



Michigan School Business Officials

**ANNUAL REPORT**

**2019-20**

# 2019-20 Board of Directors

The MSBO Board of Directors consists 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**  
**Thomas L. Armstrong, CPA, CFO**  
Business Manager  
Fulton Public Schools



**President-Elect**  
**William Chatfield, CFD**  
Director of Operations  
Walled Lake Consolidated Schools



**Immediate Past President**  
**Mike Hagerty, CFO**  
Emeritus



**Executive Director**  
**David Martell, CPA, CFO**  
Executive Director  
MSBO

## Directors



**Kent J. Cartwright, CPA, CFO**  
Chief Financial Officer  
Public Schools of Petoskey



**Deanna Mayer, CPA, CFO**  
Director of Finance and Human  
Resources  
Eastern Upper Peninsula ISD



**Julie Omer, MBA, CPA, CFO**  
Chief Financial Officer  
Owosso Public Schools



**Mary Beth Rogers, ED.S, CFO**  
Executive Director of Business  
Services  
Clarkston Community Schools



**Stephanie Weese, CFO**  
Associate Superintendent of Finance  
Montcalm Area ISD



**Julie Williams-Muz, CPA, CFO**  
Finance Director  
Huron ISD



**Associate Member Representative**  
**Lisa Truscott**  
Director of Corporate Relations/  
Account Executive  
SET SEG

# Membership & Member Involvement

## 2019-20 Regional Presidents

### Allegan County

Kathryn S. Jager, BOM  
Hopkins Public Schools

### Grand Valley

Mark Mesbergen, CFO  
Fruitport Community Schools

### Monroe/Lenawee

Julie Campbell, CFO  
Bedford Public Schools

### Saginaw Valley

Courtney Traver, BOM  
St. Charles Community Schools

### Upper Peninsula

Jason G. Auel, CFO  
Copper Country ISD

### Berrien/Cass/Van Buren

Sonya Schultz, BOS, PAA  
Berrien RESA

### Lakeshore

Todd Hronek  
Oakridge Public Schools

### Northern Michigan

Michael Boensch, CFO  
Hale Area Schools

### South Central

Rebecca L. Jones, BOM, CFO  
Marshall Public Schools

### Washtenaw/Livingston

Sharon Raschke, CFO  
Dexter Community Schools

### Central Michigan

Jon Laing, CFO  
Lansing School District

### Macomb/St. Clair County

Charles Roddis, CFO  
Center Line Public Schools

### Northwest Michigan

Nadia L. Hoover, CFO  
Traverse Bay Area ISD

### Southwestern

Michele Buckley, BOM  
Kalamazoo RESA

### Wayne County

Andrew McMechan, CFO  
Garden City Public Schools

### Genesee Area

Elizabeth Patterson  
Clio Area Schools

### Middle Michigan

Kevin J. Kolb, CFO  
Gratiot-Isabella RESD

### Oakland County

Michelle Saunders, CFO  
Oakland Schools

### Thumb Region

Michelle Darnell, BOM  
Comstock Public Schools  
Stacey Viers, CFO, CPA, SFO  
Huron ISD

### Western Area

Scott E. Powers, CPA  
Ottawa Area ISD

## 2019-20 Committee Chairs

### Program & Research

#### Facilities Management

Tim Peraino, CFD  
Kent ISD

#### Food & Nutrition Service

Kerri Saltzgaber, BOM, CND  
Byron Center Public Schools

#### Intermediate School District

Stephanie Weese, CFO  
Livingston ESA

### Professional Development

Neil R. Cassabon, CFO  
Warren Woods Public Schools

### School Finance Services

Michael Boensch, CFO  
Hale Area Schools

### Technology

Richard Webb, CTO  
Fremont Public Schools

### Transportation

Rob Selby, CTD  
Warren Consolidated Schools

### Administrative

#### Bylaws and Resolutions

Jason R. Helsen, SFO, CFO  
Muskegon Area ISD

#### Elections

Kent J. Cartwright, CPA, CFO  
Public Schools of Petoskey

### Financial Review

Robert Spagnuolo, CPA, CFO, BOM  
DeWitt Public Schools

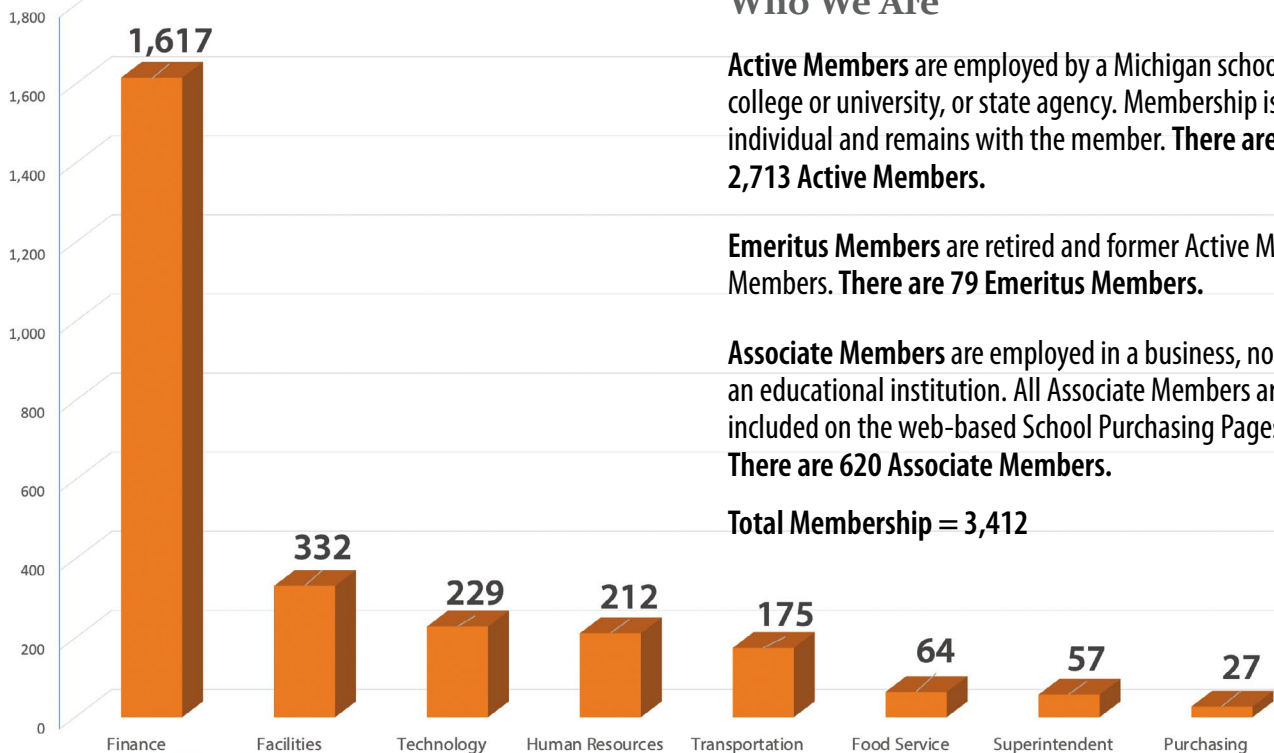
### Membership

Steven A. Lenar, CFO  
Holly Area Schools

### Nominations

Mike Hagerty, CFO  
Emeritus

## Active Members



## Who We Are

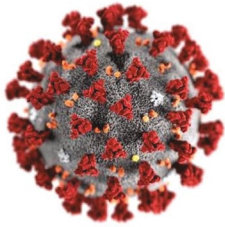
**Active Members** are employed by a Michigan school, college or university, or state agency. Membership is individual and remains with the member. **There are 2,713 Active Members.**

**Emeritus Members** are retired and former Active MSBO Members. **There are 79 Emeritus Members.**

**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 620 Associate Members.**

**Total Membership = 3,412**

# Program Highlights



*Social distancing and Stay home, Stay safe, Save lives* – became the buzz words for the first half of 2020. Obviously, one of the unfortunate byproducts of practicing these cautionary directives included the cancellation of the 2020 MSBO Annual Conference because of the COVID-19 pandemic.

All MSBO professional development moved online in March of 2020 and MSBO developed special programming to assist members.

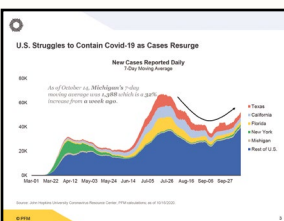


## Virtual Town Hall and Committee Meetings

One step MSBO took to help bring members together became the “Town Hall” and virtual committee meetings. In these times of such great uncertainty, the ability of members to connect with peers and address issues they were facing in their districts was immeasurable.

## Leading in Uncertain Times

A special 3-part webinar series was led by David Hulings of Hulings and Associates. He provides executive coaching with motivational and common sense training. The webinar series focused on strategies to help individuals and teams maneuver successfully during the COVID-19 pandemic. 1,014 participants took advantage of this special series.

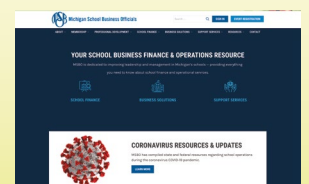


## Financial Market Updates

PFM Asset Management LCC, provided bi-weekly market updates focusing on the market impact of COVID-19, managing school budgets, and preparing for bond sales in an uncertain economy.

## MSBO Website

MSBO’s new website went “live” on May 1, 2020. The new design includes the reorganization of the homepage and navigation menus, which provides a more user-friendly, intuitive website for users.



# Program Highlights

**Business Manager/CPA Workshop:** Provides timely information for practicing CPAs and business managers.

**429**  
Participants

**Group Solutions-Current Issues:**

Provides hands-on business office self-assessment, discussion, and real-world problem solving. Attendees get straight talk and advice from other professionals facing the same issues.

**108**  
Participants in  
Three Sessions

**MDE/MSBO Workshop:** Highlights the latest from the Michigan Department of Education on state aid and other hot topics.

**231**  
Participants

**MSBO Leadership Institute:** The MSBO Leadership Institute is designed to help members reach that next level in their professional life.

**21**  
Participants

**Financial Strategies Conference:** Members learn the latest information on the economy, budget, state aid, legislation, and other hot topics just in time for budgeting and negotiations.

**249**  
Participants

**Business Manager Academy:** “Engage through knowledge, application, and mentorship.”

MSBO partnered with skilled past and present business managers to share their knowledge and experience in school finance. The Academy provides in-depth, practical, “hands-on” working knowledge in school finance. Participants in 3 Regions across the state.

**52**  
Participants in  
Three Regions

**Annual Facilities/Operations Director Conference & Expo:** School facilities represent a tremendous resource and responsibility for districts and those in operations & facilities require the knowledge and understanding of a myriad of issues.

**302**  
Participants

**Introduction to School Business:** Designed for new business officials (within the first few years of employment), office staff, and those who want a basic information refresher.

**169**  
Participants

**MSBO’s voluntary certification**

**program** provides focused training for school business officials and offers practical information that provides business officials a base of knowledge about laws, regulations, and procedures for functioning in Michigan schools. Certification classes are held throughout the year.

**2,526**  
Participants

## Alliance Building/Advocacy



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

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. MSBO staff represents members and the school community at a number of state agencies, department stakeholders groups, and other organizations, always providing expert input on numerous issues to address the needs of MSBO members.

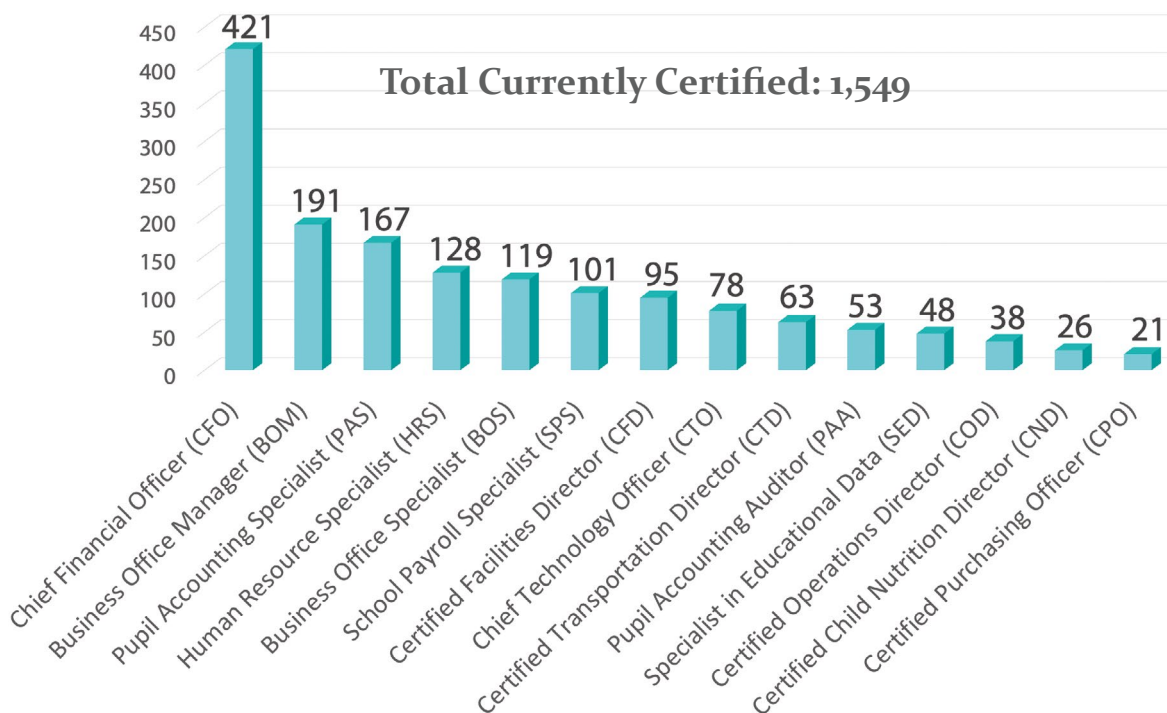
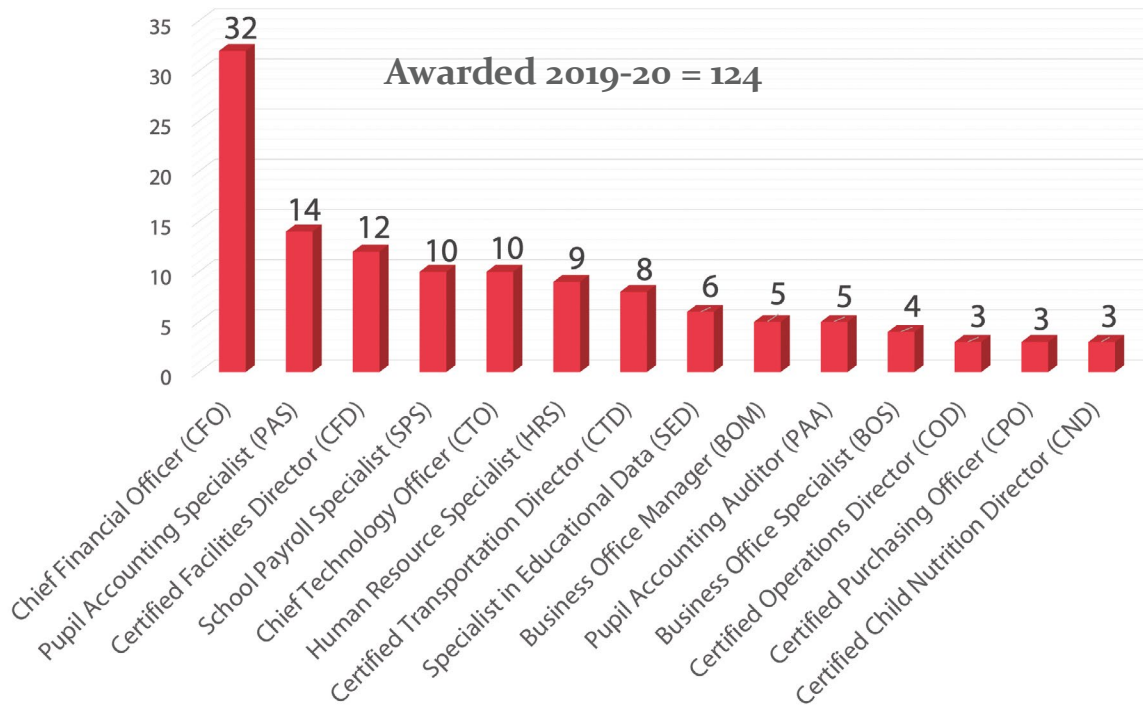
# MSBO Voluntary Certification

MSBO certification is a voluntary system providing focused training to school business officials offering practical information that will help school business officials succeed and excel in their employment.

The program is endorsed by the Michigan Association of School Boards (MASB) as well as the Michigan Association of School

Administrators (MASA). MSBO offers 14 separate certification tracks.

Since 1998, more than 2,800 members have earned an MSBO Voluntary Certification Award.





# MSBO Award Recipients

MSBO has created awards to help school districts celebrate successes and to recognize the extraordinary contribution of individuals to their school district and MSBO.

## Distinguished Service Award

MSBO's Distinguished Service Award was established in 1987 to pay special tribute to exemplary current or former members of MSBO. It is given to those who provide inspirational service to MSBO and the school business management community. This year the award goes to two worthy individuals.

- [Marios Demetriou, Ann Arbor Public Schools](#)
- [Helen McNamara, Ingham ISD](#)

## School Business Official of the Year

This award honors an individual whose recent accomplishments and contributions in school business have occurred during the past two years.

- [Lawrence J. Gallagher, Berkley School District](#)

## Meridian Award of Excellence

The Meridian Award of Excellence is a special recognition award acknowledging successful practices in all areas of school management and education.

### Winners:

- [Jon Barth, Berkley School District](#)
- [Wayne Westland Community School District Maintenance & Operations Department](#)
- [Anne Armstrong, Kyle Barr and Jim English, West Ottawa Public Schools](#)

### Honorable Mention:

- [Pete Muscio, Rochester Community Schools](#)

## Friend of Education

This special award honors individuals who are not members of MSBO and yet, have been dedicated to serving the best interests of education and students.

- [David Hulings, Hulings & Associates](#)

## President's Award

Most MSBO awards are chosen by a review committee or the MSBO Board of Directors. The President's Award is chosen by the president. MSBO Board President Tom Armstrong awarded the President's Award to:

- [Lisa Truscott, Associate Member Representative to the MSBO Board, SET SEG](#)

## Mark and Kay Stebbins Scholarship

The Mark and Kay Stebbins Scholarship (\$2,000) is targeted to members who are improving their technical skills and competencies by furthering their education.

- [Abigail Weiland, Kentwood Public Schools](#)

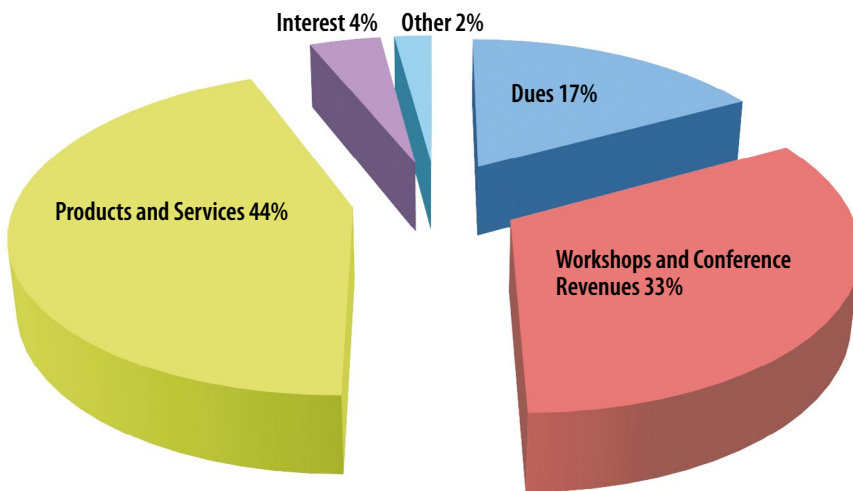
## Wally Piper Scholarship

The Wally Piper Scholarship (\$3,000) recognizes members pursuing a graduate degree.

- [Laura Harrington, Chippewa Valley Schools](#)
- [Jon Laing, Lansing School District](#)
- [Ben Papes, Traverse Bay Area ISD](#)
- [Stacey Sopher, Livonia Public Schools](#)

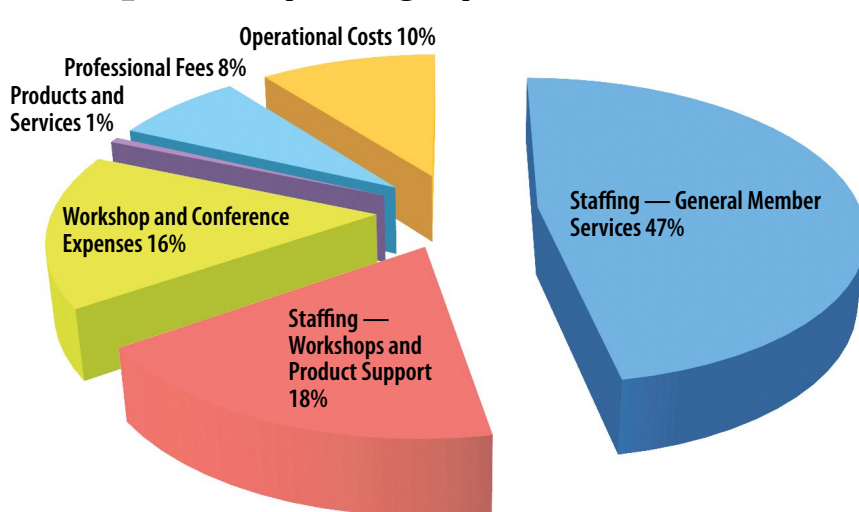
# Financial Review

## Revenues by Category\*



Dues .....	\$436,845
Workshops and Conference Revenues .....	839,470
Products and Services.....	1,125,416
Interest.....	103,959
Other.....	54,140
<b>Total .....</b>	<b>\$2,559,830</b>

## Expenses by Category\*



Staffing — General Member Services.....	\$1,197,738
Staffing — Workshops and Product Support.....	465,814
Workshop and Conference Expenses .....	408,003
Products and Services.....	14,833
Professional Fees.....	194,357
Operational Costs .....	265,294
<b>Total .....</b>	<b>\$2,546,039</b>

## Balance Sheet

### Assets:

Current Assets .....	\$5,685,084
Non Current Investments .....	149,094
Furniture and Equipment.....	102,644
Investment in MELG .....	697,087

**Total Assets .....** **\$6,633,909**

### Liabilities and Net Assets:

Current Liabilities .....	\$960,705
Deferred Plan Liability .....	149,094

### Net Assets:

Designated .....	1,385,550
Other .....	4,138,560

**Total Liabilities and Net Assets ...** **\$6,633,909**

The Financial Review Committee met on Tuesday, October 6, 2020. The Committee is comprised of:

- Robert Spagnuolo, DeWitt Public Schools (Chair)
- Chris Frank, Bay-Arenac ISD
- Abby Lloyd, Allegan Area ESA

MSBO President-Elect Dena Mayer (Board liaison), MSBO Executive Director David Martell, MSBO Deputy Executive Director Robert Dwan, MSBO Accountant Patty Lenneman, and Paul Bryant from Plante Moran, PLLC were also in attendance.

The annual MSBO audit, conducted by Plante Moran, received a clean audit opinion. The Financial Review Committee voted to accept the report and recommended the full Board accept it. The MSBO Board accepted the audit report.

*\*Revenues and Expenditures were significantly affected by the pandemic. MSBO canceled numerous workshops and conferences, including the 2020 MSBO Annual Conference & Exhibit Show. Many other events were converted to virtual events.*



# Business Solutions & Partnerships

## 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 over 9,000 school business management professionals as members.

## 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 Michigan Association of School Boards (MASB) as well as Michigan Association of Superintendents and Administrators (MASA). 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 their career.

## Dude Solutions



Dude Solutions is the nation's number one provider of on-demand operations management solutions designed 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. Dude Solution's tools are easy to use and affordable; helping schools save money, increase efficiency, and improve services. MSBO's relationship provides discounts for Michigan school districts.

## 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.

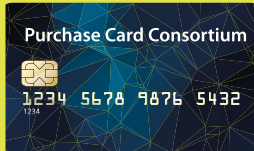
## Michigan Liquid Asset Fund Plus (MILAF+)



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 402 school districts and other public entities participate in this program.

# Business Solutions & Partnerships

## Michigan 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 14th year was another great success for the program with districts earning approximately \$734,734 in rebates for the calendar year 2019.

## Michigan Schools Energy Cooperative (MISEC)



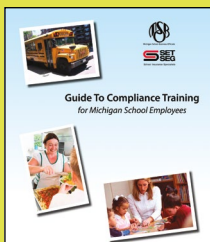
Michigan Schools Energy Cooperative (MISEC) was established in 1997 by MSBO, MASA, Michigan Association of Intermediate School Administrators (MAISA), Middle Cities Education Association (MCEA), and MASB as a joint venture to allow schools to take full advantage of cost-saving opportunities provided by energy deregulation.

## MSBO Bus Program



The bus purchase program 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 very convenient.

## MSBO/SET SEG Guide to Compliance Training



This guide is designed to help schools identify education and training that is required for Michigan schools. In an effort to make this guide as user friendly as possible, training is broken out by subject and by employee group. Every required training listed in the Guide also includes the governing reference, the training schedule, and the instructional courses available to help schools meet compliance obligations.

## OMNIA Partners



OMNIA Partners is the largest and most trusted cooperative purchasing organization for public sector procurement. The nation's two leading cooperative purchasing organizations — National IPA and U.S. Communities — joined under one roof to form OMNIA Partners, Public Sector. The collective buying power of these unified purchasing cooperatives delivers superior value and savings for public agencies nationwide.

# Business Solutions & Partnerships

## 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 audiences for buses, equipment, and anything else school districts may wish to sell.

## 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 180 online programs, SafeSchools offers a tremendous value to districts.

## School Nutrition Association of Michigan (SNAM)



MSBO and SNAM continue a successful management partnership that started in 2013. MSBO provides administrative services, leadership assistance, and office space to SNAM. MSBO and SNAM have been closely affiliated for many years serving similar memberships. This partnership continues to benefit both MSBO and SNAM members.

## Wilkes University



Wilkes University

Provides bachelors and masters level school finance degrees in an online virtual format. Located in Pennsylvania, Wilkes University has partnered with several other state ASBO affiliates to provide access to school finance specific content and degrees.



# Michigan School Business Officials

## 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.

## MSBO Core Values:

- **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.

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