Other Duties as Assigned





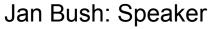


PURSUING YOUR PURPOSE with you

Introductions

Cathy Johnson: Speaker

- Asst. Superintendent of Finance and Operations, Mundelein High School District 120 & Mundelein Elementary School District 75



- Business Manager, Murphysboro CUSD 186

Elizabeth Shields: Moderator

- Business Manager, Morris Community High School District 101











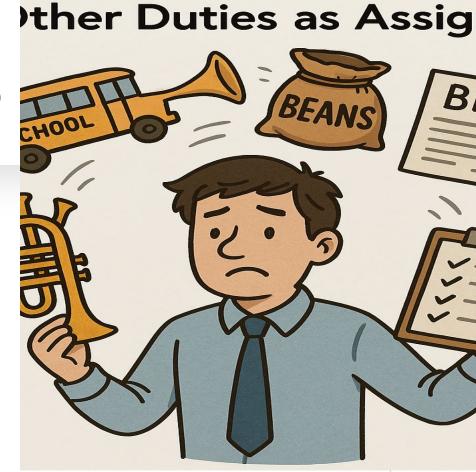




PURSUING YOUR PURPOSE with you

The Evolving Responsibilities of a CSBO

- Traditionally focused on finance and compliance, the CSBO role now touches every operational area.
- "Other duties as assigned" captures the evolving scope and complexity of responsibilities.







Quick Memory Aid: The Four B's

- Bands Managing and funding extracurricular activities
- Buses Overseeing transportation logistics and contracts
- Bids Handling procurement processes and vendor negotiations
- Beans Managing food services and financial resources

Other Duties as Assig

A quick way to remember the hot be a CSBO is to remember the four E



Bands



Buses



Bids



Beans (both food and

Let's walk through these for just a







Payroll Processing – The Lifeline of the District

- 60% of a district's budget is spent on salaries.
- Payroll accuracy is vital for staff morale and trust.







Benefits Management

- Health insurance is the second-largest district expense.
- Smart planning can greatly reduce recurring costs.









Legal Compliance – FLSA & FMLA

- FLSA: Governs wages and contract negotiations.
- FMLA: Impacts leave, benefits, and payroll management.







Human Resources – Beyond Numbers





- Implementing disciplinary procedures and documentation.

- Supporting performance improvement and staff growth.







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Audits and Compliance

- Preparing for ISBE and external audits.
- Promoting transparency and financial accuracy.
- IMRF, TRS, Audits
- Work Comp







Special Education Funding

- Special Ed costs are rising rapidly.

- Collaboration helps forecast needs and contain costs.







You are NOT alone.

- IASBO, while it was stressed in the program and we even have a student membership to encourage networking opportunities. This is one of the few groups that really work together to elevate all of us.
- A high tide raises all ships.
- Use your network, use peer to peer, be vulnerable.
- It is NOT possible to know everything in this role, it is too big, too nuanced and ever changing.



Questions and Answers

We thank you for your time!







#iasboAC25

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