

Other Duties as Assigned

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Introductions

Cathy Johnson: Speaker

- *Asst. Superintendent of Finance and Operations,
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Elementary School District 75*



Jan Bush: Speaker

- *Business Manager, Murphysboro CUSD 186*



Elizabeth Shields: Moderator

- *Business Manager, Morris Community High
School District 101*



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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.

Other Duties as Assigned



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 Assigned

A quick way to remember the hot buttons of a CSBO is to remember the four B's



Bands



Buses



Bids



Beans (both food and financial)

Let's walk through these for just a moment



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.

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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.



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Human Resources – Beyond Numbers



- Implementing disciplinary procedures and documentation.



- Supporting performance improvement and staff growth.

Audits and Compliance

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

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 **2025**
ANNUAL
CONFERENCE

CELEBRATING
75
YEARS

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Special Education Funding

- Special Ed costs are rising rapidly.

- Collaboration helps forecast needs and contain costs.



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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!

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