

# Role of the CSBO in the Strategic Planning Process

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# Introductions

Name: Keeley Senn Role: Speaker  
- *Bookkeeper, Manhattan School District 114*



Name: Barry Bolek: Speaker  
- *Professional Development Specialist, IASBO*



Name: Robyn Cornelissen Role: Moderator  
- *Financial Controller, School District U-46*



# What is a Strategic Plan?

- Highlights Mission & Vision
- Roadmap for the District
- Long-range Plan
- Tells the Story of the Whole District

# Why is it Important?

- Communicate Needs of the District
- Voter Support
  - Referendum/Tax Rate Increases
  - Tax Levy Maximization
  - Bond Issues
  - County Facility Sales Tax
- Labor Contract Negotiations
- Educational Program Offerings

# Community Event

District #114 held a community event to receive feedback from the community to make sure they understood the decisions we as a district need to make over the course of the next 5 years.

# Community Event

During this event, we had our **Curriculum Director** present about the future of our curriculum.

The **Principals** explained about each building and activities going on in the buildings.

The **Superintendent and the Bookkeeper** explained the financial situations of the district.

# Common Components

- Community Outreach & Development
- Human Resources
- Facilities
- Student Achievement
- Student Services
- Technology Initiatives

All of these areas require financial support!

# What is the CSBOs Role?

- Determine fiscal feasibility of the Plan
- Project revenue and expenditures
- Highlight facilities and operational needs
- Cost out initiatives that may be discussed as options
- Allows others to see CSBO as an **overall leader** and not just the “Finance person”



# Parts of the Plan that come from a CSBO

- Tax Levy Estimates (main revenue estimates)
- Debt Estimates of the District
- Explaining the IL School Report Card data to your community members
- Salary and Benefits estimates
- Future projects for Operations and Maintenance
- Future Costs of Transportation (as well as Revenue)
- Long range financial plan and impacts

# Questions to ask for Tax Levy Estimates

- Is our EAV growing? If so, at what rate and for about how long will it continue that same growth?
- Is CPI staying the same or will it be increasing or decreasing over the next few years?
- Does your board want to keep the tax rate the same or have a slight increase in the tax rate over the next few years?

Manhattan School District 114 Example Estimates					
YEAR	EAV	TAX	BOND & INTEREST	ANNUAL	PROJECTED
	INCREASES	RATE	ABATEMENT	CPI	LEVY
2014		4.2756	1,632,187	1.00	
2015	6,263,590	4.2600	1,505,200	1.00	
2016	16,784,546	4.2650	1,120,264	1.00	
2017	16,539,659	4.2631	1,488,600	1.00	
2018	19,900,175	4.2653	1,013,505	2.10	
2019	10,000,000	4.2600	1,011,988	1.00	12,610,000
2020	10,000,000	4.2600	1,012,162	1.00	13,010,000
2021	10,000,000	4.2600	2,712,213	1.00	13,310,000
2022	10,000,000	4.2600	2,527,231	1.00	13,780,000
2023	10,000,000	4.2600	2,476,999	1.00	14,255,000

# Other Revenue Predictions

The District will need to account for other revenue projections.

Such as:

- Evidence Based Funding (EBF)
- Title Funds
- National School Lunch Program
- State Transportation Payments
- Will you start or increase Student Fees?

# Debt Assessment of the District

- Bond Payments
- Bond Issuances
- Equipment Leases
- Can or will you refinance?
- Do you want to consider abating your Bond and Interest in the Levy?

## Bond Payment Chart:

Fiscal Year	Yearly Bond Payment
2018	\$1,505,200.00
2019	\$2,013,599.38
2020	\$2,012,125.00
2021	\$2,012,125.00
2022	\$4,092,125.00
2023	\$4,277,125.00
2024	\$4,477,125.00

# Salary and Benefits Projections

- Since in every school the largest expense is the salary and benefits of their staff, it is important to predict the contract increases in salary.
- It is also important to think about the increases to benefits as well. For example: Health, Dental, Life, and Vision insurance, TRS, and IMRF employer paid.
- Staff FTE increases can play a large part in a district with significant growth.

# Operations and Maintenance

- Maintenance Projects that the district has plans for such as:
  - boiler replacements, A/C replacements, Playground equipment replacements.
- Contractual costs such as custodial services and snow plow services.
- Building additions, renovations, or building a new facility.
- Show your fiscal responsibilities on HOW you purchase Energy.
- Do you outsource your support staff? Do you change your current status?
- Do you have a Long Range Facility plan for renovations and replacements?
- Show your Public your plan and that you are fiscally responsible during the Strategic plan!



# Transportation Projections and Variables

- Transportation impact is an important part of your district.
- Depends if you are in a rural area or suburbs.
- How many square miles in your district can affect your costs?
- How much cost is associate with Extra Curriculars?
- Will the increase in students lead to more routes added? Which leads to more personnel and possibly another purchase?
- Bus lease expense increases?
- Fuel increases?

# Final Step

The leadership team is now coming together to put all the pieces of this puzzle together in order to decide what is feasible for the district over the 5 years to provide the best learning environment for our students and our staff.



# Finished Plan

The plan will actually be presented in a booklet that shows the districts goals for student growth and achievement, financial status of the district, and building development over the course of the next 5 years.

# Please share your experiences

- Who else has done or is doing a Strategic plan?
  - What was your role?
  - What worked out well?
  - What did NOT work and others may want to stay away from?
  - What media did you use to present/publish your final product?
  - What is your “refresh timeline” to revisit?

# *Questions and Answers*

*We thank you for your time!*

# Presenters:

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