



Taking Care of Business

“The Wisconsin Association of School Business Officials shall be the most influential organization on significant Wisconsin school business management issues.”

WASBO Vision

A Bimonthly Publication of the Wisconsin Association of School Business Officials - Volume 14, Number 5 - October 2010

Wisconsin’s Leaders Shine at ASBO International Annual Meeting

ASBO International celebrated 100 years of service at their Annual Meeting held in September. Several WASBO members were at the forefront in volunteering their leadership and professional insights with their colleagues from around the world. The Wisconsin contingent of over 50 attendees was proud of how well they represented WASBO.



Erin Green, ASBO Board President, presided over the conference, which provided excellent learning

opportunities. Her leadership on the ASBO Board has helped ASBO develop a comprehensive strategic plan to serve members’ needs, a revised Board structure for better governance, and a new School Financial and Operations (SFO) certification.

Jeff Carew is a new ASBO Board member representing the interests of business partners and service affiliates. He chairs the Corporate Members Advisory Committee. Jeff has had this role for a number of years on the WASBO Board. The ASBO Board used the Wisconsin model when creating this position.



Bambi Statz is the Chair of the ASBO Certification Commission that developed and initiated the new SFO Certification program. Bambi has reached out to include WASBO



and ASBO members to set professional standards in this process. She is a “leader among leaders.”



Tom Wohlleber received the ASBO Distinguished Professional Eagle Award. Tom is one of only four who are recognized nationally with an Eagle Award each year. He joins the ranks of past Wisconsin recipients Don Hafeman, Doug Johnson and Tom Owens. He received the award for his demonstrated social responsibility and commitment to our profession. Tom has worked closely with students, staff and citizens to expand Middleton-Cross Plains Area School District’s energy efficiency and sustainability efforts. He has developed activities that incorporate this work into student

learning opportunities and curriculum resources.

Jim Froemming and Jeff Gross shared the value of their previous classroom experience and how it relates to doing their job as a business manager. They presented the session, “From the Classroom to the School Business

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Editor: Woody Wiedenhoef

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President's Message

I Love This Time of Year!

Working Together for the Children of Tomorrow

By Chad Trowbridge, Business Manager,
Chippewa Falls Area Unified School District



Chad Trowbridge
WASBO President

The school year is off to a good start, the 3rd Friday count is done, and you have your October 1 Certification of Equalized Values. Now all you need is the October 15th Aid Certification, and you can set your levy and take it easy. Right? Yeah, not for me either.

I do, however, believe that this is the best time of year to live in Wisconsin. We do truly live in a magnificent place. Do take the time to set aside some personal time to get out and enjoy it. Take the dog for a walk, get on your bike, go on a hike, go hunting, fishing, or just get in the car and go find a country road and see all the splendor of the fall colors. No matter what you do, find something, and get out there and do it. It won't be long and it will be dark when you go to work, and dark when you get home.

I have mentioned in previous newsletters that WASBO Board Members will be coming out to your regionals to gather some important feedback about Board Structure and Certification Areas. Your input is important, and will help us as the Board moves forward with planning.

At the end of September, I was fortunate to be able to join a number of WASBO colleagues in Orlando for the 100th Anniversary of ASBO. It seems extra special now to have Wisconsin's own Erin Green serve as the President of ASBO during such a monumental event. The sessions that I attended were very informative, and as always, I like to hear the Disney Story. Walt Disney was a believer, and although his vision wasn't always well received by those around him, his legacy and beliefs still ring true to the Disney organization.

We are no doubt going to be facing the greatest biennial budget challenge ever. This is a very important time not only

for our Schools, but the entire State of Wisconsin. Now, more than, ever we need to be believers, and also supporters and advocates for the children of Wisconsin. It is time to look at both short and long term impacts, and how we run our schools. The stakes are high, accountability is a given, and pressures for performance will no doubt be the heaviest we have seen. Contact your local legislators and let them know what the long-term impacts of revenue caps have done to your district, and how important it is to maintain funding for Wisconsin Schools.

Get out there and enjoy the beauty of Wisconsin. And BELIEVE!



"I cannot endure to waste anything as precious as autumn sunshine by staying in the house. So I spend almost all the daylight hours in the open air."

- Nathaniel Hawthorne





We've added new energy to help power the WASB Insurance Plan.

Liberty Mutual Group brings new power to our partnership with the WASB Insurance Plan. Cost-effective property and casualty insurance is now offered through Liberty Mutual and Pewaukee, Wisconsin-based Indiana Insurance™ — a unique combination of national strength and regional expertise to back the coverage endorsed by the WASB Insurance Plan.

With Liberty Mutual Group, Wisconsin public school entities of all sizes have access to one of the Midwest's leading school insurance providers. Together, we are committed to providing cost-effective risk management solutions to the complex issues school districts face today. Factor in our safety training, fast and efficient claims handling, and industry-leading loss control programs, for a plan that delivers results. It's a responsibility we take seriously.

For more information, visit the WASB Insurance Plan's Web site at:
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Exec's Reflections

Under the Radar

Woody Wiedenhoeff
WASBO
Executive Director

Elections are only weeks away. Campaigning issues and discussions will then turn into the reality of governing issues and making decisions.

Within ten months the Governor and Legislators will have moved the debates about school finance reform and the quality of education into a new set of realities. Issues that have been debated are the projections on state deficits, negotiation laws, health insurance, vouchers, equalization aid, categorical aids, tax credits, federal aid, merit pay, technology, the role of school boards, the role of the state, and the role of the federal government.

However, there is an issue flying under the radar. It can become a major part of the governing discussion and have major implications on future school finance discussions. What is an appropriate fund balance?

This issue cannot be ignored and we must be ready to talk with our elected politicians proactively about the importance of a stable fund balance before inappropriate decisions ensue.

School districts will need to educate the community, employees and politicians about what a fund balance is and how the school district has planned to use the fund balance. If a school district does not have a fund balance policy or an approved plan, they should develop one. It must be communicated to decision makers. What are possible discussion points to consider?

Many citizens, employees and politicians think a fund balance is

accumulated excess money. Politicians jump to the conclusion that districts have over taxed citizens and that fund balances can defray other budget issues. Unions at the bargaining table jump to the conclusion it is excess money. Provide people a true definition of a fund balance and its role in the budgeting process. Let people know that a fund balance is not accumulated excess cash reserves. Inform your constituents that fund balance is simply assets less liabilities and is more than cash on hand. Here are ten points to discuss with our new legislators and Governor about fund balance:

1. Cash flow and working capital for encumbrances, payrolls, fixed monthly expenses (i.e. If a district short term borrows, technically the fund balance is too small.)
2. Working capital for local, state and federal short term revenue instability and revenue collection timing. (Experts in governmental accounting cite a need for two months of liquidity.)
3. Unplanned expenses and emergencies
4. Long-term district stability
5. Availability of funds to start new programs, make future large purchases, implement multi-year projects
6. Reserves to support legal contingencies and contracts such as self-funded insurance, insurance deductibles, and legal decisions
7. Reserves for approved and planned debt services
8. Reserves for approved and planned capital improvement projects
9. OPEB, ARC and Wisconsin Retirement requirements, including all unfunded liability issues
10. If a district has an excess cash reserve accumulated that is

unreserved and undesignated, it should be noted that is only to be used for temporary or one time purchases.

I will be addressing these issues with the SAA and state politicians. Please let me know of any subjects that need to be added to the list. This will help in making a better presentation. Moreover, please discuss fund balances with your local legislator. Our goal is to be proactive at a local level now to keep legislators and the Governor from making decisions regarding fund balance under the radar.

Reference: Janet Rosseter's work with School District of La Crosse Administrative Policies

"A politician thinks of the next election. A statesman, of the next generation. "

— James Freeman Clarke



"Every citizen of this country should be guaranteed that their vote matters, that their vote is counted, and that in the voting booth, their vote has a much weight as that of any CEO, any member of Congress, or any President. "

— Barbara Boxer

Continued from page 1

Official: Lessons Learned for Effective Communications and Negotiations.”

Tina Hafeman met with leaders from Arizona, Connecticut, Illinois, Oregon, Pennsylvania, and Southeastern ASBO to discuss best practices to provide enhancements to our Electronic Resource Center (ERC).



Betty Zimdars and the Howard-Suamico School District were honored for receiving the Meritorious Budget Award.

John Stellmacher (Waupun) received one of twenty Bridges to the Future Scholarships. These scholarships provide funding to attend the ASBO Annual Meeting to new school business officials.



Jim Clark, WASBO Past President, was in attendance with his wife, Nancy. As part of ASBO's 100th anniversary, Jim was honored as an ASBO Past President.



The WASBO Leadership Team comprised of, Chad Trowbridge, Janice DeMeuse, Wendy Brockert, and WASBO staff, Tina Hafeman and Woody Wiedenhoeft, attended the Strategic Governance Symposium. The symposium helps affiliate leaders improve their strategic planning skills, membership communications and participation, and long-range planning.

All Wisconsin attendees attended numerous professional sessions and some received Viterbo credit towards Wisconsin license recertification. They also took this opportunity to network and compare experiences, problems and solutions with attendees from as close as Illinois and as far away as Australia. Wisconsin members shine in understanding how important staff development is to our profession. We recognize that as district leaders, people in our local districts depend on us. To neglect our own professional improvement in essence neglects the people that are counting on us.

Last, but not least, we thank the following sponsors for their help in bringing WASBO members together to network. **Robert W. Baird & Co., Inc.** helped us network and stand out as the Wisconsin contingent by providing our green shirts. They were green in more than just color, as they were an eco friendly bamboo and charcoal blend fabric.

Skyward, Inc., National Insurance Services and **PMA Financial Network, Inc.** provided an opportunity for Wisconsin fellowship at the beginning of the conference by hosting a Wisconsin reception.

With the support of **Community Insurance Corporation, InSite Consulting Architects, Key Benefit Concepts,**

and **WisconsinCLASS**, thirty Wisconsin attendees celebrated the successes of ASBO through the decades at the Centennial Gala.

Please ask WASBO members that attended to share their experience with you at your Regional meetings and at other conference and seminar opportunities that are being held this Fall.

“Crowded classrooms and half-day sessions are a tragic waste of our greatest national resource - the minds of our children.”

— Walt Disney

Say "Yes" to Dual Benefits

When you renew with your affiliate ASBO, check the box for ASBO International Membership. With one payment, you can participate in both organizations—doubling the tools, resources, and colleagues you can call on to help you in your everyday responsibilities. Together, we can effectively manage resources to give every child the power of education.

With the increasing responsibilities and fewer staff, the help and expertise that I gain through ASBO membership is priceless.
Peter Willcoxon Sr., RSBA, White Bear Lake Area Schools (MN)

Association of School Business Officials International www.asbointl.org



Erin Green
President

ASBO International
Annual Meeting in Orlando, Florida.

ASBO Update

President's Message - Leadership and Change

By Erin Green, Director of Business Services, Greendale School District



Stan Slap: Have you heard of him? If not, you will soon. Stan was our closing keynote speaker at the recent ASBO International Annual Meeting in Orlando, Florida.

Stan's messages, mainly crafted to help the corporate world, are equally meaningful to schools. "Victim" is not a job description, and "whining" is not a strategy. (OK, it does feel good once in while!) If we are to help lead the change that is needed in K-12 education today, here are some tips from Stan:

- **If we can't sell the change inside, we can't sell it outside.** We need to work closely with our faculty and staff before rolling changes out to the community. We need emotional commitment and buy in from them first. In the Greendale School District we are working toward implementing a Ready Access - One-to-One Laptop Program for each high school student. This is a huge shift in access to resources, resource allocation, how students learn and how teachers teach. Before we roll it out to the community, we need to make sure our faculty is on board.
- **Realize the power of your organization's culture.** Your organization's employee culture will be the deciding vote when it comes to bringing your strategic plan to fruition. Plans don't count. What matters are your implementation strategies. Nothing can kill a new initiative faster than a "thumbs down" from the employee culture.
- **Tell them clearly what is NOT going to change.** This empowers your culture and employees to make changes. Our tradition of providing a world class education to every student in our community is not changing. In order to survive in the new world we are in, the district must make access to the world of internet/electronic resources available for all students. Hence, we are implementing a Ready Access Program. This shows them you are not radically changing course, but being consistent in implementing strategies that support the mission.
- **Your organization will be branded not only for its performance (student achievement), but also by how you deliver the services.** This describes friendliness quotient of staff to other staff, students, parents, and citizens. It is also how your organization solves problems (i.e. Is it collaborative or destructive?) Finally, it is your capacity to treat each and every customer humanely and with respect. This means keeping your cool when parents complain about bus stops, deal with child custody orders, or are simply angry.
- **Know your organization's story.** Every organization has a story of who they are, what their culture is, and how they got that way. Realize the staff you manage will have stories about you. Typically, these are stories about how to survive working for you. You will never hear these stories, so don't bother trying to learn these stories. Instead, practice management aligned with your values and be consistent.
- **One of the most important things you can do is REMAIN POSITIVE, even in the face of great challenge.** People do not follow negativity. Labor negotiations for most of us can be an ugly negative experience. While you alone may not determine the course or tenor of the experience, you can remain upbeat and positive. Avoid denigrating your employee union leaders, even if they do not do the same. Remain above the fray. It takes energy, but it is the right course.
- **Have passion for what you do.** If you don't, you are wasting your life. Find something else to do. When you do have passion, your employees lend you their emotional commitment, making your organization stronger. As leaders, we mold the organization to our values. Only then are we true to ourselves and real to others.

Stan Slap is the author of *"Bury My Heart at Conference Room B: The Unbeatable Impact of Truly Committed Managers."* It is a good read that is based on years of research. As Stan put it, "I want to make a difference in the world before I am forcibly removed from it."

As you enhance your leadership skills, make plans to attend ASBO's Executive Leadership Forum in Grapevine, Texas on February 24-26, 2011. Learn about how American Airlines came back from 9/11, dealt with the immediate crisis, worked with employee unions and became profitable again.

Learn how the Dallas Cowboys organization plans for safety and facilities maintenance. The Gaylord Company will reveal their secrets

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ASBO Update

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on collaboration, cooperation and exemplary customer service. Candace BelAir, award winning journalist, will instruct us on how to communicate confidently in a crisis. This forum is limited to 300 attendees, so make your reservation starting November 1, 2010. I can tell you from my visit there this summer, it is a spectacular program.

Thank you, WASBO, for your fabulous support at the recent Annual Meeting in Florida! Wisconsin is making its mark and our reputation in the country is very high. You are some of the most competent SBO's in the country and it shows! Kudos to Bambi Statz for her leadership on the Certification Commission and Jeff Carew for his leadership on the Corporate Member Advisory Team (CMAC)!

Now is the time to think about submitting a proposal to present at next year's Annual Meeting in Seattle. **Calls for Presentations will be due in December.** Jim Froemming and Jeff Gross were able to attend the ASBO Annual Meeting this year because their presentation was selected for the program. This is a tremendous way to grow professionally by sharing your area of expertise.

Remember the ASBO committees could use you. Join one today!





John Forester
SAA Director of
Government Relations

Legislative Update

SAA Legislative Committee Focused on Agenda

By John Forester, Director of Government Relations,
School Administrators Alliance



The SAA Legislative Committee held its first meeting of the 2010-11 school year on Monday, October 4th at the

Holiday Inn in Stevens Point. Continued development of the SAA's 2011-12 Legislative Agenda dominated the committee's deliberations. With the state's abysmal fiscal condition and the extraordinary challenges facing Wisconsin school districts serving as the motivational backdrop, the committee's discussions were intense and very productive.

However, the committee members recognize the difficulty in crafting a legislative agenda in these challenging times that will be both representative of the SAA's diverse membership and effective in the 2011-13 State Budget battle. That is why the legislative committee is encouraging SAA members to contact their Legislative Committee representatives with suggestions regarding the structure and content of the Legislative Agenda. (WASBO Legislative Committee representatives and their contact information are listed below.) The Legislative Committee plans to submit the next draft of the legislative agenda to the SAA membership for feedback following the November election. Member comments and suggestions will inform the discussion at the committee's next meeting on December 6th, at which time the committee will finalize its legislative agenda recommendations. The committee recommendations then must be approved by the AWSA, WASBO, WASDA and WCASS boards

of directors.

SAA: What Is It? Why Does It Exist? How Does It Work?

The School Administrators Alliance (SAA) is a statewide organization established to provide four associations of public school administrators with government relations services and a unified political voice. The SAA is an alliance of:

- Association of Wisconsin School Administrators (AWSA)
- Wisconsin Association of School Business Officials (WASBO)
- Wisconsin Association of School District Administrators (WASDA)
- Wisconsin Council of Administrators of Special Services (WCASS)

As the combined government relations arm of these four associations, the SAA represents the interests of Wisconsin school children and Wisconsin public schools before the State Legislature, the Office of the Governor and the state agencies. The SAA supports legislation that improves Wisconsin public schools and the quality of education for Wisconsin school children. The SAA actively participates with other groups in addressing issues of mutual concern.

Why Does the SAA Exist?

Prior to 1991, each of the SAA member associations had its own lobbyist, its own legislative agenda and its own relatively weak and splintered political voice. State legislators grew weary of the lack of political unity among the administrator groups and openly suggested an alliance of the four groups to create a stronger, more unified, political voice for public school administrators.

The SAA was founded in 1991 when WASDA and AWSA joined their advocacy efforts. With the addition of WASBO in 1992 and WCASS in 1994, the SAA has grown to represent more than 3,000 members – virtually every licensed school administrator in the state of Wisconsin. This diverse membership provides a broad perspective, a deep understanding of educational issues and a powerful advocate for Wisconsin school children.

How Does the SAA Work?

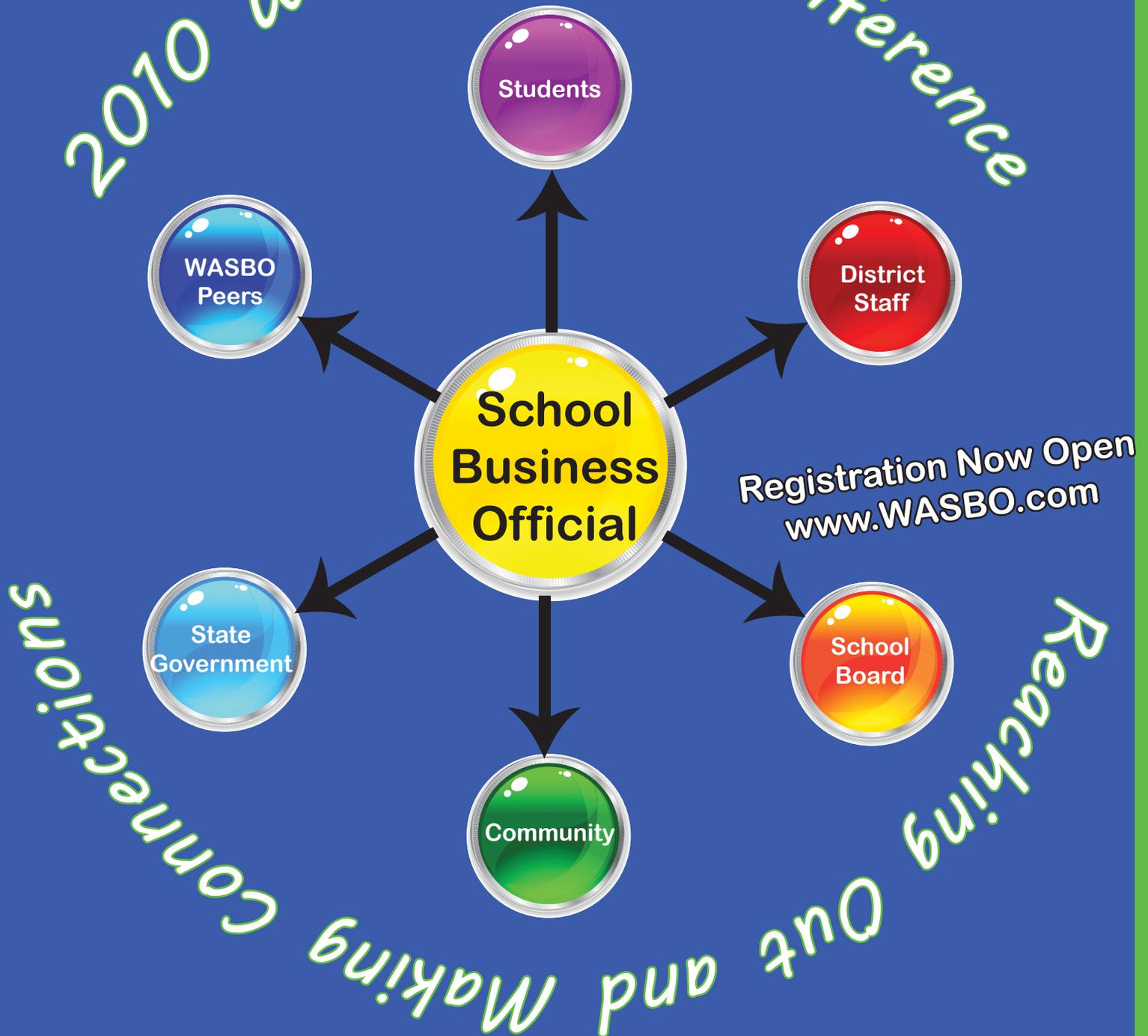
Each of the four SAA member associations appoints six primary and as many as six alternate members to represent the association on the SAA Legislative Committee, the primary policy-making body for the SAA. It is up to each association to decide how those members are appointed and the length of time they may serve as representatives of their association. The SAA chair, who serves a two-year term as presiding officer, is recommended by the steering committee and confirmed by each association's board of directors. The position of the chair rotates among the four associations. The executive directors of each association and the SAA director of government relations serve as ex officio members.

The Legislative Committee creates the SAA's formal legislative policy positions and monitors SAA government relations efforts and political activities. Central to this mission is the creation of the SAA's written biennial legislative agenda for ultimate approval by the association boards of directors.

The SAA executive committee consists of the executive director of each association and the director of

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2010 WASBO Fall Conference



Registration Now Open
www.WASBO.com



October 20-22, 2010
The Osthoff Resort & Conference Center
Elkhart Lake, Wisconsin

Wisconsin Association of School Business Officials Foundation
4797 Hayes Road, Suite 101, Madison, WI 53704
(P) 608-249-8588 (F) 608-249-3163 www.WASBO.com wasbo@wasbo.com



Fall Conference

Reaching Out and Making Connections

By Jennifer Buros, Business Manager, Westby School District and Fall Conference Planning Committee Co-chair

The school year is well underway and everyone is busy, but we need to remember the importance of communication and promoting the school district. There are many connections that either need to be made or continued in a positive direction with the community, school board, staff, students, peers, and the government. That is the focus of this year's Fall Conference "Reaching Out and Making Connections."

We will not have to worry about rain or cold weather with this year's scholarship fundraising event. Wednesday's activities include a Bowl-A-Rama and Casino Night. This will certainly be

a great time with bowling, activities, prizes, and lunch. The evening will continue with a Casino Night. There will be casino games provided by the Elkhart Lake Lions. This is a great time to network and re-connect with your peers while raising money for **scholarships**.

The keynote on Thursday morning is a "must see." The LaughingStock Comedy Company will help you improve your problem solving skills, encourage team building, and most importantly, make you laugh.

The educational sessions include proactive communication for your

district, tools for public speaking, bond proceeds and cash flow management, GPS on busses, using technology to connect, and many more pertinent topics. The Facilities Committee will be presenting six required sessions in Module #2 for the Facilities Manager Certification Program. Be sure to meet us for the team building activity. It is a great chance to work with your colleagues from across the state to solve a problem and achieve a common goal.

The sessions and the networking are great opportunities for everyone. We hope to see you in Elkhart Lake on October 20-22.

Legislative Update

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government relations. The executive committee manages the day-to-day operations of the SAA. The executive committee meets on a regular basis to allocate SAA resources, develop and execute political strategy and to determine how to best keep the membership informed of pressing political issues.

The following hierarchy exists for establishing positions on legislative matters: 1) The entire SAA Legislative Committee at regular or special meetings and approved by each member association's board of directors; 2) the steering committee and approved by each member association's board of directors; and 3) the executive directors instructing the director of government relations with the approval of each member association's board of directors. However, the executive directors and director of government relations have the authority to make decisions and take legislative positions independent of this hierarchy when necessary.

I hope you find this information useful in understanding the operation of the SAA. If you have any questions please contact SAA Director of Government Relations John Forester at (608) 242-1370 or john.forester@wsaa.org. For up-to-date reports on legislative activities, please visit the SAA's website at www.wsaa.org.

WASBO's Ex-officio Members on the 2010-11 SAA Legislative Committee

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WASBO/WASPA 6th Annual School Personnel Academy



Team Approach to Bargaining Can Your District Be More Effective?

December 1-2, 2010

Radisson Hotel & Conference Center - Madison

Learn from districts who
are already using a team
approach to bargaining.

Hear from Labor
and Negotiations
Attorneys, School
Business Officials,
Human Resource
Professionals,
District

Administrators and
Board Members who
all play a role in the
bargaining process.

This seminar is designed to
be most effective when you
bring your administrative
bargaining team.

Including:
Administrators
Board Members
Attorneys

Find out how you can work
together to make the process
more successful!

Overnight Accommodations

A block of rooms has been reserved until
November 9, 2010 at the Radisson Hotel
Madison, 517 Grand Canyon Drive, Madison,
WI 53719. www.radmad.com. A rate of \$70/
single or double has been established. **Call
608-833-0100 to make your reservation.**
Mention you are with the Wisconsin Association
of School Business Officials (WASBO) and
remember to bring your tax-exempt certificate
when checking in. Reservations made after
the cut off will be based on availability.

Register at
www.WASBO.com

Wisconsin Association of School Business Officials
4797 Hayes Road, Suite 101, Madison, WI 53704
Register online at www.WASBO.com



Brian Brewer

Under-levying Your Revenue Limit Making Sure Your District's Budget is Covered

By Baird Public Finance School Team, Robert W. Baird & Co., Incorporated
Brian Brewer, Director and Debby Schuffletowski, School Business Specialist



Debby Schuffletowski

Economic issues have districts across Wisconsin looking at rising tax levies for the 2010-2011 school year. Last year, over 60 districts statewide chose to under-levy their revenue limit. However, it's important to note that the future

initial under-levying continue over the course of the next year(s). If property values are behind the decision to under levy the revenue limit this year, the district could face even greater financial struggles next year if property values remain low and/or if state aid does not increase.

Considering your options

While under-levying your revenue limit may work for some districts, it is vitally important that you review all of your district's options and forecast the results each could bring.

Here are some questions your district should answer before making a decision:

- What is your district's carryover amount?
 - How will the district's recurring and/or non-recurring exemptions affect the carryover amount?
- How will this carryover affect future year revenue limit calculations?
- How will recurring exemptions affect future year revenue limit calculations?
- What is the future tax impact of levying these carried-over dollars in a future fiscal year?
 - Can you bring these dollars back at a time of increased aid/valuation or when referendum debt is falling off to minimize the impact on the mill rate?
 - Can you add value to these dollars by adding a program or by paying off or shortening your debt?
 - Will you ever bring the dollars back?
- Does the choice to under-levy correspond with a reduction in expenditures?

- How will future aid calculations be impacted?

Consider additional options before making the choice to under-levy your revenue limit. The current low interest rate environment provides an opportunity for the restructuring of debt payments, which could allow you to lower your current debt payments, deferring the debt until a period of economic recovery or scheduled drop in payments. Transferring money from your Fund 10 fund balance to Fund 39 is yet another option which could lower your school-based mill rate, also saving your taxpayers money. Each option will create outcomes unique to each district which needs to be fully understood prior to proceeding.

Forecasting the future

A strong budget forecasting model is essential to analyzing the long-term ramifications of your district's decision. It will help you review your options so you can communicate plans early and often to residents. Thorough understanding and communication of the outcomes is the best way to display prudent management of tax dollars, and the most effective way to ensure that your ultimate decision best serves both your district and its taxpayers.



fiscal impact yielded different results in each. If your district is considering such a move, a strong budget forecast model is a must to help you determine the impact under-levying could have on your district's financial future.

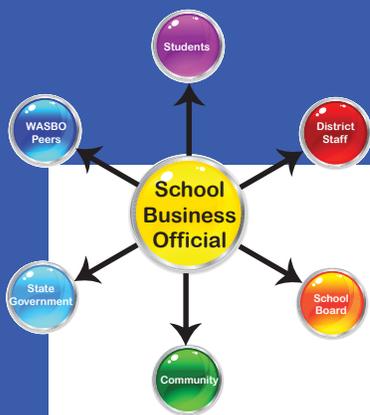
Examining the effects of under-levying

Under-levying is a choice that some school districts make in order to lower tax rates for their constituents. Falling property values as well as increases in home foreclosures have shrunk the tax bases of many districts. In fact, across Wisconsin, property valuations dropped \$2.6 billion in the last year. This loss in property valuations combined with a \$200 million drop in equalization aid in the same period has created increases in district mill rate calculations. This scenario coupled with structural deficits in districts' budgets has created even greater shortfalls for districts to overcome.

Under-levying can be extremely popular with residents, especially when there are concerns about financial shortages of their own. However, under-levying comes with risk, most notably the potential loss of that revenue should the economic situation that caused the

WASBO Fall Conference

Reaching Out and Making Connections



Thursday Keynote LaughingStock Comedy Company

Every day you are called upon to make decisions, communicate with staff, community, and colleagues, and deliver solutions. You could be considered a master of improv on some days and, on most days, comedic relief is necessary to keep you sane.

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This session will sharpen presentation skills, improve creative problem solving, encourage team building and most importantly, make you laugh! LaughingStock Comedy Company will take a comic look at the culture of public K12 education and managing school district operations.

The LaughingStock Comedy Company's keynote left attendees of the ASBO International Annual Meeting laughing and talking well into the conference. Don't miss this opportunity to exercise your funny bone and creative juices.

Friday General Session On Wisconsin

Senator Luther Olsen



Senator Luther Olsen (R-Ripon), a 3-term veteran of the Wisconsin Legislature's powerful Joint Finance Committee, joins us to share his outlook on Wisconsin's fiscal condition and a preview of the 2011-13 State Budget battle. Take this opportunity to hear what promises

to be a very difficult "flat and straight" message from a good friend of WASBO and the SAA.

John Forester will serve as our moderator. Following the general session stay for John's analysis of Senator Olsen's message as well as his own outlook on the November elections and the 2011-13 State Budget battle.

Thursday Lunch Program

*Fair Funding for Our Future
A Framework for School
Finance Reform
State Superintendent
Tony Evers*



State Superintendent Tony Evers is advancing a proposal to revamp Wisconsin's school funding system. Keys to his proposal are fairness, sustainability, transparency, and accountability. The School Administrators Alliance has chosen to support Fair Funding for Our Future. Find out the details of this framework and how we move forward.

Sessions

- Proactive Communication for Your District's Future
- DPI School Finance Issues
- Tools for Public Speaking
- Open Records and Open Meetings
- Exploring the New Frontier of Web 2.0
- Bond Proceeds and Cash Flow Management
- Records Retention - The New Document
- GPS on Busses
- Farm to School in Your School?
- Using Technology Tools To Connect
- Leadership as a SBO: Really? Me? Tell Me More
- Governor Candidates - Analysis and Interpretation
- Modern Technology and its Buildings & Grounds Applications
- Certified Administrator of School Finance and Operations: How You Can Be One
- Labor and Employment Law Update
- WASBO Tools for Resources and Networking
- The PDP Process

Facility Manager Certification Sessions - Module 2

- Understanding Your Utility Bill Part 1
- Understanding Your Utility Bill Part 2
- Understanding HVAC Part 1
- Understanding HVAC Part 2
- Electrical Systems Part 1
- Electrical Systems Part 2

Reaching Out and Making Connections Team Building Activity

In your professional role you need to work with your staff, administrators, school boards and the public. You need to be able to solve problems and think on your feet. Enhance these skills that are essential to doing your job as you join your colleagues across the state to achieve a common goal.

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Register at www.WASBO.com!

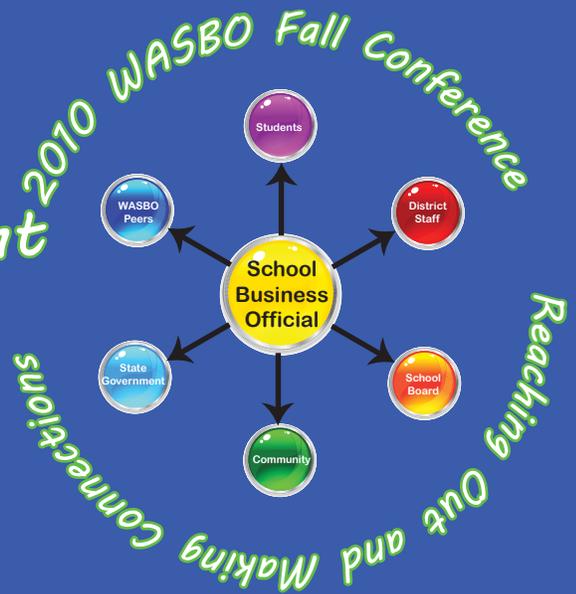
Member Full Conference \$235
Member Thursday Only \$160
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WASBO Foundation Scholarship Fundraising Bowl-A-Rama & Casino Night

Wednesday, October 20, 2010
Funding Student Scholarships
for High School Seniors



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Spend a day networking with your colleagues, enjoy some friendly competition, and help support the WASBO Foundation Scholarship Fund. The WASBO Foundation provided over \$17,500 in student scholarships in 2010 through the efforts of our Spring and Fall fund raising and the support of our Service Affiliate Sponsors. Join us in supporting deserving students by participating in the WASBO Foundation Scholarship Bowl-A-Rama and/or Casino Night.



Bowl-A-Rama

12:00 noon - 5:00 pm

Rain and cold will not be a problem with this year's event! Your Bowl-A-Rama registration fee includes 2 games of bowling, fun activities for everyone, prizes, lunch and beverages. Those who make it to the winner's round will bowl a third game. Skill is not a necessary prerequisite to enjoy this afternoon of networking and scholarship fund raising. All you need is a willingness to have a great time and a desire to meet people. Spectators are welcome and can register to attend for a fee to cover lunch and beverages.

Casino Night

5:00 - 9:00 pm



Whether you participated in the afternoon's Bowl-A-Rama or are just arriving to Elkhart Lake, you'll want to join in the fun of the Casino Night networking event. Dinner will be sponsored by **Hutchinson, Shockey, Erley & Co.** Then support the WASBO Scholarship program as you play casino games provided by the Elkhart Lake Lions. Your registration fee includes dinner, beverages and playing money to get you started. Everyone has a chance to win!

Register for one or both of these great networking events.

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& Scholarship Fundraiser
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Scholarship Fundraiser Bowl-A-Rama with Lunch

Participant \$40
Spectator \$25

Scholarship Fundraiser Casino Night with Dinner

Participant \$40

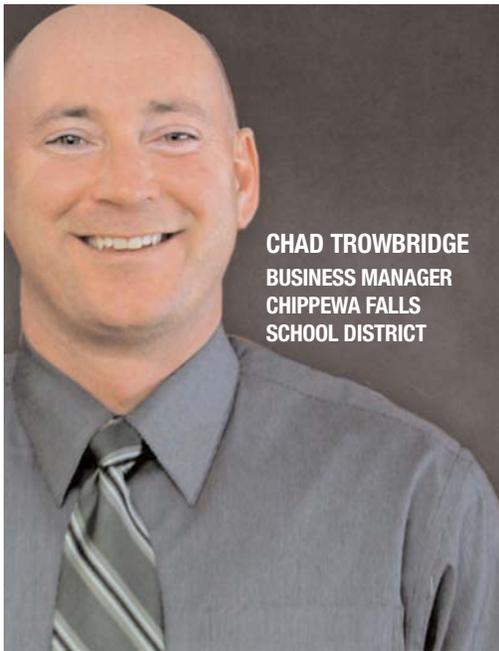
Scholarship Fundraiser Combo

Bowl-A-Rama with Lunch & Casino Night with Dinner
Participant \$70

If you are a WASBO Service Affiliate Member we invite you to participate in the WASBO Foundation Fall Conference & Scholarship Fundraiser as a sponsor, conference attendee, bowler and fun lover! You will have ample networking time at this well attended conference, as well as an opportunity to grow professionally by attending the conference sessions. Sponsors will be recognized in the Fall Conference program and Bowl-A-Rama and Casino Night Event Sheet, with prominent signage, and in our WASBO newsletter, *Taking Care of Business*. Sponsors will also be provided with a full color ad in the Fall Conference Program. Please provide us with a high resolution logo to be used when recognizing your support. Your conference support helps provide quality programming and a chance for Wisconsin's School Business Officials to refuel. Your Bowl-A-Rama or Casino Night sponsorship provides funding for several student scholarships WASBO and our sponsors provide annually.

For more information go to www.WASBO.com or contact the WASBO office at 608.249.8588.

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What is a p-Card?

For most people the description of a p-Card system makes it sound like it is nothing more than a fancy name or marketing ploy for a credit card. While all of us have had experience with credit cards and debit cards, our experience is not much more than making purchases, receiving the monthly bill and paying the bill by a certain deadline either by check or electronically online. In most cases, the card holder can access their current charges and transaction on a 24/7 basis. Most of the operating parameters of the card are dictated by the issuing bank.

True p-Card programs carry some significant differences-keeping in mind that all p-Card programs are NOT created equal. Most of the p-Card features described in the following reflects features of the WASBO/Illinois ASBO p-Card partnership. Other p-Card systems may be similar or very different. Each system should be evaluated based on the needs of the district. Here are some important features:

- The plastic works the same as a credit card.
- A p-Card does not have a revolving payment capability.
- When individual credit cards are created by the bank, the bank establishes the credit limit for each card. In a state-of-the-art p-Card system, the bank and school district work together to establish the credit limit for the district. The district then allocates a portion of that credit to each card holder according to the interests and needs of the district. This can be changed online by the district 24/7.
- The p-Card system is interactive. It is administrated and managed by local district administration with a

secure internet connection.

- Continuous training is provided at no cost to the district.
- The “interactive” feature of the WASBO/Illinois ASBO partnership is the management information system called Details Online which allows the district to process district transaction in total or in district determined parts. Up to 3 years of data is accessible to the district to generate 80+ different reports. Data over 36 months old is archived and accessible if needed. The power to mine your data to drive future decision making as opposed to simply getting and paying a bill is the significant difference between p-Card and credit card programs.
- Of particular benefit to Wisconsin and Washington participants in the p-Card program, is the download from Details Online to Skyward. Additional functionality was developed with the help of the Oregon School District and Andy Weiland.
- Customized p-Cards can be programmed to limit the size of transactions, where a person can charge, and specifically what can be purchased. The internal controls are significantly improved since school personnel can view the activities on every card 24/7.
- A group p-Card offers a rebate for the group districts in the WASBO/Illinois ASBO partnership p-Card program. The rebate is calculated regardless of where the card is used and the rebate is based on the aggregate value of all group charges. Small districts earn the same rate of rebate as large school districts.



- Fraud protection offered by credit card companies may differ significantly from a p-Card system as well as how disputed charges are processed.

The p-Card system that best meets the needs of your school district will be a matter of personal analysis. Now is the time to streamline your procurement system. Even though budgets are tight, you will still spend a lot of money this year. It is imperative to be as efficient and effective in how you spend this money as you can. P-Cards can definitely help.

To learn more go to www.WASBO.com or contact Jeanne Deimund at deimund@wasbo.com.

“It is paradoxical that many educators and parents still differentiate between a time for learning and a time for play without seeing the vital connection between them.”

— Leo F. Buscaglia



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Contact Richard Waelti @ 262-377-8306 or email: rwaelti@wi.rr.com

WASBO's Peer-to-Peer Communication Forum: The New Way to Network

For many years, WASBO school district members have relied on the "Member Request" list serv to tap the expertise of fellow members. The Member Request was initiated by contacting the WASBO office with a question that staff then sent out to school district members. WASBO members responded directly to the individual making the request, providing sage advice, sample RFPs, examples of policies and procedures and more.

Member Request Limitations

As helpful as the Member Request was, it had a couple of significant downsides. The collective wisdom of WASBO members was going to just one person – the individual who asked the question. It was challenging to disseminate this information to other WASBO members.

Another disadvantage to the Member Request was relevance (or lack thereof!) While WASBO members wear many hats, a Facilities Director may not want to see a Member Request regarding an audit issue, and a Business Manager isn't likely to have direct experience with Cold Plasma technology. Unfortunately with Member Requests there was no way to assure the email you received was relevant to your interests and your job responsibilities.

Those days are gone with the WASBO Peer-to-Peer Communication Forum, a new on-line tool available to WASBO School District, Student, Retiree and Lifetime members. The goal of this new offering is to provide a forum where WASBO members can share opinions, post questions, collect ideas and establish relationships on areas of interest to school business professionals. Additionally, a library of searchable information, including postings and documents, will become a resource for everyone.

How the Peer-to-Peer Communication Forum Works

WASBO School District, Student, Retiree and Lifetime members will be provided with individual log ins and passwords to the Forum. Simply log in and select one of the three basic Actions – Search Discussions, Post A Question or Answer a Question.

Thanks to WASBO's Member Resource Committee, 22 Categories or topics have been defined to help organize questions, answers, and related documents. To ask a question simply select that action, choose the category into which it best fits, type the question and click the submit button. If a WASBO Member has indicated an interest in that category, he or she will receive an email notification of your question and can then log in to answer your request and post appropriate documents. While WASBO members will continue to

receive email notifications of posted questions (and answers if they so choose), all of this correspondence will also be saved in the Communication Forum for future reference. So even if that Cold Plasma question isn't relevant to you today, you can always return to the Communication Forum at a later date to search for answers.

Each WASBO member has the ability to customize his or her account categories so that

notifications will be emailed only when a question is asked in a category of interest. The process for customizing one's account is accomplished in the My Profile area of the on-line application under the Notification Options hyperlink.

Comprehensive instructions for the WASBO Peer-to-Peer Communication Forum, including how to customize your account, will be posted to the WASBO website immediately following the Fall Conference. Watch your email for login and further instructions coming soon. Questions can be directed to Deb Saeger at saeger@wasbo.com.

If you want to learn more about this new networking tool be sure to attend the Fall Conference session, WASBO Tools for Resources and Networking, to be held Friday, October 22nd at 11:15 a.m.

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2011 Changes to Flexible Spending Arrangements

Provided by Grobe & Associates, LLP October 2010 Newsletter

Note: Some areas may apply more to the private sector than the public sector. Check with your own auditor for clarification.

The Affordable Care Act, enacted in March, established a new uniform standard that, effective January 1, 2011, applies to Flexible Spending Arrangements (FSAs) and health reimbursement arrangements (HRAs).

Under the new standard, the cost of an over-the-counter medicine or drug cannot be reimbursed from the account unless a prescription is obtained. The change does not affect insulin, even if purchased without a prescription, or other health care expenses such as medical devices, eye glasses, contact lenses, co-pays, and deductibles. The new standard applies only to purchases made on or after January 1, 2011, so claims for medicines or drugs purchased without a prescription in 2010 can still be reimbursed in 2011, if allowed by the employer's plan.

A similar rule goes into effect on January 1, 2011 for Health Savings Accounts (HSAs), and Archer Medical Savings Accounts (Archer MSAs).

Employers and employees should take these changes into account as they make health benefit decisions for 2011.

Q&A's Related to the Change

Q. How do I prove that I have purchased an over-the-counter medicine or drug with a prescription so that I can get reimbursed from my employer's health FSA or an HRA?

A. *If your employer's health FSA or HRA reimburses these expenses, you would provide the prescription (or a copy of the prescription or another item showing that a*

prescription for the item has been issued) and the customer receipt (or similar third-party documentation showing the date of the sale and the amount of the charge). For example, documentation could consist of a customer receipt issued by a pharmacy that reflects the date of sale and the amount of the charge, along with a copy of the prescription; or it could consist of a customer receipt that identifies the name of the purchaser (or the name of the person for whom the prescription applies), the date and amount of the purchase, and an Rx number.

Q. How does this affect over-the-counter medical devices and supplies?

A. *The new rule does not apply to items for medical care that are not medicines or drugs. Thus, equipment such as crutches, supplies such as bandages, and diagnostic devices such as blood sugar test kits will still qualify for reimbursement by a health FSA or HRA if purchased after December 31, 2010, and a distribution from an HSA or Archer MSA for the cost of such items will still be tax-free, regardless of whether the items are purchased using a prescription.*

Q. Will I need a prescription to use my health FSA, HRA, HSA, or Archer MSA funds for insulin purchases after December 31, 2010?

A. *No. You can continue to use your health FSA, HRA, HSA, or Archer MSA funds to purchase insulin without a prescription after December 31, 2010.*

Q. I use health FSA funds for my co-pays and deductibles. Will I still be

able to reimburse those expenses with health FSA funds after December 31, 2010?

A. *Yes. Co-pays and deductibles continue to be reimbursable from a health FSA after December 31, 2010. Similarly, funds from an HRA can continue to be used for these expenses, and a distribution from an HSA or Archer MSA for these purposes will be tax-free.*

Q. My company gives me two extra months beyond the end of the year to submit claims for health FSA expenses incurred during the year. What happens if I purchase over-the-counter medicines or drugs without a prescription in 2010 but do not submit the claim for those expenses until January 2011? Will they qualify for reimbursement?

A. *Yes. The new restriction on plan reimbursements for the cost of over-the-counter medicines or drugs without a prescription applies only to purchases that are made after 2010.*

Q. My company's health FSA includes a provision for a grace period, so that if I don't spend all of the money in my health FSA by December 31 in a given year, I can still use the amount left in my health FSA at the end of the year to reimburse expenses I incur during the first 2-1/2 months of the following year. If I buy over-the-counter medicines or drugs without a prescription during the 2-1/2-month grace period of 2011, can I still use the amount left in my health FSA at the end of 2010 to reimburse those expenses?

A. *No. The change applies to purchases*
Continued on page 26



Don Mrdjenovich

Who Likes Bureaucrats?

By Don Mrdjenovich, Retired WASBO Executive Director

The easy answer when it comes to public schools is friends and family. The history of public education in Wisconsin can be described as a slow and reluctant handing over of school management responsibilities to school administrators. In the old days, Boards of Education were very “hands on” and made most management decisions, including the hiring of teachers and other employees. Wisconsin statutes still do not require that school districts be lead by a district administrator. School administrators and those who serve them continue to be looked upon as a questionable necessity. Those who teach, clean and maintain the schools are viewed as being necessary.

It is therefore understandable that in these difficult economic times, there is an increased appeal to Boards of Education to cut management positions, the assumption being that anyone serving outside of the classroom, gymnasium or playing fields are extra baggage. Not all taxpayers are so naïve, but it is safe to say that those who know the least about what the school management staff does are most prone to call for their elimination. Unfortunately, it is not only the general public who lack a clear understanding of the functions and roles performed by management staff, but some school board members as well. Who has the responsibility to inform them? The only people who can, school management staff.

In my experience, I found it effective to have administrative and supervisory staff and others detail what it is they do. This documentation contains far more information than their job descriptions. For example, “Every Monday during

the school year I spend an hour preparing and filing a required student attendance report.” This approach puts time and task commitments in a more meaningful context. WASBO has a resource entitled, “What Does the Business Office Do?” It serves as an eye opener to those who are not familiar with school district business operations.

Several years ago, I calculated my school district’s ratio of management staff to non management employees. I then selected large local employers, the phone company and the military to determine their ratios. With those results in hand, I challenged a meeting of the local Rotary Club to name one local, private sector employer more efficiently staffed than the school district. I offered \$100 to anyone who could do so. A young attorney smiled as he anticipated his reward. He indicated that he had his own, one man practice. I asked if he had a secretary or assistant. When he replied “yes,” he soon realized that his ratio was one to one. As I recall, the school district ratio was forty three or forty five to one.

I reminded them of a recent phone company strike when we were assured that service would continue as supervisory staff would be on duty. At that time, the Milwaukee Sewage District was also on strike, but the public was told not to worry about raw sewage going into Lake Michigan because supervisory staff was on the job. I then told them that our school district has seventeen schools. If we had a strike we could probably keep one

of our two high schools open, disregarding subject area qualifications. If you don’t educate the public to what it is your school management people do, the stereotype of bureaucrats twiddling their thumbs and drawing fat paychecks is more difficult to overcome. I have often stated that you don’t create a good school system with good people. You create a good school system with enough good people. Overloaded and often overwhelmed good people results in caretaking instead of care giving. School management staff doesn’t need to apologize for its existence. Communicate your value.

Don the Elder

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Lynn Knight
WASBO Director

Director's Corner

Reflections of a Board Member

By Lynn Knight, Business Manager, School District of Nekoosa

I have been on WASBO's Board of Directors since July 2008. This will be my last

year on the Board, unless I run for Treasurer. I would like to take this article to reflect on my time on the Board.

First of all, I am extremely honored to have been elected. I just completed my business manager licensure through UW-Whitewater and have only been in the business for about three years. I was pretty much still "wet behind the ears" when Mary Ellen Van Valin approached me to consider running for the Board. I was hesitant, but decided it would be a good thing. To my surprise, I was elected. Diane Pertzborn was President, Keith Lucius was President-elect, and Chad Trowbridge was Treasurer. I had no idea what was in store for me.

I still remember my first Board meeting. I was nervous, excited, very attentive, and basically just trying to soak everything in. I was also extremely impressed. The Board meeting had a full agenda and a lot on their plate. I wondered how I would ever catch up. My first year was spent just trying to absorb all of the information and figuring out how I could contribute. Before I knew it, the first year was over.

The second year began with Keith Lucius as President, Chad Trowbridge as President-elect, and Wendy Brockert as Treasurer. I felt I was getting into the rhythm. I spoke more and offered my opinion on the issues at hand. I still felt "wet behind the ears" but was gaining more confidence as the year progressed. Even though the leadership has changed, the transition from one president to the next was

extremely smooth. The base goals were still at the forefront, just a slightly different leadership style. Then before I knew it again, the second year was over.

In my third year, Chad Trowbridge is President, Wendy Brockert is President-elect, and Janice DeMeuse is the Treasurer. We have had one Board meeting so far and again the transition from one president to the next was flawless. I am excited about the certification program that the board is currently pursuing and hope to be a part of the process as it progresses in the next few years. I am feeling a bit regretful that I only have five board meetings left. I feel I could have done more in the previous two years.

I typically don't wear my heart on my sleeve, but I thought it was important

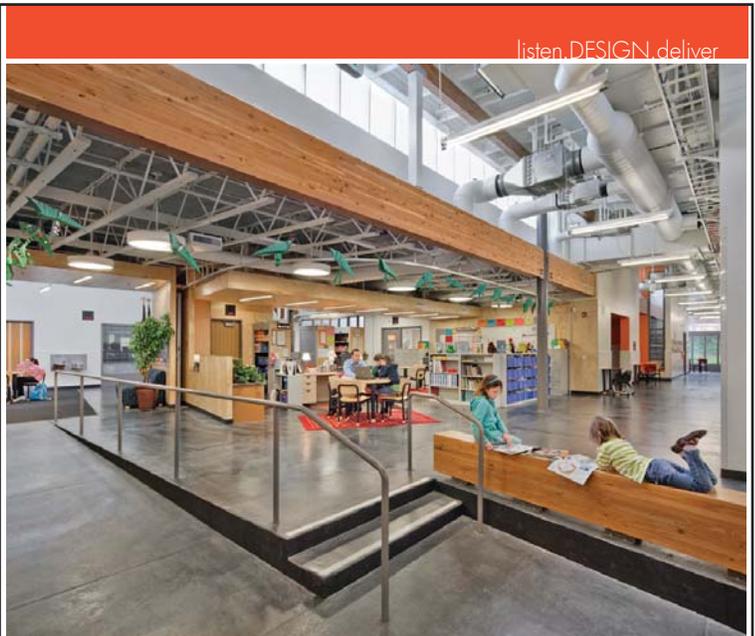
for people to know that no matter how unsure or how inexperienced you feel, your opinion and skills matter. W A S B O is a great organization. I had no idea how hard the staff at the WASBO office works on a daily basis. Woody, Tina, Jeanne, Deb, and Erin, thank you for everything you do. Without your hard work

and dedication to the daily activities and coordinating conferences, WASBO would not be what it is today.

I truly love being on WASBO's Board of Directors. I have always felt welcome and my opinions respected, no matter how long I have been in the business. So, if an individual from the Nominating Committee contacts you to consider the possibility of running as a candidate for WASBO's Board of Directors, say yes. Trust me. You won't regret it.

"When we get too caught up in the busyness of the world, we lose connection with one another - and ourselves."

— Jack Kornfield



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Orvin R. Clark, EdD, RSBA
Educational Leadership
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Superior

Book Review

Getting Past No: Negotiating in Difficult Situations

Dr. William Ury, Author

Review by Orvin R. Clark, EdD, RSBA

“Getting Past No: Negotiating in Difficult Situations”, was written by William Ury. Dr. William Ury

is a negotiator, public speaker, and best-selling author. He directs the Global Negotiation Project at Harvard University. He is co-author of **“Getting to Yes”** and author of the **“Third Side”** and **“The Power of a Positive No.”** He has taught negotiation to thousands of leaders in the profit, public and nonprofit sectors. He is co-founder of e-Parliament (www.e-parl.net), a problem – solving forum for effective legislation, connecting members of congresses and parliaments around the world.

“Getting Past No” is 181 pages in length and shows how to navigate the obstacles that stand between you and Yes. First, Dr. Ury identifies the five barriers to cooperation:

- Your reaction
- Their emotion
- Their position
- Their dissatisfaction
- Their power

He notes that preparation is key to negotiations, so prepare, prepare, prepare; map out the way to an agreement, by figuring out your interests and their interests. Develop proposals, options, standards of fairness and alternatives. Determine your “Best Alternative to a Negotiated Agreement” (BANTA) and identify their BANTA. Develop your proposals:

- What do you aspire to?

- What would you be content with?
- What could you live with?

Now that you have developed your proposals, options, standard of fairness and alternatives (BANTA), rehearse your presentation. Second, Dr. Ury offers a five step strategy called Breakthrough Negotiation:

- Don't React: GO TO THE BALCONY
- Don't Argue: STEP TO THEIR SIDE
- Don't Reject: REFRAME
- Don't Push: BUILD THEM A GOLDEN BRIDGE
- Don't Escalate: USE POWER TO EDUCATE

Don't React: GO TO THE BALCONY

There are three natural reactions:

- Striking back
- Giving in
- Breaking off

The dangers of reacting are loss of your objectivity, second, when you react “you're hooked” and it feeds an unproductive cycle (action - reaction). The “balcony”: is a metaphor for a mental attitude of detachment. When facing a difficult negotiation, you need to step back, collect your wits, and see the situation objectively. Dr. Ury states “Don't get mad, don't get even, get what you want.”

Don't Argue: STEP TO THEIR SIDE

Here are some techniques to consider: Listen actively, acknowledge their authority and competence, agree wherever you can-accumulate yeses; i.e., bank account and build a working relationship. Express your views without provoking – don't say “but,” say “yes...and,” also make “I” statements,

not “you” statements; thereby creating a favorable climate for negotiation.

Don't Reject: REFRAME (Restate)

To change the game you will need to change the frame by asking problem –solving questions like:

- Ask :Why?”
- Ask “Why not?”
- Ask “What if?”
- Ask “What makes that fair?”

Make sure your questions are open-ended. Use reframe tactics such as, go around stone walls, deflect attacks and expose tricks. Ask clarifying questions and negotiate about the rules of the game, i.e.; negotiate about negotiation-keep talking.

Don't Push: BUILD THEM A GOLDEN BRIDGE

Identify obstacles to an agreement; such as, “not their idea,” “unmet interests,” “fear of losing face,” or “too much too fast” and build a golden bridge. Build the golden bridge by asking for and building on their ideas, satisfying unmet interests, helping them save face and don't ask for a final commitment until the end and then guide them step by step across the bridge.

Don't Escalate: USE POWER TO EDUCATE

Let them know the consequences by warning not threatening. Ask reality-testing questions:

- “What do you think will happen if we don't agree?”
- “What do you think I will do?”
- “What will you do?”

Use power to educate by demonstrating your BANTA to defuse their reaction and use the minimum amount of power necessary. Neutralize their attacks by

Continued on page 26

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2011 Changes to Flexible Spending Arrangements

Continued from page 20

made on or after January 1, 2011. Thus, even if your employer's plan includes the 2-1/2-month grace period provision, the cost of over-the-counter medicines and drugs purchased without a prescription during the first 2-1/2 months of 2011 will not be eligible to be reimbursed by a health FSA.

Q. If my plan issues a debit or credit card that I use to pay for over-the-counter medicines or drugs, will I still be able to use the card to purchase over-the-counter medicines or drugs after December 31, 2010?

A. Generally, no. The plan must ensure that the card is reprogrammed no later than January 15, 2011, so that the card can no longer be used to purchase over-the-counter medicines or drugs. If your employer's plan reimburses expenses for over-

the-counter medicines and drugs, you can seek reimbursement for these expenses by presenting the information described above in the answer to the question "How do I prove that I have purchased an over-the-counter medicine or drug with a prescription so that I can get reimbursed from my employer's health FSA or an HRA?"

Q. If I use HSA or Archer MSA funds to reimburse the cost of over-the-counter medicines or drugs purchased after December 31, 2010 without a prescription, what taxes will I incur?

A. If you have an HSA or Archer MSA, the amount of the distribution for expenses that are not qualifying medical expenses will be includable in your gross income and subject to an additional tax of 20%.

Book Review

Continued from page 25

the use of third parties to promote negotiation. Use third parties to forge a lasting agreement, reaffirm the relationship by letting them know they have a way out and it's their choice.

"Getting Past No" is recommended only if you want to become a better negotiator. In every domain, from family to work to politics, negotiation is becoming the preeminent form of making decisions. When negotiating with your spouse, negotiate even if you can win. Also tap the power of silence--it builds better relationships.



Family Fun Night Engages Families in Smart Eating

By Joni Ralph, RD, School Nutrition Supervisor, La Crosse School District



La Crosse District School Nutrition Supervisor Joni Ralph introduces Smart Eats to children and families gathered for the Farm-to-School kick-off event.

more fresh, locally grown produce into school meals but also as a chance to help change children's eating habits for life.

With that, we developed Smart Eats, a long-term initiative to educate, excite and engage district students and families in activities that promote healthy eating. Our goal is to teach children that healthy food tastes good and is easy to prepare. We also want to connect children with local farms, and develop a love for locally grown, seasonal fruits and vegetables.

La Crosse District has fifteen schools with a total enrollment of 6,918 and approximately 44% free and reduced percentage rate. Therefore, these numbers give us plenty of opportunity to make a difference!



Children and their families sampled a wide variety of fresh, locally grown produce, much of it new and delicious to them.

When we applied for and received a Farm-to-School grant at LaCrosse District this year, we saw it as an opportunity not only to incorporate

There is plenty of research out there showing the necessity to make changes now, to help our students live healthier lives. Studies show that American children consume far fewer fruits and vegetables than recommended and call for nutritional interventions to increase daily consumption. The Centers for Disease Control reports that childhood obesity has more than tripled in the last 30 years—placing children at risk for cardiovascular disease, bone and joint problems, sleep apnea, and social and psychological problems, not to mention more serious problems in adulthood.

These trends need to be reversed, and as with most attitudinal and behavioral shifts, that process begins with education.



To introduce Smart Eats, we hosted hundreds of guests at a family fun night at a local farm. Children and families throughout the district were treated to fresh produce stands and samples, a farm scavenger hunt, honey tasting and beekeeping demonstration, farm animal encounters and more to help them understand how food gets from the farm to the plate.

Children excitedly tried a variety of local produce, including Siberian sweet watermelon, gala apples, red peppers, zucchini, sunflower seeds, honey and grape tomatoes. Some children even asked to taste gourds and returned for seconds.



School children had an opportunity to feed and learn more about farm animals, including these hens.

Other first-year efforts are focusing on developing programs that will be self-sustaining over the long term. In addition to forging partnerships with local farmers, Smart Eats programming is being developed at the local school level, including culinary classes, garden development and fine dining programs—all aimed toward helping kids establish lifelong healthy eating habits.

We can and do place healthy options before children every school day. Smart Eats takes us a step beyond, instilling in our students a desire to choose those healthy options for themselves.

"Communication -- the human connection -- is the key to personal and career success."

— Paul J. Meyer

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Charlie Kramer
WASBO Director

Director's Corner

District Comprehensive Planning

By Charlie Kramer, Director Buildings & Grounds, Eau Claire Area School District

Your district is experiencing growth. The growth is occurring in segments of your district, but not uniformly across the district. Pressures are being felt in some areas, but not all schools. Your district's leadership wants to hire an architect to address these growing needs and start planning for a referendum immediately. You feel uncomfortable because of the reactionary nature of problem solving that is being proposed. You see a gap of the district-wide knowledge to make a good decision and present a rational case to the public for facility needs. Sound familiar? Planning for referendums can start this way and being in the hurry up mode often leads to short-term solutions at best and large expenditures of time and effort without quality results.

It may be well worth your while to look at your district with a wide lens and determine who is doing your planning now. You will also want to review what plans you have in place currently and determine if they fit your needs for the long term. Other than personnel, facilities consume the largest part of a district budget so a good long-term plan is essential for the best use of our precious resources.

To start the process you may have to ask some basic questions: Who does facility planning in your district now? Do you have a 5-year capital plan in place? Does it fill all of your needs? Are there other sources of revenue that supplement this budget? Is there a plan for periodic referendums to address short falls in maintenance and capital budgets? Is there a comprehensive plan in place? When was the study

done and is it up to date? Do you have access to current demographic information for your district? Has the district instituted any new programs such as four year old kindergarten that will have an impact on facility utilization? Are demographic trends tied to your projected facility needs? The list of questions may seem endless but it is much better to address them at the start of the process than ignore a critical need.

Once you have decided to look at your district with the wide, long range lens, you will need to determine what information suits your needs and who can best provide it. These basic subject areas will help you shape your plan:

1. Enrollment Projections
2. Ideal Class Sizes
3. Building Capacities
4. Facility Condition Reports
5. ADA and Other Safety Requirements
6. Traffic and Parking

Enrollment Projections – This is the largest factor in determining building needs. You may want to enlist the services of a professional demographer to assist you with this part of the study. Other sources of information are city and county birth rates, and your local Chamber of Commerce may have demographic information regarding growth of industry in your district. Regional Planning Commissions also specialize in this sort of information if you decide to compile it internally. You may be able to use GIS systems or computer mapping to determine the areas that are experiencing the most change.

Ideal Class Sizes – You will want to work with your board to determine

this number. Most districts use this information to not only determine amount of sections but staffing levels as well. You may end up with multiple numbers depending on grade level; 22-24 for grades 1-4 and 24-28 for grades 4-6 as an example. In each case there must be triggers that require adding or subtracting staff. For example a 4th grade class may be able to function with 30 students but at 32 needs to be split both for teaching and learning considerations and because of space needs. Additionally, other programs such as SAGE may drive your class size and space needs at an early elementary level.

Building Capacities – This too is linked to your class sizes. Modern teaching methods have raised the space requirements for learning. Buildings built in the 50's and earlier were used in a much different way than today. Small group learning spaces, break out or individual teaching areas are a requirement for many of our spaces. Technology requires space in our classrooms. You will want to account for all special needs programs and how they are using classroom space. General purpose classrooms of 900 square feet are deemed as adequate today. Kindergarten and other special programs require space of 1200 square feet. What ever standard your district applies will give you a good indication of the amount of adequate teaching space available in your existing facilities.

Facility Condition Reports – This is one area where you may need to seek architectural help. In depth facility analysis from roof structures to building envelope to core facility areas should get a thorough analysis. These reports will allow you to make informed decisions about whether remodeling

Continued on page 31



Welcome New Members

Regular Members

- **Jeff Anderson**, Head Custodian, Mukwonago
- **Paul Blanford**, District Administrator, Elmwood
- **Michael Gaunt**, District Administrator, Marion
- **Joseph Harvey**, Director of Building and Grounds, Kimberly
- **Mark Kumlien**, Financial Services Manager, Hudson
- **Thomas Schmitt**, Director of Buildings and Grounds, Mishicot
- **George Sigsworth**, Director of Building Maintenance, Amery
- **Ron Sturomski**, Director of Buildings and Grounds, Marshfield

- **Denee Mott**, Vice President, Associated Bank
- **Dave Young**, Risk Improvement Manager, EMC Insurance

Student Members

- **Allen Brant**
- **Blaine Fritz**
- **Maurice Johnson**
- **Jack Nelson**, Math Teacher, South Shore
- **Paul VanDyck**

ASBO New Members July/August 2010

- **Sue Buchholz**, De Pere
- **Emily Koczela**, Brown Deer
- **Jeff Mangan**, Johnson Controls, Inc.
- **James Weise**, Beloit

Service Affiliate Members

- **Scott Eastwood**, Consultant, Public Financial Management
- **Betsy Knoche**, Financial Advisor, Ehlers, Inc.
- **Kevin Korn**, Account Executive, NORESO
- **Steve Kowalski**, Sr. Account Executive, NORESO
- **Steve Miksic**, Senior Marketing Rep, EMC Insurance

ASBO 5 Year Anniversary in September 2010

- **Mary A. Blaha**, Sheboygan Falls

ASBO 10 Year Anniversary in September 2010

- **Jeffrey W. Hoegger**, Minocqua Jt. 1

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or replacement is the best approach. Major remodeling should be seen as a solution that will keep the facility a viable part of your inventory for the next 30 years.

ADA and Other Safety Requirements

– Often these are done as part of the Facility Condition Report. They are also required to be upgraded to current codes as part of major remodeling. You will want to know what the issues are before undertaking major remodeling as compliance can add significant amounts to remodeling projects. Special attention must be given to ensure there is controlled access to the site through a secure entry point. Again, good data in this area will aid your decision process when thinking about remodeling or adding new facilities.

Traffic and Parking - One of the largest safety issues of schools does not occur inside the facility but happens outside in areas where the public accesses our facilities. Areas designated for bus loading and student drop off need special attention. High Schools often have multiple issues with public access and student parking. These areas must be considered with any facility study. Every effort should be made to separate student pick up/drop off and bus lanes.

As you can see, putting together a comprehensive plan is a process that contains many different areas. Along with major subject areas, there are key members of the community, the district and the board that you will want to involve. This may be done as work with a standing committee, a series of open meetings or a separate citizens review committee. It is very important that as work is being done in each segment that reports and communication of conditions are explained. You will also want to involve

the media who ideally may report on a committee's work to inform the community rather than a large one-time meeting where a few vocal people can often dominate the public input.

Whether you decide to use in-house expertise to formulate your plan or hire a consultant, the process should never be done in a vacuum without an in-house team and strong communication between the team, the district leadership, and the public.

When you embark on this planning journey, consider it an ongoing process and not a report that marks a point in time. As with any process, there will be some bumps in the road. Remember too that planning is an ongoing process with no completion date. In these times of scarce funds and the need for the public to support our efforts, a good planning process will go a long way to win that support.

Get Involved! Committee Membership and Presentation Opportunities

WASBO is a professional association that depends on the willingness of its membership to play an important role in planning and carrying out its numerous functions. We do not rely on an expensive dues structure or numerous salaried staff. We divide our activities and services into manageable pieces. A lot of people have to pitch in their time and talents to keep WASBO a responsive and healthy organization.

Please consider serving on a WASBO committee or sharing your expertise at a conference during this upcoming fiscal year. Interest forms for both can be found on-line at www.wasbo.com. Whether you are new to WASBO or have been involved for years, please submit committee membership requests and/or calls for presentations today and help keep your professional organization strong.

Call for Presentations

WASBO provides programming for at least 11 conferences every year and is therefore continually considering presentation topics. If you are interested in presenting at one of WASBO's professional development activities please complete the online form at www.wasbo.com. Please note that final programming decisions are made by the appropriate planning committee for each event.

Selection Criteria includes:

- Presenter is a WASBO member in good standing
- Presentation is informative in nature (not a marketing pitch)
- Presentation fits the educational criteria of the seminar/conference planning committee

Call for Committee Participation

WASBO offers a variety of committees which plan conferences, develop policy positions with the SAA, manage aspects of governance and bylaws, and provide direction on membership needs. With these numerous options there is sure to be a committee that matches your interest as well as your available time. For additional details on each committee's responsibilities and expectations, and to indicate your interest in a committee, please visit the WASBO website at www.wasbo.com.

Committees are:

- Accounting
- Constitution
- Fall Conference
- Joint Convention
- Membership
- Nominating
- Retirement
- Safety and Risk Management
- School Facilities
- Spring Conference
- SAA Legislative Committee
- Service Affiliate
- Transportation
- Professional Development Goal Action Team
- Member Resources & Technology Goal Action Team

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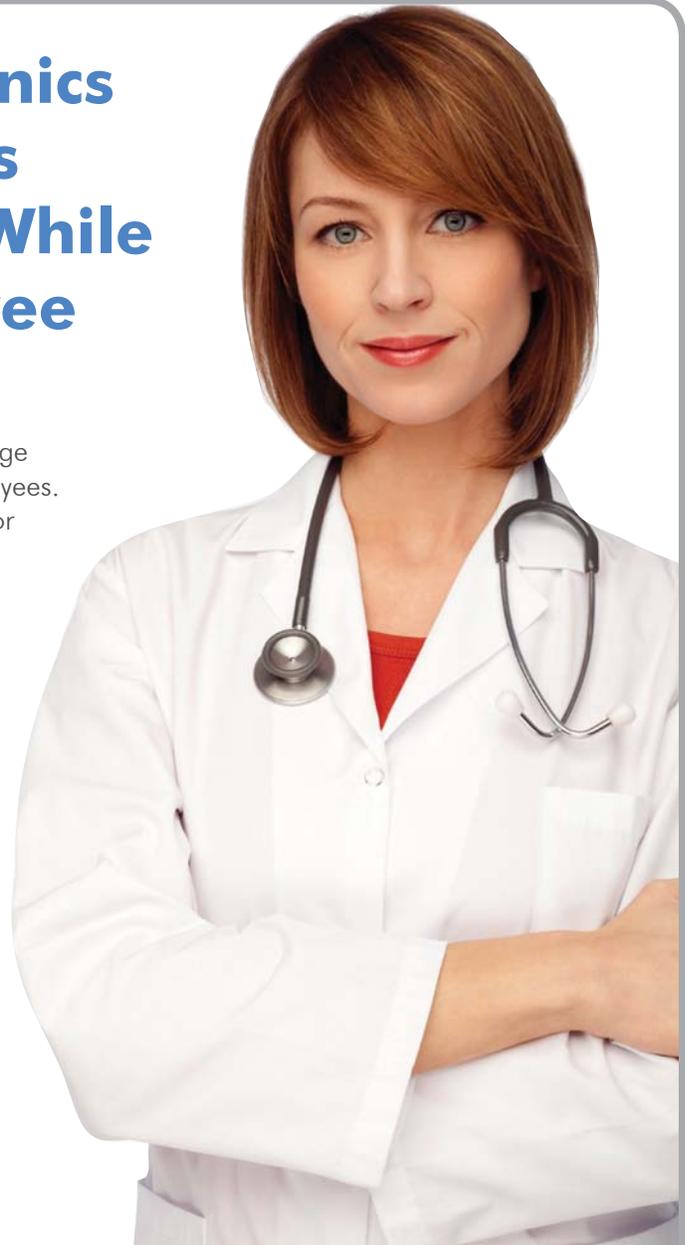
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Sponsorship – As a sponsor at one of WASBO's several professional development seminars and conferences enhance learning opportunities for attendees. If you attend our seminars and conferences you can network and attend sessions to enhance your own learning about the issues facing school districts. Sponsorships include ads in conference programs, prominent signage at the conference and recognition in the WASBO newsletter, Taking Care of Business. To learn more about sponsorship contact the WASBO office at 608.249.8588. To register as an exhibitor or an attendee at any of these conferences watch the WASBO website at www.WASBO.com.

Upcoming Sponsorship Opportunities:

October 20, 2010 - WASBO Foundation Scholarship Fundraiser
Elkhart Lake

October 21-22, 2010 WASBO Fall Conference
The Osthoff Resort & Conference Center, Elkhart Lake

November 10-11, 2010 Midwest Facility Masters Conference
Glacier Canyon Lodge at The Wilderness, Wisconsin Dells

December 1-2, 2010 - WASBO/WASPA School Personnel Academy and WASBO Taking Care of Business Seminar
Radisson, Madison

March 15-16, 2011 - WASBO Facilities Management Conference
Kalahari Resort & Conference Center, Wisconsin Dells

March 16, 2011 - WASBO Transportation & Bus Safety Workshop
Kalahari Resort & Conference Center, Wisconsin Dells

March 23-24, 2011 - WASBO Accounting Seminar
Chula Vista Resort & Conference Center, Wisconsin Dells

May 24-27, 2011 - WASBO Spring Conference, Exhibits & Scholarship Fundraiser
La Crosse

Advertising – WASBO's newsletter, Taking Care of Business, is published bi-monthly in both hard copy and electronically. Ads can be printed in color or black and white. The newsletter circulates to about 1,200 WASBO members. Rates and publication dates can be found at www.WASBO.com or by contacting Jeanne Deimund at Deimund@wasbo.com.

Articles – To submit an educational article for consideration in the WASBO newsletter, email it to Woody Wiedenhoef at wwiedenhoef@wasbo.com.

Presentations – Planning Committees for each conference consider potential sessions from all WASBO members. If you are interested in making a presentation, please submit your presentation using the form at www.WASBO.com. Sessions will be forwarded to the appropriate planning committee for consideration. All presentations must be informational and educational. Marketing presentations will not be considered.

Please contact the WASBO Office with any questions at 608.249.8588.



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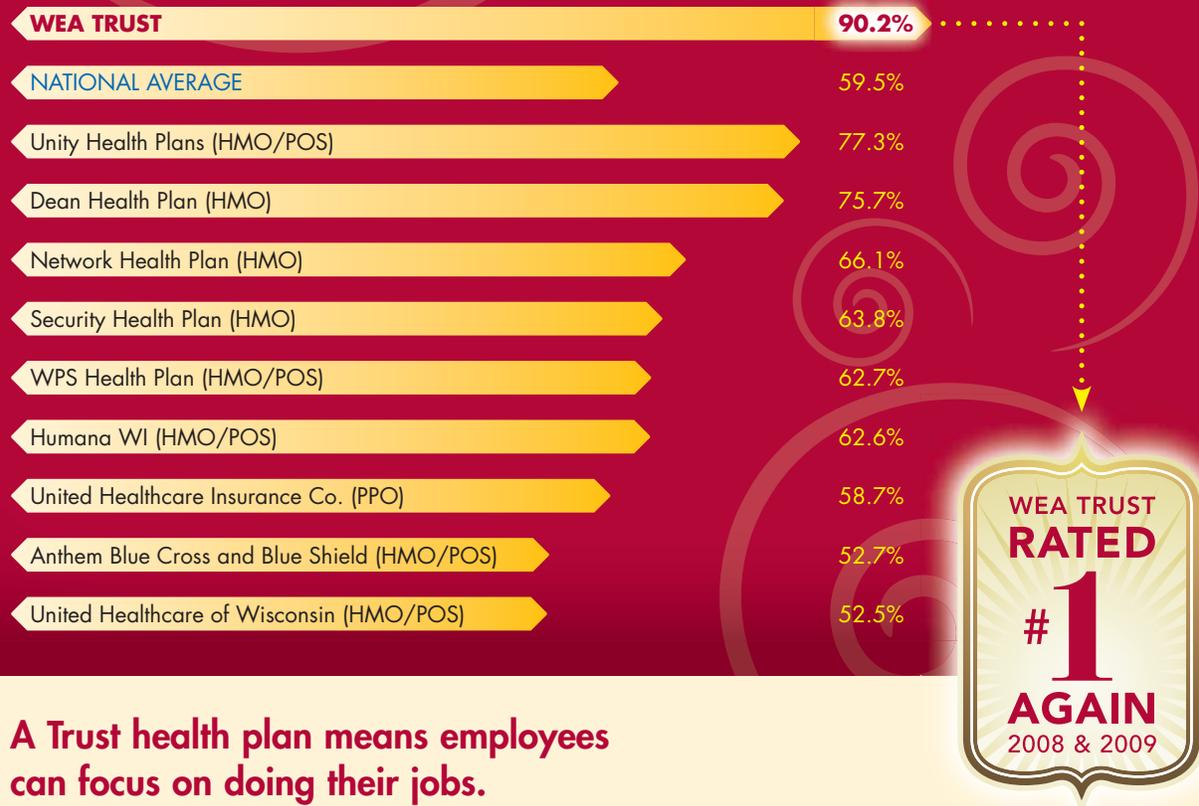
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WASBO Committees

WASBO committees are hard at work. Check the WASBO calendar for upcoming meeting dates on the back of this issue and the online calendar at www.WASBO.com.

The **Facilities Committee** met September 28th to put finishing touches on the sessions the Fall Conference and the November 10-11, 2010 Midwest Facility Masters Conference. Conference planning is well underway for the 2011 Facilities Management Conference. The 2011 Custodial & Maintenance Conferences are scheduled for July 13, 2011 in Sun Prairie and July 20, 2011 in La Crosse.

They are finalizing specifications for the WASBO Facilities Manager Certification Continuing Education Program. The Continuing Education Program is for those who have achieved their Facilities Manager Certification. The goals of this program are to encourage ongoing professional development. The committee emphasized the important role networking plays in the certification process while members attend conferences to meet the requirements of the certification program. Look for the final details later this year.

The IEQ Task Force continues to meet on a regular basis. Look for an update by Elizabeth Kane and Patrick Finnemore at the Midwest Facility Masters Conference.

The **Transportation Committee** will meet October 14th in the WASBO office to continue planning for their March 2011 Transportation & Bus Safety Workshop.

The **Spring Conference Planning Committee** met September 15th in Madison. They are planning some scheduling changes for the conference. This includes not having a keynote speaker to allow more time for concurrent sessions. Instead of 50 minute sessions they will increase to 60 minute for more in depth discussion and additional learning. It is time to be submitting presentation speaker and topic ideas. Sue Schnorr (Fond du Lac), Kit Dailey (Eppstein Uhen Architects) and Mike Koltz (Hustisford) will be working on program selection. Calls for Presentation will be accepted online through November 30, 2010. Discuss at your regional the topics and types of presentations you would like to see at the Spring Conference, and get your suggestions to the WASBO office at hafeman@wasbo.com. There is still time to help promote quality professional development by serving on this committee. Contact the WASBO office if you are interested.

The **Safety and Risk Management Committee** meets on November 3rd. A major agenda item will include consideration of a risk management certification program. The committee will make their recommendation at the November Board meeting. Stay tuned.

The **Professional Improvement Committee** is continuing their work to revamp the WASBO Mentorship Program. This project is expected to be completed this year. When complete, updated mentorship training will be offered to new and existing WASBO mentors. This new training will include training on the PI 34 licensure rules, PDP reviewer training and mentorship responsibilities and strategies.

If you would like to **join a WASBO Committee** complete the online form at www.WASBO.com or contact the WASBO office or the appropriate committee chair. This is a great way to network and learn from your peers. You will gain as much as you give! See page 31 for complete opportunities.



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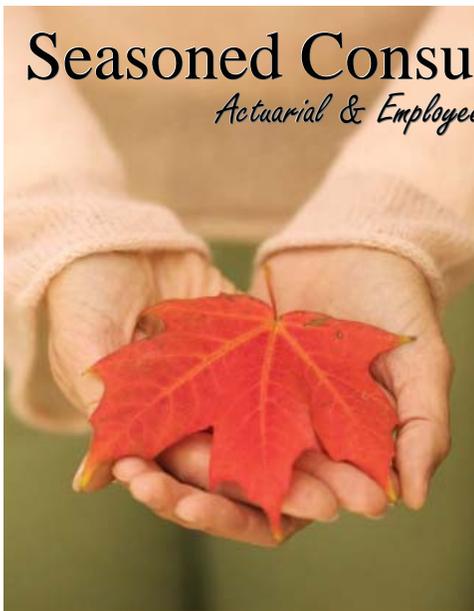
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New Hire Reporting

Continued from page 37

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New Hire Reporting

Why is new hire reporting required?

In 1996, Congress enacted a law called the Personal Responsibility and Work Opportunity Reconciliation Act (or PRWORA) as part of Welfare Reform. This legislation created the requirement for employers in all 50 states to report their new hires and rehires to a state directory.

New hire reporting speeds up the child support income withholding order process, expedites collection of child support from parents who change jobs frequently, and quickly locates non-custodial parents to help in establishing paternity and child support orders. New hire reporting helps children receive the support they deserve. Employers serve as key partners in ensuring financial stability for many children and families and should take pride in their role.

Who is required to report?

Employers and/or labor organizations doing business in the State of Wisconsin must report the following employees:

- **New employees:** Employers must report all employees who reside or work in the State of Wisconsin to whom the employer anticipates paying earnings. Employees must be reported even if they work only one day and are terminated (prior to the employer fulfilling the new hire reporting requirement).
- **Re-hires or Re-called employees:** Employers must report re-hires, or employees who, after 90 days, return to work after being laid off, furloughed, separated, granted a leave without pay, or terminated from employment. Employers must also report any employee who remains on the payroll during a break in service or gap in pay, and then returns to work after 90 days. This includes teachers, substitutes, seasonal workers, etc. Substitute teachers do not

need to be reported more than once per school year, as long as the earliest rehire date of the school year is reported.

- **Temporary employees:**

Temporary agencies are responsible for reporting any employee whom they hire to report for an assignment. Employees need to be reported only once; they do not need to be re-reported each time they report to a new client. They do need to be reported as a re-hire if the worker has a break in service or gap in wages.

When do I have to report?

The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 U.S.C. 653A requires all employers to submit their new hire reports within 20 days after the employee is hired or re-hired or returns to work. Employers who submit reports magnetically or electronically shall submit the reports in two monthly

transmissions not more than sixteen days apart.

How do I report new hires?

The Wisconsin New Hire Reporting Center offers many options that make reporting easy!

- **Online reporting:** This is the easiest and most efficient way to report new hires!
- **Create your own electronic**

new hire reports: Visit our website for detailed instructions and electronic data transmission methods for creating electronic new hire reports.

- **Printed list:** The printed list must contain all of the required information on the new hire reporting form, be created using at least a 10-point font size, and have the employer's name, Federal Employer Identification Number, and address clearly displayed at the top of each page of the report.
- **New hire reporting form:** You may download, print, fill out, and fax or mail the form.
- **W-4 form:** If you choose to submit a W-4 form as a new hire report, please ensure that each W-4 is easily readable and has the employer's name, Federal Employer Identification Number, and address written at the top of each form or in blocks 8 and 10

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WASBO
Spring Conference
Call for Presentations

The Spring Conference Planning Committee is seeking proposals to present at the Spring Conference May 26-27, 2011 in La Crosse, Wisconsin. To be considered for the Spring Conference program, submit your proposal at www.WASBO.com by November 9, 2010.

- Share your expertise
- Grow professionally
- Benefit others with your experiences
- Provide a "must be there" reason to attend the conference
- Fulfill your professional development plan requirements
 - Enhance your resume
- Influence the future of your profession & education
 - Be a leader
- Work with a colleague to collaborate on a session
- Fabulous thank you gift and snacks in the speaker ready room!



Regional Meetings

WASBO Regionals have had a variety of interesting topics on their agendas this past month. The following is just an example. Be sure to attend your next Regional meeting because there is a wealth of information available from your colleagues.

1. Updates from WASBO, SAA, and the DPI
2. Future Legislation
3. Pupil Counts
4. Revenue Limits
5. Budgeting for 2010-11
6. Budgeting Models
7. Tax Levy Updates
8. Fund Balances and Their Use
9. Budget Reductions
10. Senior Tax Exchange Program
11. Negotiations and Contract Updates
12. Cooperative Purchasing Presentations
13. WASBO New Certification Areas
14. ASBO Annual Meeting and Convention
15. Health Insurance to Age 27 and Dependents Tax Issues
16. Pars Reporting and Timekeeping Documents
17. Federal Education Jobs Bill
18. Mold, Lead and Code Issues
19. Operating Budget Referendum Issues
20. Qualified School Construction Bonds
21. Wisconsin School District Wages and Benefits Comparables Tool (Hewitt, Jeff Dellutri, and Shawn Yde)
22. Parent Notification Software
23. Custodial and Maintenance Contracts
24. Summer Custodial Conference
25. Summer Maintenance Projects

WASBO/WASPA School Personnel Academy: The Team (Management Team) Approach to Bargaining—Can Your District Be More Effective?

WASBO and WASPA are collaborating to deliver a two-day seminar on December 1-2, 2010 at the Radisson Hotel and Conference Center in Madison. Recognized experts from school districts' legal firms, WERC, WASBO, WASDA, WASPA and WASB will actively participate with the attendees about why a team approach is critical. Attend the seminar to:

- Understand various models used by Wisconsin school districts in today's bargaining world.
- Define a team approach for the district management bargaining team.
- Understand the need for varying individual roles (board members, administrators, legal counsel and professional associations) on the district bargaining team.
- Prepare individual team members about their role before bargaining commences.
- Discover how professional associations and legal firms can help the process.
- Understand the roles and stake in the process by external entities at the local level.
- Investigate approaches to provide leadership in building relationships within the management team.
- Learn how a team approach will affect communications with the union team.
- Hear current information on settlement trends and data allowing you to sort fact from myth.
- Learn about what data comparability tools are available to school districts.
- Discover what is happening in the arbitration process today from

Peter Davis at the WERC.

- Discuss what are the largest issues facing districts and learn from the trend analysis how to handle hot issues and their operating, political and financial ramifications.
- Hear the issues surrounding health care reform, such as imputed taxes and HRA's.
- Learn how responsible parties for management teams are organizing and networking through a Statewide Negotiations Steering Committee. WASB, WASPA, WASDA, School Attorneys and WASBO have joined together to help school districts address negotiation issues at a statewide level. Provide input to their work.

Network with your colleagues and fellow negotiating experts on December 1-2, 2010 in Madison at the Radisson to update and enhance negotiating strategies for your district and advance the efforts for statewide collaboration.

WASBO Audit for 2009-10

The WASBO books are closed and the audit is finished for 2009-10. The WASBO Board received the audit at the September Board meeting. The Board will discuss and take appropriate action pertaining to the audit at their November meeting. The WASBO Board has appointed an Audit Committee to work with the auditor and staff to provide Board oversight and recommendations to the Board. They will meet in October. The combined WASBO, Inc. and WASBO Foundation fund balance increased by \$95,224. Per WASBO policy, the fund balance "establishes and maintains an operating reserve for the purposes of providing stability to WASBO operations, to plan for contingencies, for sustaining the operation over periods of program and financial fluctuation, and new service

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Short Shots

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or program start-up.” In practice, our fund balance provides resources for continued work on our strategic plan, implementing goals, replacing fixed assets, and start up funds for new initiatives (i.e. certification programs, online resources, etc.).

Scholarships Are Available to IAQ National Symposium

The EPA is hosting its Annual Indoor Air Quality Tools for Schools National Symposium on January 13-15, 2011 in Washington D.C. Scholarships are available! Join more than 500 school stakeholders from across the country and learn how to create healthy, high performance schools. Attend interactive sessions led by IAQ experts and learn strategies that can help your efforts to improve the environment for students, staff and community. You will also learn strategies to reduce costs and enhance revenue. If you are interested in a scholarship, contact the WASBO office or go to <http://asbointl.org/index.asp?bid=34015>.

The submission deadline is November 2nd, so don't delay!

Procurement Cards

If your school district is not using a p-Card for added purchasing and overhead efficiencies, now is the time to investigate such a process. You can find information on the WASBO website under WASBO Services. The WASBO p-Card program continues to grow thanks to our collective purchasing power. We are in partnership with 451 school districts in 11 states with a total purchasing volume of \$122,761,070. The rebate percentage is now over 1% providing rebates to Wisconsin districts of \$146,229. This program has also developed a relationship between Skyward and our p-Card provider, BMO/Harris Bank, through Details Online, which is extremely helpful for the states of Wisconsin and Washington. If you would like to know more about the program, WASBO representatives can join you at your Regional meetings to tell you more about the program. (See related article on page 17.)

The WASBO Board Wants Your Input and Ideas

Share your ideas with Board members and each other at Regional meetings about ways to improve WASBO services to better serve our members. The Board and the Safety and Risk Management Committee are investigating a new certification in risk management. Stay

tuned for implementation information! Sharing your ideas provides the WASBO Board information on what is of value to you and helps shape the future of the association.

Education Jobs Fund

Jerry Landmark has shared the following on the DPI list serve. Please don't hesitate to use these resources.

The School Finance Team, in conjunction with the Department of Administration, has developed a FAQ section on the SFS Team website for the Education Jobs Fund at <http://www.dpi.wi.gov/sfs/edjobs.html>. Included is a section on how these funds may, or may not, impact a district's shared cost. Updates will be made as questions are received.

Questions regarding administration and utilization of the Ed Jobs funds can be directed to Rachel Meek of DOA's Federal Funds team at 608-266-7631 or email at rachel.meek@wisconsin.gov. Questions about how these funds may impact other sources of education funding can be directed to Jerry Landmark, Director, School Finance Team, at jerome.landmark@dpi.wi.gov or phone at (608) 266-6968 or Deb Brown, Assistant Director, School Finance Team, at debra.brown@dpi.wi.gov or phone at (608) 267-9209.

Help Us Help You at www.WASBO.com

The WASBO website is long overdue for a face lift. As we embark on this project we would appreciate your input. Please share your thoughts and comments about the WASBO website with any WASBO staff person.

Tina (hafeman@wasbo.com), Jeanne (deimund@wasbo.com), Deb (saeger@wasbo.com) or Erin (erin@wasbo.com)



What is most important to you on the WASBO website?

What is least important to you on the WASBO website?

What could we include on the WASBO website that would make your job easier, more efficient or you more productive?

What could we do to make WASBO your “go to” website?

Any and all input is appreciated. We want to make the website a valuable resource for you, our members.



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WASBO Calendar

Professional Development

Register at www.WASBO.com

October 20, 2010

WASBO Foundation Scholarship Fundraiser

Elkhart Lake

October 21-22, 2010

WASBO Fall Conference

Osthoff Resort & Conference Center, Elkhart Lake
(Viterbo Credit Offered)

November 11-12, 2010

Midwest Facility Masters Conference

Glacier Canyon Lodge at the Wilderness, WI Dells
(Viterbo Credit Offered)

December 1-2, 2010

WASBO/WASPA School Personnel Academy & Taking Care of Business Seminar

Radisson, Madison (Viterbo Credit Offered)

January 19-21, 2011

State Education Convention

Frontier Airlines Center, Milwaukee
(Viterbo Credit Offered)

March 15-16, 2011

Facilities Management Conference

Kalahari Resort & Conference Center, WI Dells
(Viterbo Credit Offered)

March 16, 2011

WASBO Transportation & Bus Safety Workshop

Kalahari Resort & Conference Center, WI Dells
(Viterbo Credit Offered)

March 23-24, 2011

WASBO Accounting Seminar

Chula Vista Resort & Conference Center, WI Dells
(Viterbo Credit Offered)

May 24-27, 2011

WASBO Foundation Spring Conference, Exhibits & Scholarship Fundraiser

La Crosse (Viterbo Credit Offered)



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Regionals

Each Regional Representative, meeting locations & directions are available at www.WASBO.com if predetermined.

Bay Area - Meetings start at 9:00 a.m.

December 10, 2010	Ashwaubenon
February 11, 2011	DePere
May 13, 2011	Shawano

Bay Area Buildings & Grounds

October 28, 2010 (Includes NE Group)	Green Bay
January 13, 2011	
March 31, 2011	

Madison Area

Meetings will be held the first Friday of the month and begin at 9:00 a.m.

November 5, 2010	Marshall
December 3, 2010	Monona Grove
February 4, 2011	Sun Prairie
March 4, 2011	Stoughton
April 1, 2011	Lodi

Northeast

Meetings start at 11:00 a.m.

November 19, 2010	Appleton
February 11, 2011	DePere (9:00 a.m.)
April 8, 2011	Fond du Lac
May 13, 2011	Manitowoc

Northwest - Meetings are usually held the 2nd Wednesday of month beginning at 10 a.m. except July, August and January at Lehman's Supper Club in Rice Lake. Dates may be subject to change.

November 3, 2010, December 1, 2010, February 2, 2011, March 2, 2011, April 6, 2011, May 4, 2011

Southeast - Meetings are from 9:45-11:30 am with lunch following.

November 12, 2010	Elmbrook
December 10, 2010	Whitnall
February 11, 2011	St Francis
April 8, 2011	Hamilton-Sussex

Southwest - Meetings will be held at the CESA #3 office in Fennimore at 12:30 p.m.

November 17, 2010, February 16, 2011, April 20, 2011



Go to www.WASBO.com and click on "Calendar" for updated meeting information, to register or get directions.

West Central - Meetings are held the first Thursday of the month except July & August from 10 am - 1 pm at the Sparta Area SD Administration & Education Center
November 4, 2010, December 2, 2010, January 6, 2011, February 3, 2011, March 3, 2011, April 7, 2011, May 5, 2011, June 2, 2011

WI Valley - Coffee at 9:00, Meeting at 9:30.

November 12, 2010	Stevens Point
December 10, 2010	Merrill
February 18, 2011	D.C. Everest
March 11, 2011	Mosinee
April 8, 2011	Wisconsin Rapids
August 19, 2011	Antigo

Committee Meetings

School Facilities Committee (Meetings held at the WASBO Office, Madison at 9:30 a.m.)

January 11, 2011, April 12, 2011, August 2, 2011

Transportation Committee

October 14, 2010, 10:00 am, WASBO Office

Safety Committee

November 3, 2010, 1:30 pm, WASBO Office

Spring Conference Committee

December 17, 2010, 10:00, TBD
January 20, 2011, Time TBD, Milwaukee

Board of Directors Meetings

November 17, 2010	Madison - WASBO
December 15, 2010	Milwaukee - PMA
February 16, 2011	Madison - WASBO
April 6, 2011	Madison - WASBO
June 15, 2011	Nekoosa SD

Business Meetings

January 20, 2011 - Milwaukee, State Education Convention
May 26, 2011 - La Crosse, Spring Conference