

Introductions

Name: Cathy Johnson - Speaker

- *Assistant Superintendent of Finance and Operations, Mundelein High School District 120 & Mundelein Elementary School District 75*



Name: Jan Bush - Speaker

- *Business Manager, Murphysboro CUSD 186*



Name: Stacey Corder, MBA - Moderator

- *Governmental Financial Services Director, Benning Group, LLC*



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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.



Quick Memory Aid: The Four B's

Other Duties as Assigned

A quick way to remember the hot buttons as a CSBO is to remember the four Bs:



Bands



Buses



Bids



Beans (both food and dollars)

Let's walk through these for just a moment

- 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

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.

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Audits and Compliance

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

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Special Education Funding

Special Ed costs are rising rapidly.

Collaboration helps forecast needs and contains 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.



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Questions and Answers

We thank you for your time!

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