

# Leading an Efficient Business Office



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PURSUING YOUR PURPOSE *with passion*

# Introductions

## Speakers

Name: David Bein, PhD  
- *Immediate Past President, Illinois ASBO*

Name: Ken Florey, JD  
- *Partner, Robbins Schwartz*



**Robbins Schwartz**  
One Team. Making Your Mission Ours.

## Moderator

Name: Steve Chassee, AANG  
- *Principal, GreenAssociates*



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# Agenda

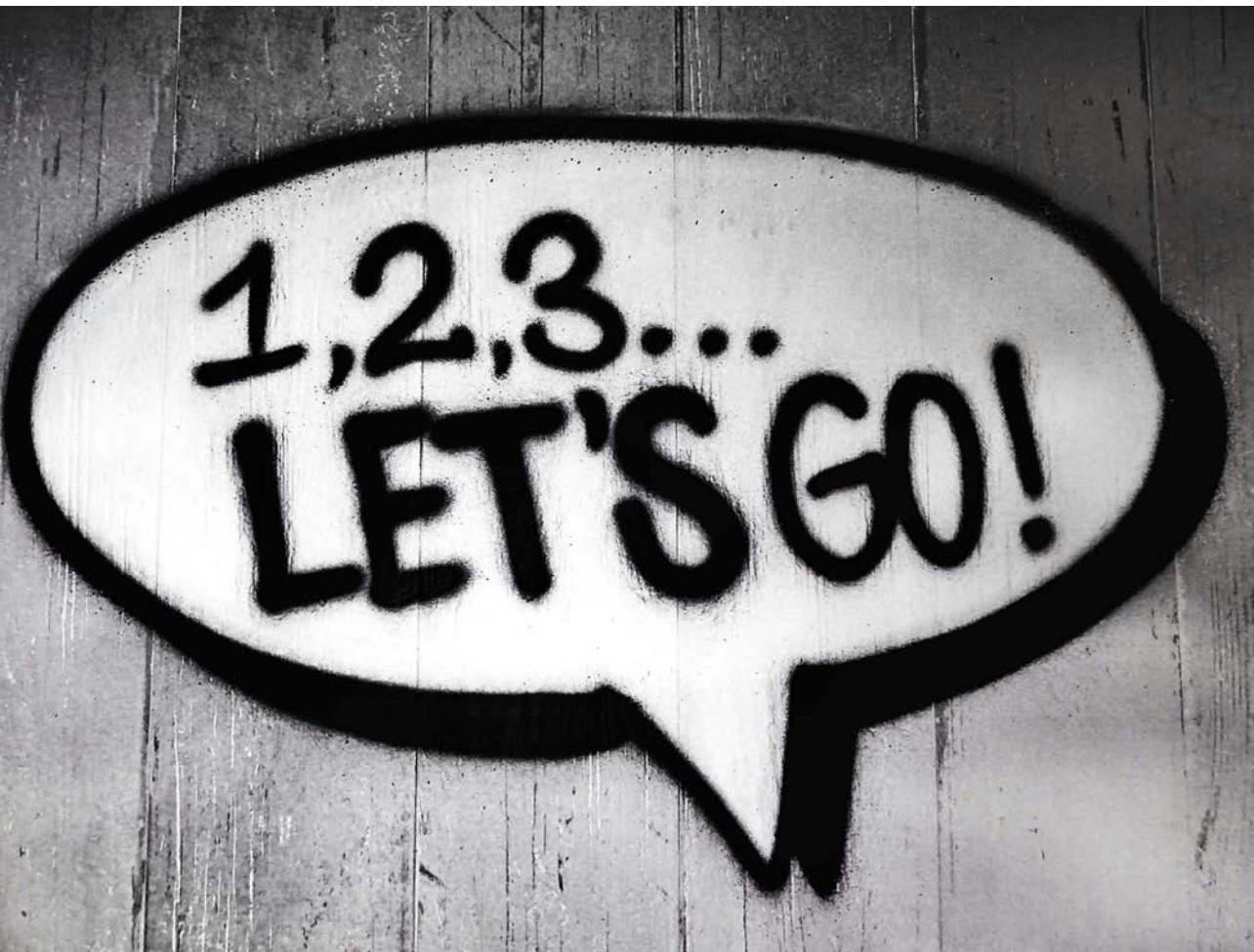
- General Overview
- Contracts and Purchasing
- Bidding
- Budgets and Levies
- Fund Transfers
- Required Postings
- Personnel
- Activity Accounts



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Get your  
phones out  
for a poll!

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# General Overview





Culture may drive what happens at your district

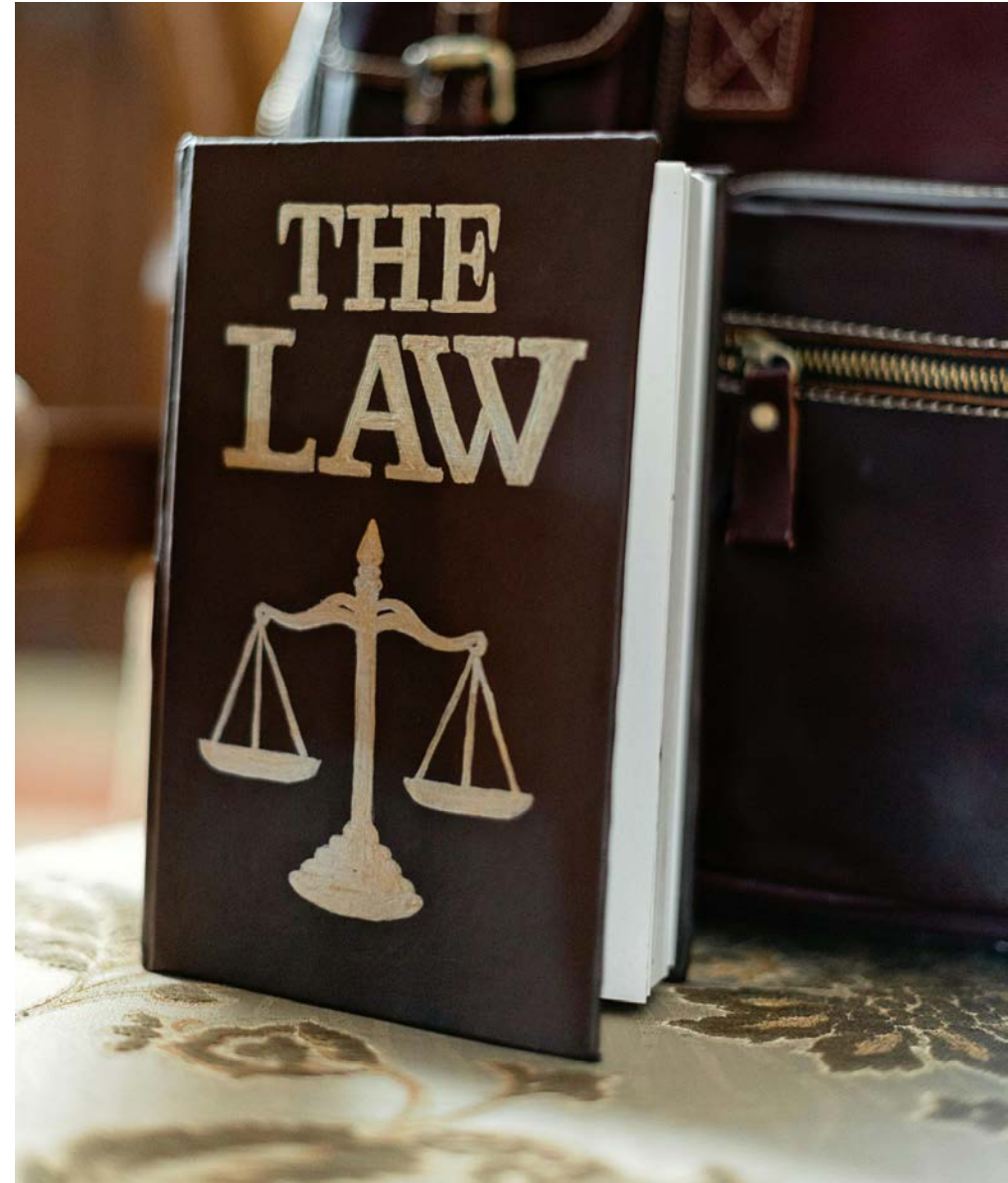
What is your board used to?



# Best Practices



**It's always a good idea  
to follow the law**





Attorneys and law firms may differ  
on some things



# Contracts and Purchasing





- You should have a master contract list
  - Company
  - Date
  - Duration
  - Expiration
  - Notice provision
- Associated bid list

A close-up photograph of a person's hands signing a document. The person is wearing a light blue dress shirt and a dark tie. They are holding a silver and black fountain pen in their right hand, writing on a white document. Their left hand is resting on the document. The document has some text and a signature line. The background is a wooden desk.

**Do contracts require BOE approval?**

**Who can sign a contract?**

**Where do I keep them after signing?**





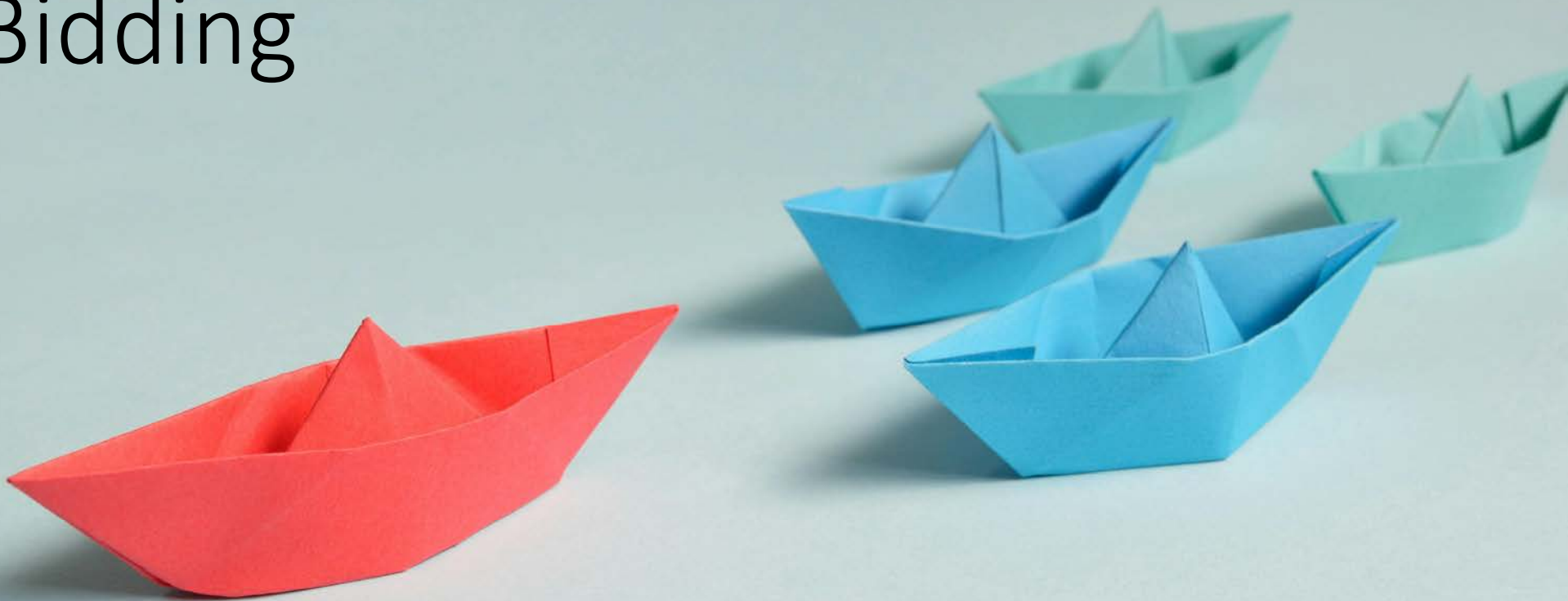
What purchases need pre-approval?



# Cooperative Purchasing



# Bidding







- Bid—Required by Section 10-20.21 of the School Code
  - Publication Required
  - Detailed Specifications Required
  - Awarded to Lowest, Responsive, Responsible Bidder
- RFP – Contracts Either Exempt from Bidding Requirements or Below Dollar Threshold
  - Publication Optional
  - Ability to Negotiate Contract Terms
- RFQ – Required by Local Government Professional Services Selection Act
  - Notice by Publication, Website Posting, or Sending Request to Firms on Record
  - Must Rank Firms and Negotiate with Top Firm First





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- Be careful, you may get what you ask for, not what you really want.
  - “Or equal” may not really be equal.
  - What’s a bid bond and when should it be required?
  - What are payment and performance bonds and when should they be required? (30 ILCS 550/1)
  - Respond to questions in writing, even during in person pre-bid meetings.
  - Pre-qualification may be done, but criteria must be established in advance and they must be reasonable.

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- 
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- What do you have to bid
  - Where does cooperative purchasing fit in
  - Low price vs. multiple factors
  - Withdrawal or modification after bids are received
  - Disqualification of bidders
  - Careful design of bid specs
  - What do you have to read—every number or the totals?
  - Post bid, pre-award negotiations
  - Document what you do!

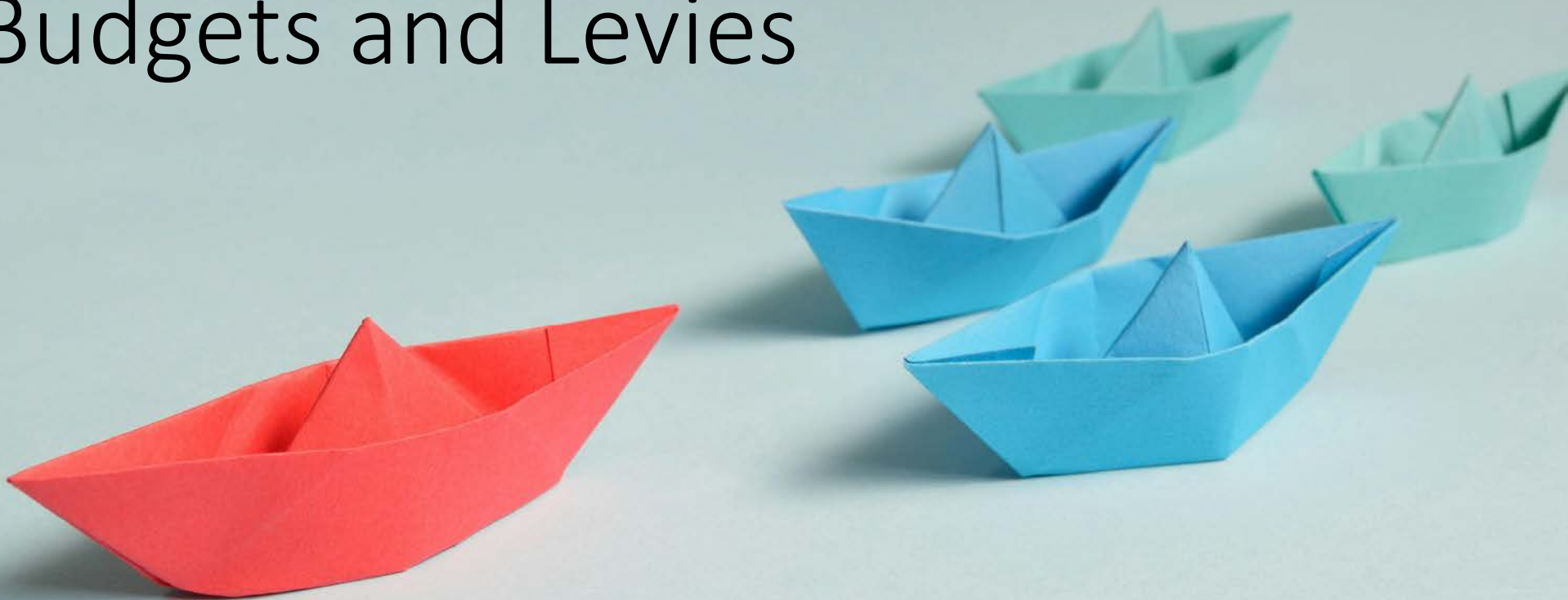


## Bid Award

- Recommended components
  - Recommended bid submission
  - Bid Tabulation
  - Contract
- Concise and factual
- Include signature docs
- Prepare for questions



# Budgets and Levies





## Budgets

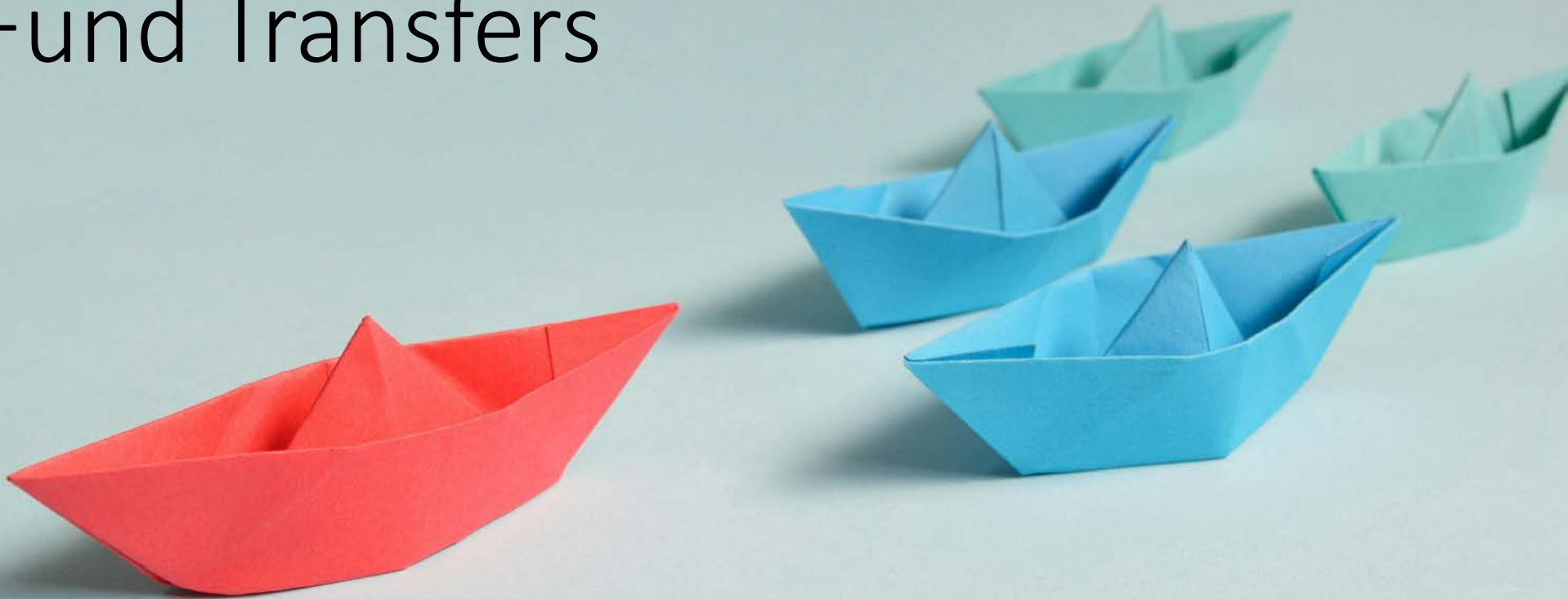
- Does the calendar require approval?
- Does the tentative budget require approval?
- Spending >10% in a fund vs. budget.
- Budget transfers?

## Levies

- Does the tentative levy require approval?
- Changes from tentative to final.
- What if I miss the deadline?



# Fund Transfers



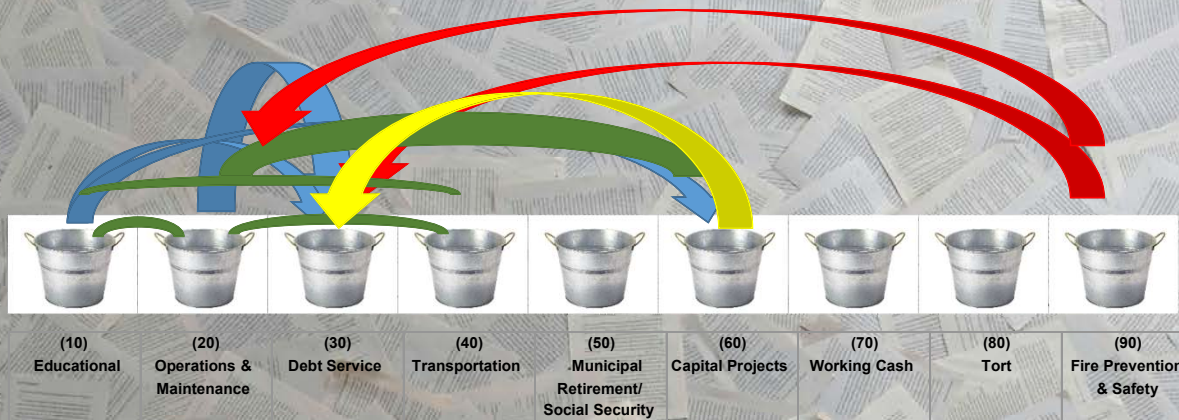




Are resolutions required?  
What if it's budgeted?  
From any fund to any fund?



# Spending from other funds/buckets



WC to Ed is Abolish or Abate

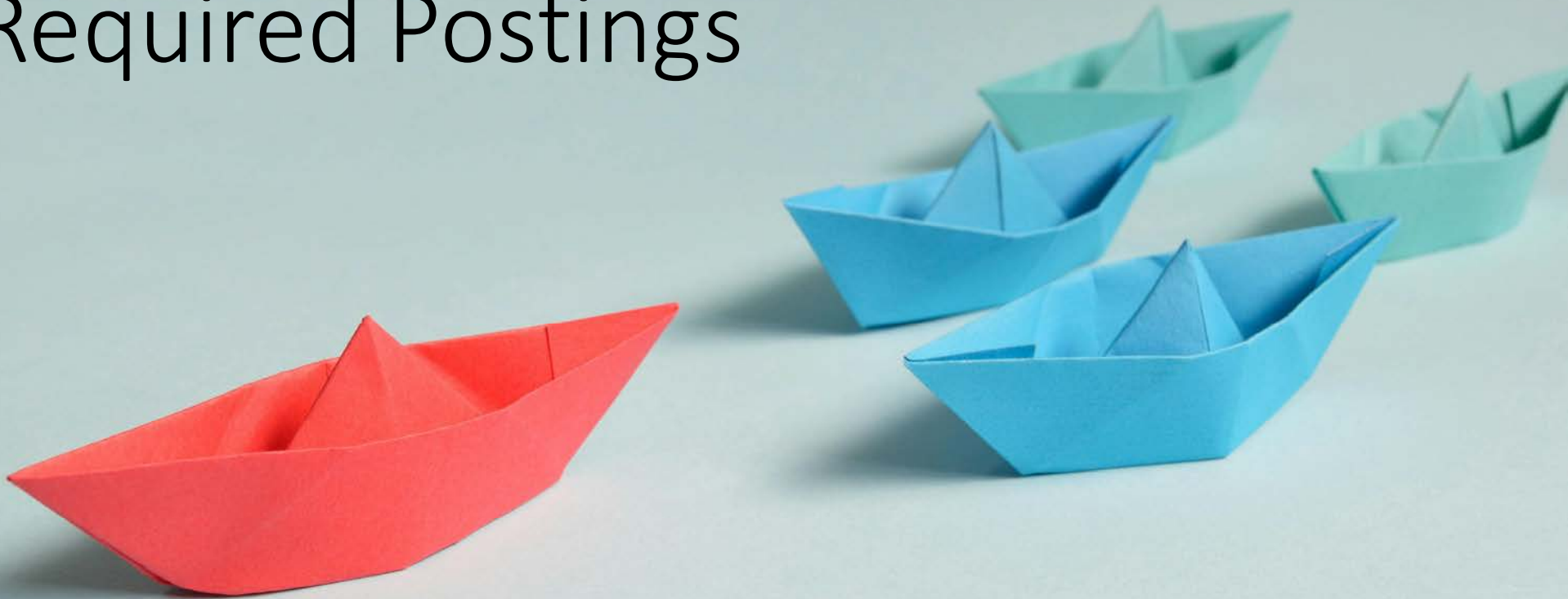
WC to all other funds with Abate

- 1) Tort Immunity Fund (80) to Operations & Maintenance ("O&M") (20).
- 2) Working Cash Fund (70) to all funds/buckets.
- 3) Education Fund (10) to Debt Service (30), O&M (20), Transportation Fund (40), Capital Projects (60).
- 4) O&M Fund (20) to Education Fund (10), Transportation Fund (40), Debt Service (30), Capital Projects (60).
- 5) Transportation Fund (40) to Education Fund (10) or O&M Fund (20).
- 6) Capital Projects (60) to Debt Service (30) or O&M Fund (20).
- 7) Fire Prevention & Safety (90) to Debt Service (30) or O&M Fund (20).

Transfers both ways

Transfers follow the arrows

# Required Postings



What has  
to be on  
the  
website?

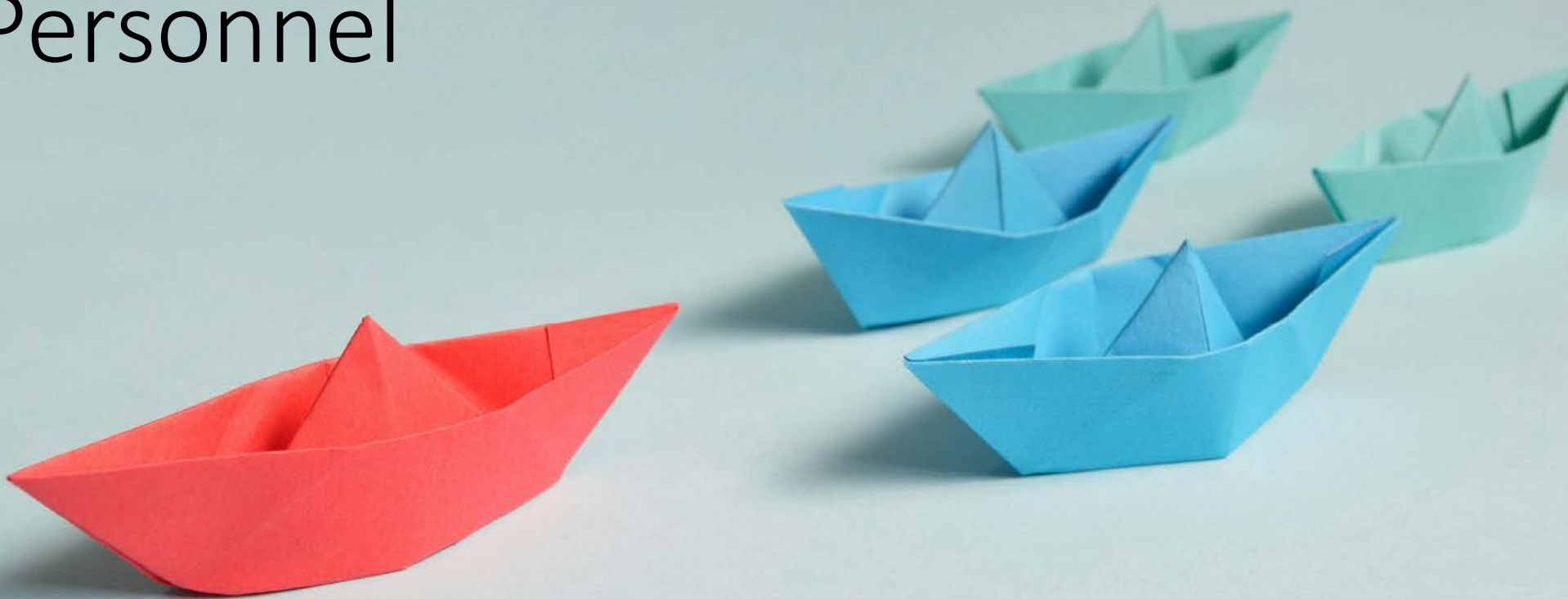
- What year?
- How easy to find?
- Contracts?
- Salaries?
- Bids?

I have  
a plan\*

\* I'm ready to listen to your plans



# Personnel



Can you have someone start  
before BOE approval?



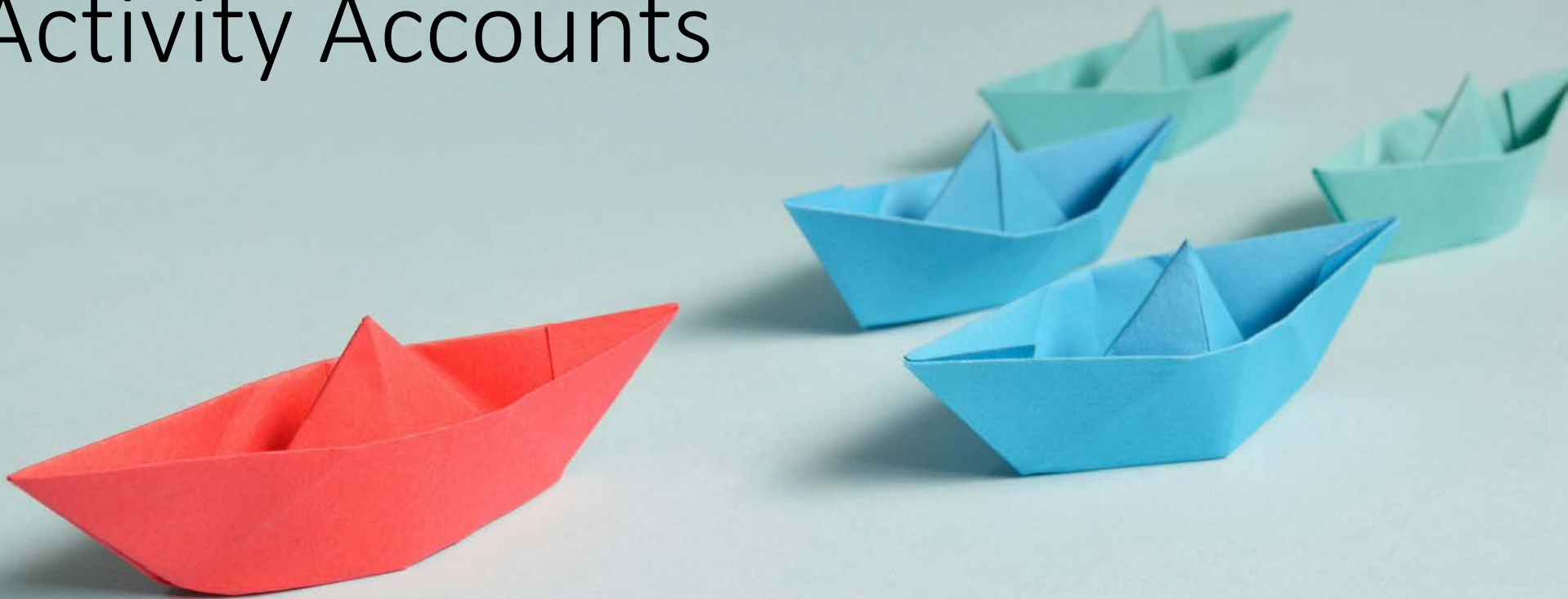




**Can you release someone prior to  
BOE approval?**



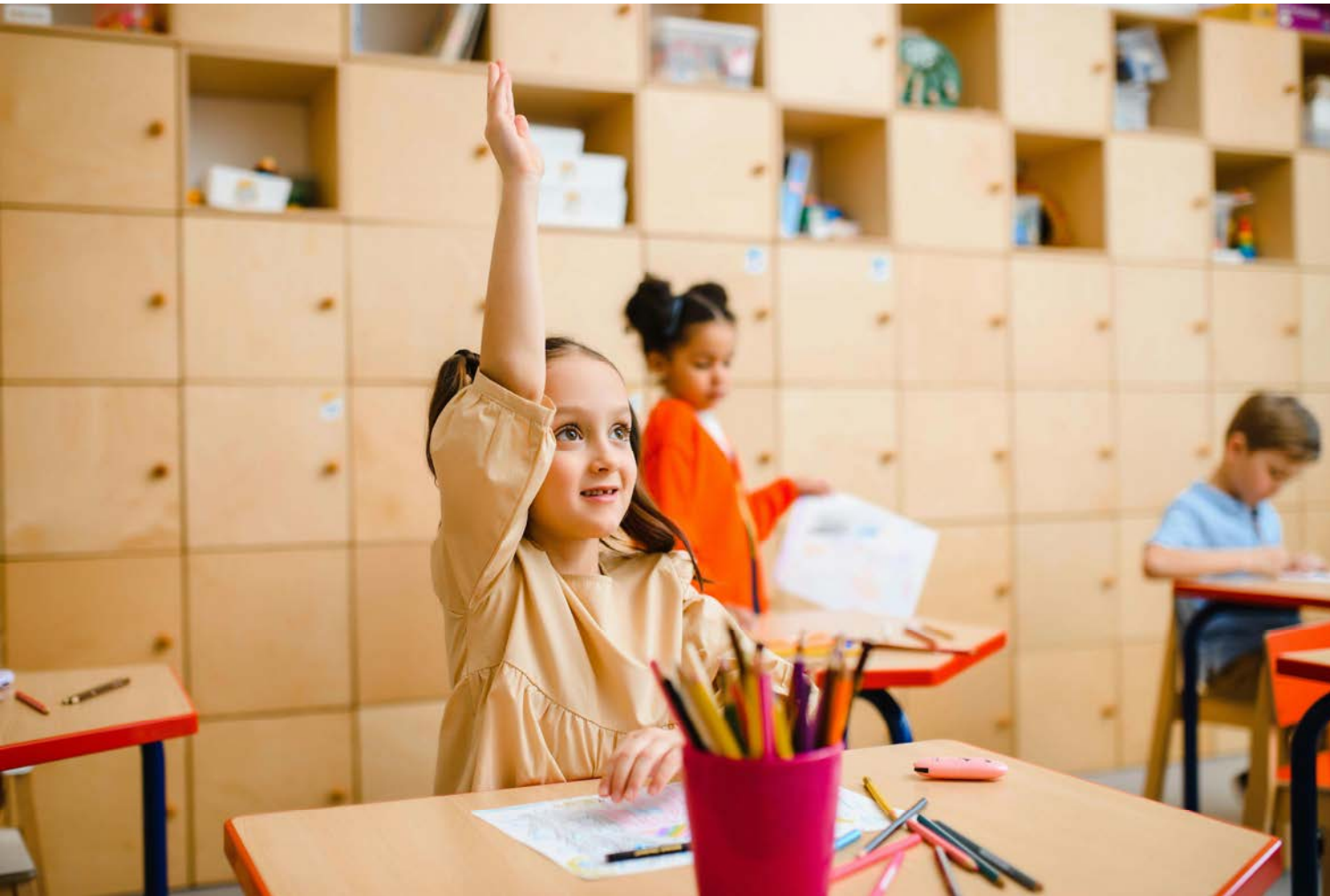
# Activity Accounts



# Activity Accounts vs. Convenience Accounts







# Questions and Answers

*We thank you for your time!*



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# Presenters:

## Speakers

Name: David Bein, PhD

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Name: Ken Florey, JD

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## Moderator

Name: Steve Chassee, AANG

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