Portland Public Schools

School Finance Services

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

Technology

Jeffrey Trudell, STM
District Technology Coordinator
Wyandotte Public Schools

Transportation

Lisa Wilber
Transportation Manager
South Lyon Community Schools

Audit

Thomas Tebeau, CPA, CFO
Asst. Supt., Business/Oper.
Williamston Comm. Schools

Bylaws and Resolutions

Tamera Powers
Business Manager
Tri County Area Schools

Elections

Diane Warren, RSBO
Finance Director
Shiawassee RESD

Membership

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

Nominations

Stephanie Eagen, CPA, CFO
Exec. Dir., Business/Finance
Port Huron School District

Total 2008-09 membership includes 2,082 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 MSBO web School Purchasing Pages.

Accounting	306
Business Office	853
Facilities	299
Food Service	58
Human Resources	69
Public Safety	3
Purchasing	34
Superintendent	66
Technology	109
Transportation	285

There are 601 Associate Members.

MSBO Award Recipients

School Business Official of the Year: Stephanie Murray, Traverse Bay Area ISD

Distinguished Service Award: Donald Sovey, Charlotte Public Schools

President's Award:

J. Thomas Goodwin, Grand Ledge Public Schools
 Donald Sovey, Charlotte Public Schools

Stebbins Scholarship: Kerry Weishaupt, East Detroit Public Schools

Piper Scholarship: Julie Williams, Huron ISD

Meridian Awards of Excellence

Practice Category Winner: Michigan Retirement Investment Consortium (MRIC)

Honorable Mention: Downriver Operations Managers

Publication Category Winner: Farmington Public Schools

Honorable Mention: Grosse Pointe Public Schools Energy Initiative

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. Three new tracks were added this year: Certified Operations Director, Pupil Accounting Auditor and Pupil Accounting Specialist.

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

Certification Track	2008-09	Total
Chief Financial Officer (CFO):	47	488
Certified Facilities Director (CFD):	17	214
Business Office Manager (BOM):	20	188
Business Office Specialist (BOS):	15	125
Certified Operations Director (COD):	1	1
Certified Transportation Director (CTD):	4	115
Certified Food Service Director (CFS):	1	33
Human Resource Specialist (HRS):	8	43
Pupil Accounting Auditor (PAA):	3	3
Pupil Accounting Specialist (PAS):	12	12
School Payroll Specialist (SPS):	6	85
School Technology Management (STM):	6	87
Total:	140	1,394



The 71st Annual Conference & Exhibit Show was held in Detroit at the Cobo Center. It was a new venue for MSBO that showcased the beauty of Detroit. The keynoter—Erik Wahl—used art as part of his presentation to inspire and educate MSBO members on the universal message of innovation, change and taking chances. In a post-conference survey, **93%** of the respondents felt the conference met or exceeded expectations and **95%** felt the exhibit show was good to excellent. **88%** said they would attend again in Detroit. The MSBO Board has decided to initiate a rotation between Grand Rapids and Detroit, two years in Grand Rapids and one in Detroit.



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

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 economy, budget, state aid, legislation and other hot topics just in time for budgeting and negotiations.

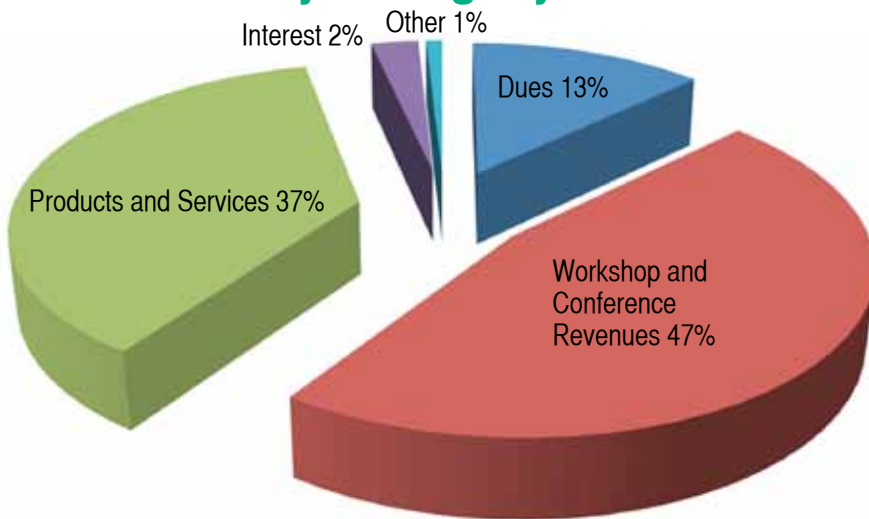
ASHERA Training: These courses are a refresher designed for certification and licensing of asbestos abatement project designers through an Environmental Protection Agency (EPA) approved training program.



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. This is a unique conference offering more valuable facilities topics than anywhere else.

1st Annual Energy Symposium: The First Annual Energy Solutions Symposium, sponsored by MSBO, MASA and MASB provided information on everything that business officials needed to know to help schools reduce energy consumption, and find more sustainable ways of doing business.

Revenues by Category



Dues	\$287,814
Workshops & Conferences	1,046,783
Products & Services	827,458
Interest	58,005
Other	19,779
Total	\$2,239,839

Balance Sheet

Assets:

Current Assets	\$2,052,078
Furniture and Equipment	149,036
Investment in MIEM	26,750
Investment in MELG	881,132

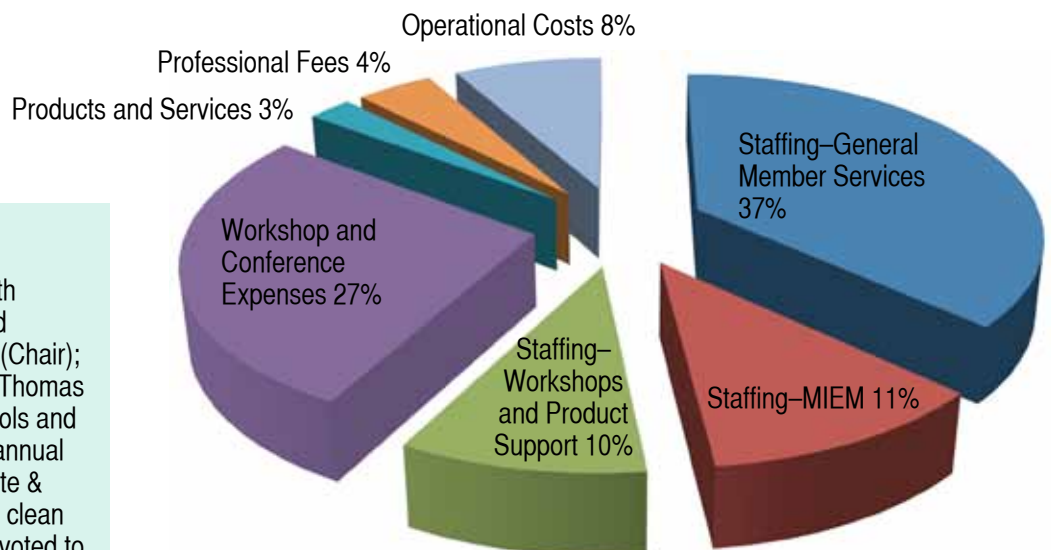
Total Assets **\$3,108,996**

Liabilities and Net Assets:

Current Liabilities	\$139,897
Net Assets:	
Designated	1,581,197
Other	1,387,902

Total Liabilities and Net Assets **\$3,108,996**

Expenses by Category



Salaries & Benefits-General Member Services	\$838,063
Salaries & Benefits-MIEM	258,346
Salaries & Benefits-Workshops and Product Support	217,474
Workshop and Conference Expenses	622,551
Products and Services	55,647
Professional Fees	96,500
Operational Costs	185,677
Total	\$2,274,258

MSBO Annual Audit

The MSBO Audit Committee met with auditors on September 10, 2009 and included Paul Bodiya, Macomb ISD (Chair); Brian Marcel, Washtenaw ISD; and Thomas Goodwin, Grand Ledge Public Schools and President-Elect Darcie Birkett. The annual MSBO audit was conducted by Plante & Moran, PLLC and MSBO received a clean audit opinion. The Audit Committee voted to approve the report and recommended the full Board accept the audit report. The MSBO Board accepted the audit in September 2009.

Products & Services

Business Solutions

BidSync

"We needed paper and thought this would be a great chance to try BidSync. We created an RFP for 400 cases of white copy paper. The process was easy and very timely. We ended up with 6 vendors bidding. When comparing to what we previously paid for paper, we realized a savings of \$400. We look forward to using BidSync again in the future."

Catherine Kloska

Coopersville Area Public Schools

Certification

"I chose School Technology Management not only to learn more about how technology and education work together, but also to gain more credibility with certified staff that only look at certifications, especially education-related certification programs. I think the program was well worth doing and would do it again if I needed to."

Jim Olson, Technology Director

Shepherd Public Schools

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. With an average budget oversight of \$141 million annually, ASBO International members are the finance decision makers in school districts around the world.

Aggregate Bus Purchase 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.

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.

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, bond proceeds reinvesting, online Internet services and fixed investing also take advantage of the Fund's AAAM rating, security, and liquidity. Currently 484 districts and other public entities participate in this program.

Products & Services

Business Solutions

SafeSchools

“SafeSchools is a great learning tool for my staff. It accomplished more in a short time than I could have in several meetings. My employees preferred the format. We plan on continuing to use SafeSchools.”

Patti J. Miller, Food Services Director

Sturgis Public Schools

Purchasing Card Consortium

Wexford Missaukee ISD has been using purchase cards for about 4 years. Using them has greatly decreased the number of PO's that need to be processed, saving money and time. In addition, our staff no longer does huge bulk orders in the Spring, they just order throughout the year as needed which has cut down on waste.

Liz Eastway, Accounting Assistant

Wexford-Missaukee Intermediate School District

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**. Taking into account our 2009 savings, MISEC has reduced its members' electric costs by in excess of \$45 million since 2001.

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. Payments are automatically processed and the money is transferred to the school's local bank account(s).

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 2 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 4th year was another great success for the program with districts **earning approximately \$258,000 in rebates for the calendar year 2008**. Rebates were calculated and range from zero (for districts with spend less than \$100,000) to \$29,484 for our largest spend district (\$3.93 million).

SafeSchools

SafeSchools is a partner with MSBO, MASA and MASB, 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. Backed by the industry's only Legendary Service Program, their integrated suite of solutions for technology, business, and facility operations is revolutionizing the way educational professionals manage their organizations. SchoolDude's on-demand tools for operations management are easy to use and affordable; helping both small and large educational institutions save money, increase efficiency, and improve services. MSBO's relationship with SchoolDude provides significant discounts for SchoolDude's products to Michigan school districts.

U.S. Communities

U.S. Communities provides a national purchasing forum 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.



Michigan School Business Officials

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.

Michigan School Business Officials

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www.msbo.org