

You are hired as the New CSBO!

Now What?

April 30, 2025

X #iasboAC25



PURSuing YOUR PURPOSE *with passion*

Introductions



Larry Ohanes – Moderator
Park Ridge-Niles SD 64, Director



Steve Miller – Speaker
Schaumburg SD 54, Assistant Superintendent



Dan Stanley – Speaker
HSD 128, Assistant Superintendent



Kenya Austin – Speaker
Skokie SD 68, Assistant Superintendent



Mike Vargas – Speaker
Marquardt SD 15, Business Manager

X #iasboAC25



PURSuing YOUR PURPOSE *with passion*

IASBO / Peer Network

- **Professional Development**

- Schedule Professional Development events for the year
- Webinars/Workshops/Conferences
- Administrator Academies
- Join a PDC!

- **Peer Network**

- Identify and reach out to CSBO neighbors
- Regional meetings
- Similar Software Districts that are nearby
 - Great for Support Staff

- **IASBO Resources**

- Peer2Peer
- Illinois ASBOnline
- Micro-credentials
- Facilities Conference
- Payroll Seminar
- SupportCon / Rising Leaders / Bookkeepers
- Publications (Update / Journal of Sch.Bus.)
- Mentoring Services

X #iasboAC25



PURSuing YOUR PURPOSE *with passion*

SUPERINTENDENT / BOE

Review / Discuss

- Build trust - consistency over time
- District Goals/Strategic Plan
- Construction / Facilities Projects
- Community / BOE Initiatives
- Communication Approach / Preferences
- Union Relations / Collective Bargaining
- Personnel Issues
- Litigation
- Long-term Financial Projections
- Areas of improvement / Feedback

Ideas/Options

- Weekly meetings / Updates
- Pre-Board Meeting to discuss important items Open/Closed Session
- Committees (Finance, Transportation, etc.)
- Joint meetings with Consultants (Legal, Construction, Financial, etc.).
- BOE Elections / Onboarding

X #iasboAC25



PURSuing YOUR PURPOSE *with passion*


BUDGETING & FINANCIAL REPORTING

Review / Analyze

- **ISBE Budget (Past 3 years)**
 - Trends
 - EBF Spending Plans / Wage Cap
- **Annual Financial Report (Last 3 years)**
 - Budget to Actuals / OEPP-PCTC
- **Long-term Projections / Strategic Planning**
 - Ensure stability / available funds
- **Audit (Last 3 years)**
 - Opinions / Internal Controls
- **Staffing / Enrollment Projections**
 - CBA – Capacity
- **Fund Balance Policy**

Networking / Building Relationships

- **Supt / BOE** - How/What you report each month
- **Auditors** – Help with complex financial issues
- **Budget Administrators** – Coding / Tracking
- **Finance Committee** – Support / Audience
- **County Clerk / Assessor** – Levy / Development
- **Financial Advisors** – Debt

 #iasboAC25



PURSuing YOUR PURPOSE *with passion*

INVESTMENTS / CASH FLOW

Review/Analyze

- Account Signatures / Online Access
- Who is Bonded? - Handling Cash
- Petty Cash / Imprest
- Cash Flow projections
- Current portfolio - Short/Long term maturities
- Debt Schedules
- Leasing Schedules

Relationships

- Bank Representative / Local Branch
- Investment Advisors
- Auditors
- Schedule meetings with applicable reps

X #iasboAC25



PURSuing YOUR PURPOSE *with passion*

TECHNOLOGY

Review

- Lease agreements
 - Student/Staff devices
 - Copier/Printers
- Cyber Security
 - Insurance coverage / Controls
- Accounting/Financial Software
 - Absences, Payroll, State Reporting
- Onboarding/Termination process
 - Employee experience

Relationships

- Leasing - Vendor Contacts
 - Replacement Schedules / Resale
- Cyber Security / Insurance contacts
- Software representatives
- Weekly / Semi-monthly meetings with Technology Director

Capital Projects / Operations

Review

- Current fiscal year projects
- Facilities Plan
- Life Safety 10-year assessments
- Energy Efficiency programs
- Mechanical Equipment Replacements
- B&G Staff
- Snow Removal / Inclement Weather Plans
- Workers Compensation / Property Damage

Relationships

- O&M Director
- Building Principals
- Architects
- Construction Manager
- Liability Insurance Rep
- Workers Comp Provider

 #iasboAC25



PURSuing YOUR PURPOSE *with passion*

Staffing / Personnel

Review

- Union Agreements
- FTE counts / Locations - Position Control
- Salary/Benefit Budgets
- District Organizational Structure
- Business Office staff organizational structure and capabilities
- Collective Bargaining Agreements

Relationships

- Your Team
- Human Resources (Workflow)
- Superintendent
- Principals
- Union Leadership

X #iasboAC25



PURSuing YOUR PURPOSE *with passion*

TRANSPORTATION

Review

- Contracting/In-House
- Union Agreements
- Routing Process
- Staffing
- Equipment Status
- Bus Accident Procedures
- Daily Coverage (Morning/Afternoon)
- Hazardous Routes Resolution
- Parent Guidance/FAQ (Decision Tree, etc.)

Relationships

- Transportation Director
- Transportation Staff
- Building staff responsible for transportation
- Contractors
- SRO / Dean / Principal
- Nearby Districts (Sharing services)

X #iasboAC25



PURSuing YOUR PURPOSE *with passion*

FOOD SERVICE

Review

- Contract/In-House
- Union Agreement
- NSLP
- Staffing
- Supply Chain issues
- Pricing
- Satellite district(s)
- Point of Sale (Revenue)

Relationships

- Food Service Director/Manager
- Building staff involved with food service
- Food Service Committee
- Satellite district(s)
- Principals/Front-Office

X #iasboAC25



PURSuing YOUR PURPOSE *with passion*

What do you need access to?

- **District**
 - Email
 - Financial System
 - BoardDocs
 - SIS
 - Website/Intranet
 - Payment Systems (e.g. RevTrak)
 - Insurance Portals
 - Bank Accounts
- **School Business**
 - IASBO - Peer 2 Peer
 - ASBO International
 - GFOA
- **Local Government**
 - County Treasurer - Tax agency portal
 - County Clerk - Tax distribution portal
- **State Government**
 - IWAS
 - GATA
 - MyTaxIllinois
 - IMRF
 - TRS
 - Employer Access
 - Gemini
 - IDES
 - PCG
- **Federal Government**
 - SAM.gov
 - IRS (TCC & Fire)
 - ID.Me

Questions and Answers

We thank you for your time!

X #iasboAC25



PURSuing YOUR PURPOSE *with passion*

MODERATOR INFO:

Larry Ohanes, Director of Bus. Serv; Park Ridge-Niles 64
847-318-4300; lohannes@d64.org

PANELISTS INFO:

Steve Miller, Assistant Superintendent; Schaumburg 54
(847) 357-5145; stevemiller@sd54.org

Dan Stanley, Assistant Superintendent; HSD 128
(847) 247-4500; daniel.stanley@d128.org

Kenya Austin, Assistant Superintendent; Skokie 68
(847) 568-7632; kaustin@skokie68.org

Mike Vargas, Business Manager; Marquardt 15
(630) 329-3732; mvargas@d15.us

 #iasboAC25



PURSuing YOUR PURPOSE *with passion*