August/September 2010

IASBO MISSION STATEMENT:
The mission of the Iowa Association of School Business Officials is to provide programs and services that provide the highest standards of school business management practices and professional growth.

A MESSAGE FROM THE PRESIDENT . . .
Kurt Subra

Greetings! From a student's eyes a new school year brings excitement and perhaps apprehension. I must admit, I share those feelings. A new year brings the opportunity for a fresh start. It also affords opportunities to enhance your skills, to meet new people, and to make a difference in the lives of others.

Now more than ever we have the opportunity to ***shape our future***. The initiative to have formal school business official (SBO) authorization is just one example. A committee is working to help define various aspects, including essential knowledge and skills, and initial and renewal authorization requirements. They are also reviewing SBO certifications in other states. Marsha Tangen (Davenport), Jan Miller-Hook (Johnston), David Nicholson (Linn-Mar), and Angie Walter (West Branch) are representing IASBO on this committee. Jackie Black (IASB) and Jim Scharff are also participating.

Thirty-six people attended the July 12 Boot Camp for new SBO's. These participants started **shaping their future** by spending the day with several experienced peers. I was impressed by the participants' questions and the dedication of those who presented and facilitated discussion.

One of our goals this year is to enhance IASBO's support for our members. One such effort will be periodic webinars with new members. These sessions will be offered at no cost and will focus on critical calendar dates and other timely topics. The first two webinars will be held on September 2 and 30; webinars will be held every other month through May 2011. See more about that in an item later in this newsletter.

To help **shape your future**, I encourage you to participate in local monthly or periodic meetings with ASBO members in your area. Many times the agendas are informal, but most times the meeting times prove to be too short! Discussions about TSS monies, maintenance of effort reduction, CAR preparation, RFP's, and contract negotiations are just a few examples. In July I had the opportunity to attend two such meetings in Farley and Cedar Rapids. Working with your IASBO regional director, I would welcome the opportunity to participate in a meeting in your area. If schedules allow, I will bring others to the meeting, such as Jackie Black (IASB) and Jenny Sandusky (State of Iowa 403(b) administrator).

We have a unique opportunity to **shape our future** beyond our state's border with Paul Bobek's candidacy to serve as Vice President, and then as President, of ASBO International. If you are a member of ASBO International I encourage you to exercise your right to vote by the September 8 voting deadline.

I am honored to serve as your IASBO President for 2010-11. Please contact me if I can be of assistance to you.

I hope to see you at the fall conference in West Des Moines on October 14-15. By then (if not already) you will need some time out the office!

Kurt Subra

Iowa ASBO 2010-2011 FISCAL YEAR OFFICERS

President
Kurt G Subra. - West Des Moines CSD

President Elect
Janice Miller-Hook - Johnston CSD

Past President
Leslie Finger - Iowa City CSD

Secretary
Doug Nefzger - Cedar Falls CSD

Treasurer
Karron Stineman - Louisa-Muscatine CSD

District Directors
Angie K.Walter -West Branch CSD
Kristy L.Hansen - Harlan CSD

Academy and IASBO Secretary
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Mentor Coordinator
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Professional Development Coordinator
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Executive Director
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Iowa Association of School Business Officials
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Iowa Association of School Business Officials
Board of Directors 2010-2011

President

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Director of Financial Services
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Director Business & Finance
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Past President

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Services
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509 S. Dubuque St. - Iowa City, Iowa 52240
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Email:finger.leslie@iccd.k12.ia.us

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e-mail: nefzgerd@cedar-falls.k12.ia.us
Term - July 1, 2008 - June 30, 2010

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Term - July 1, 2009 - June 30, 2011

District Directors

District ONE

(Regions 1, 5, 6, 7, and 10)
Angie K.Walter - Business Manger
West Branch CSD
P.O. Box 637
West Branch IA 52358-0637
Ph: 319-643-7213
e-mail: awalter@west-branch.k12.ia.us
Term - July 1, 2009 - June 30, 2011

District TWO

(Regions 2,3,4,8, and 9)
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Term - July, 2010 - June 30, 2012

Executive Director

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Iowa Association of School Business Officials
Regional Directors 2010-2011

Region 1
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Term ends June 30, 2011

Region 2
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Term ends June 30, 2012

Region 3
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Term ends June 30, 2011

Region 4
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Term ends June 30, 2012

Region 5
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Term ends June 30, 2011

Region 6
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Term ends June 30, 2012

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Term ends June 30, 2012

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Term ends June 30, 2011

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Term ends June 30, 2012

Iowa Association of School Business Officials
2010-2011 Professional Growth Committees

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IASBO President-Elect
&
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Term – July 1, 2008 – June 30, 2012

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Term – July 1, 2007 – June 30, 2011

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Term – July 1, 2007 – June 30, 2011

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Term – July 1, 2008 – June 30, 2012

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Term – July 1, 2009 – June 30, 2013

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Term – July 1, 2009 – June 30, 2013

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Term – July 1, 2010 – June 30, 2014

Jackie Black – IASB Representative
Janice Evans – D.E. Representative
Dan Smith – S.A.I. Representative
Jackie Black & Denny Stufflebeam – **Ancillary Services Monitors**
Susan Battani – Auditor Rep. – **Finance Monitor**
Danielle JessHaindfield –**Legal Monitor**

Audit Committee:
1 –- Karron Stineman - Treasurer
2 - Kurt Subra – Past Treasurer
3 – David Nicholson – Chair

Constitution & Bylaws Committee
Chair: Past President Leslie Finger
Joe Hintze
Open
Open

Nominating Committee: (three most recent IASBO Presidents)
Leslie Finger
Ramona Jeffrey
W. Edward Chabal

Mentor Coordinator & Trainer:
Shirley McAdon –
Emeritus Business Manager
Adel-DeSoto-Minburn C S D
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Mentor Trainer:
Donna M. Gregory –Director of Bus. Serv.
West Des Moines CSD
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Professional Development Coordinator:
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Tipton, Iowa 52772
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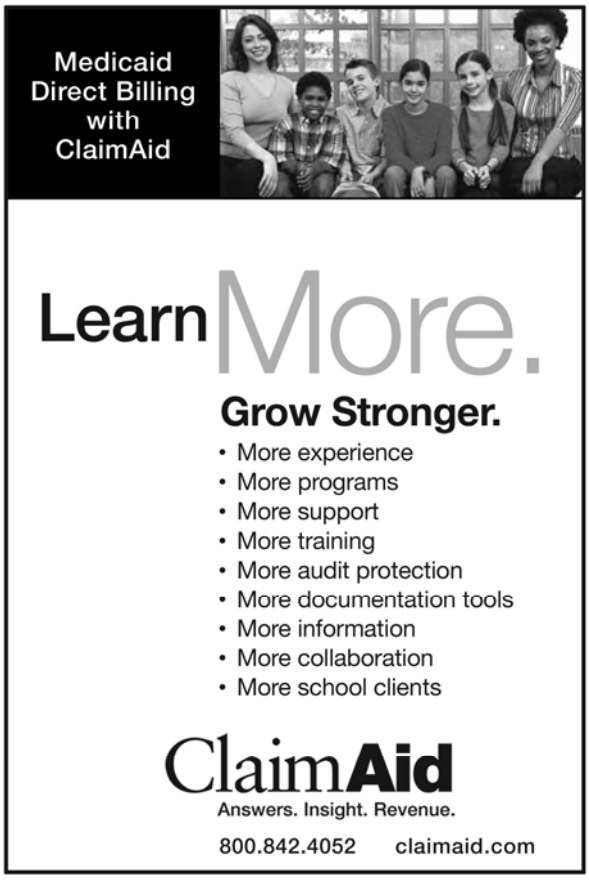
IOWA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
LIST OF PAST PRESIDENTS

1963 Kenneth C. Park
1964 Kenneth C. Park
1965 Donald B. Klucking
1966 Lester B. Andrews
1967 B. R. Feikema
1968 Dr. Robert McFarland, RSBA
1969 Glenn E. Seizer
1970 Robert D. Stamp
1971 Herrold V. Mann
1972 Harold W. Hartman
1972-1973 Robert E. Umbarger
1973-1974 Wanda Updike
1974-1975 Reese C. Gibbs, RSBO
1975-1976 Fred Wessendorf, RSBA
1976-1977 Roger L. Hudson
1977-1978 William C. Freese
1978-1979 Donald G. Hansen
1979-1980 Norman W. Pogemiller –
IASBO Executive Director 1992-2002
1980-1981 Hewert G. Gray
1981-1982 Larry Neal
1982-1983 Robert Longmuir
1983-1984 Thomas H. Berge
1984-1985 Dr. Richard N. Smith, RSBA
1985-1986 Ann J. Farrell, RSBO
1986-1987 Ronald J. Bowers, RSBA
1987-1988 0. Dean Orwoll, RSBS
1988-1989 Joseph P. Link, RSBO, RSBA
1989-1990 Robert M. Hamilton, RSBO
1990-1991 Chris Campidilli
1991-1992 James J. Steffen
1992-1993 Mark Klett
1993-1994 James R. Scharff, Ph.D. –
IASBO Executive Director 2002 -
1994-1995 Galen Howsare, RSBA
1995-1996 Steve Graham
1996-1997 Craig Hansel
1997-1998 Jack Christensen
1998-1999 Jerry Palmer
1999-2000 Connie Anneberg
2000-2001 Janice Culbertson
2001-2002 Paul M. Bobek
2002-2003 Donna M. Gregory
2003-2004 R. Duane Van Gorp
2004-2005 David Bradley
2005-2006 Jackie Black
2006-2007 Marsha Tangen
2007-2008 Wm. Edward Chabal
2008-2009 Ramona Jeffrey
2009-2010 Leslie Finger
2010-2011 Kurt Subra



Online Professional Development Series
It's not too late to register!
Do the math – less than $12.50 per CPE hour.

We invite you to enjoy our Expert Exchange Online Professional Development Series -- the online series that can earn you 20 CPE hours of valuable professional development covering industry relevant courses for only $249. You attend from the convenience of your own PC; no travel expense or lost time away from the office. **Missed classes can be accessed on-demand. The SASBO program was selected by Iowa ASBO as the sessions have to be non-state specific since SASBO is the collection of 13 states in the S.E. United States.**

Partnering with IOWA ASBO

Sign up today!
GO to www.regonline.sasboonline to register and for a complete overview of each session

What are participants saying about the Expert Exchange……

"I really liked the session. The presenter was really knowledgeable and was great about answering questions and speaking in layman's terms. **It's a great way to get CPE and have the sessions relevant to a school setting.**" BH from Virginia

"**Very informative and time well spent**."
DH from Arkansas

"**A very clear and concise explanation of a technical topic**. Bob and Richard provided clarification to issues and myths surrounding implementation of the new regulations." RT from Alabama

"Enjoyed the session. **Gave me some great selling points to convince our board that our fees need to be increased.**" SW from North Carolina

"This was my first presentation and I enjoyed it very much. I look forward to future sessions."JC from West Virginia

Upcoming Sessions

August 19, 2010
"Marketing Your District, Schools and Departments"

September 16, 2010
"Engagement or Interaction"

October 21, 2010
"Weathering the Health Reform Storm"

November 18, 2010
"Preventing Fraud"

January 27, 2011
Note date – 4th Thursday of the month
"Managing by Mapping"

February 17, 2011 TBD – Watch for updates

March 17, 2011

"How to Investigate and Document with Dignity so the Case is Ready for Court"

April 21, 2011 TBD – Watch for updates

May 19, 2011
"Traveling the Maze of School Accounting"

June 16, 2011
"Using Technology to Work Smarter, Not Harder"

Comments from a few of the Iowa ASBO participants for 2009-2010 include:

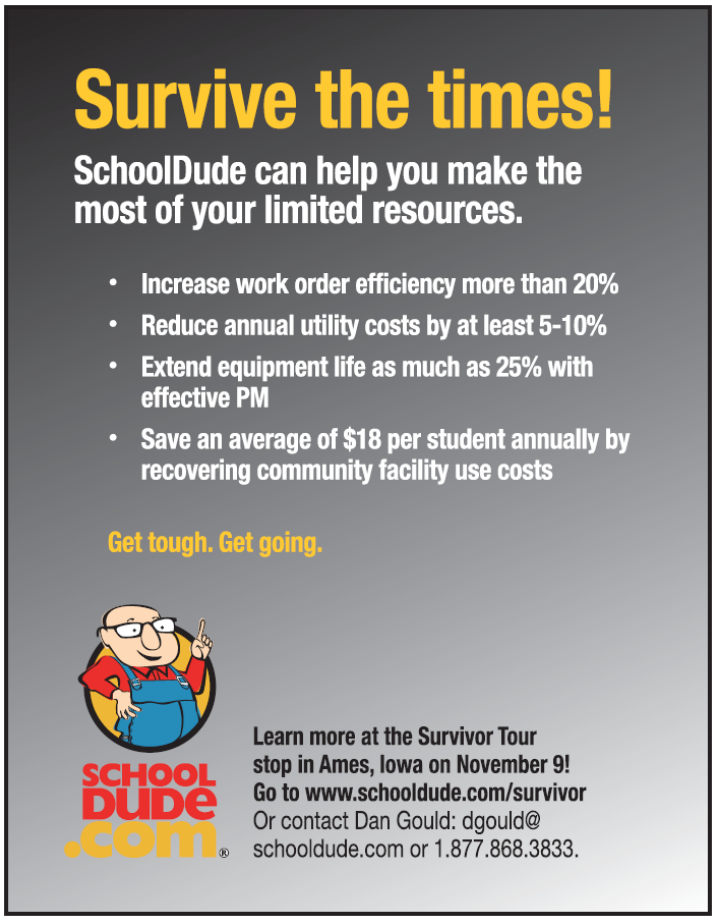
We @ Mason City feel it is well worth the money. I don't think it will affect the participation @ conferences. Depending on the topic I have had three people participate.
Ramona Jeffrey at Mason City

I found the SASBO webinars during the 2009-10 school year to contain lots of valuable information that was applicable to our jobs in Iowa. One can actually listen to the sessions whenever it works into one's schedule. I did not sign up for SASBO as a replacement to Iowa ASBO continuing education. I looked upon my participation in SASBO as additional continuing education. I signed up again for the 2010-11 sessions and have already listened to the August 2010 session. One does not have to take a test. All one has to do is listen and take notes if you so desire. One can print out the powerpoint slides prior to listening to the session. I STRONGLY support the continuing of the partnership with SASBO.
Denny Stufflebeam at Waverly-Shell Rock

The biggest problem was never finding time to listen to it live (especially without interruption) – but it was easy to access later and listen as I did other things and could stop when interrupted or review sections again.
Janice Halverson at Ballard

I attended just one session and found the topic to be less pertinent to Iowa concerns and the presenters I did not believe were very good. I have found Iowa ASBO training is the best source of training there is available and I appreciate all your help and "heads up" notices. With as much as there is to do I didn't think it was worth my time when I normally attend Iowa ASBO training sessions.
Terri O'Brien at Charles City

This SASBO professional development series is proudly sponsored by SchoolDude



New Iowa ASBO members

The following individuals have joined Iowa ASBO since summer 2009. The experienced IASBO-ites will take the intentional efforts to welcome those in your neighborhood by inviting them to regional meetings, and introduce them to your peers at the IASBO conferences.

Deb	Barker	Bd. Sec'y/Bus. Mgr.	AGWSR
Kim	Sharar	Bus Mgr/Brd Sec/Treas	Alden CSD
Marshall	Lewis	Superintendent	Bemond-Klemme CSD
Renee	Richmond	Accounting Supervisor	Bettendorf
Patti	Artzer	Business Manager	Bondurant-Farrar
Chad	Sparks	Board Secretary	Bondurant Farrar
Deb	Schott	Internal Auditor	Cedar Rapids CSD
Sherry	Luskey	Accounting Supervisor	Cedar Rapids CSD
Nancy	Cullen	Supt. Secretary/Assistant Bookkeeper	Clear Lake Community School
Krista	Cagley	Accounts Payable Supervisor	Clinton Comm School District
Denise	Babcock	Accountant	Clinton School District
Emily	Truitt	Staff Accountant/School Liaison	DMPS
Anita	Frye	Board Secretary	Dows CSD
Amy	Morley	Business Manager	Dunkerton
Shawn	Angell	Business Manager	East Greene
Kay	Schaefer	Board Secretary	Essex
Cindy	Paulsen	Business Manager	Exira CSD
David	Keane	High School Principal	Fort Dodge
Marcia	Granzow	District Administrative Assistant	Gilbert CSD
Rita	Merta	Financial Acctg Assistant	Grant Wood AEA
Brian	Gubbels	Director of Finance	Harlan Community School
Justin	Wagner	Superintendent	Harlan Community School
Cathy	Lyman	Board Secretary	Hartley-Melvin-Sanborn
Sue	Murphy	Business Mgr/Board Sec	Howard-Winneshiek Schools
Rhiannon	Lange	Board Secretary	Humboldt Schools
Lynnette	Engel	Director of Finance/Bd. Sec.-Treas.	Independence
Kelly	Weidman	Bus. Mgr./Bd. Sec.	Janesville Consolidated School
Brian	Carico	Principal	Johnston
Linda	Strickland	Accounts Payable	Johnston CSD
Cherie	Westendorf	Administrative Assistant/Board Secretary	Keota
Lauren	Roden	Business Manager/Board Secretary	Logan Magnolia Community Schools
LeAnn	Wempen	Board Secretary/Treasurer	LuVerne Community School
Dodie	Wood	Business Manager	Manson Northwest Webster CSD
Erika	Imler	Administrative Accountant	Maquoketa Valley
Lisa	Koester	Director of HR	Marshalltown
Paula	Carter	Accountant	MBAEA 9
Marcia	Hainstock	Secretary	Midland CSD
Christina	Bickel	Business Manager	Moravia CSD
Lisa	Swarts	Board Secretary	Moulton-Udell CSD
Cynthia	Miller	Admin Assistant - Finance	Muscatine
Linda	Waltke	Activity Accountant	Muscatine

Amy	Yezek	Board Secretary	North Central
Melanie	Roberts	Admin Assistant	North Polk CSD
Sue	Stevens	Accounting Clerk	North Polk CSD
Julie	Frederick	Business Manager	Orient-Macksburg
Sarah	Young	Business Manager	Panorama Community
Jeana	Van Voorst	Board Secretary	PCM Community School District
Tami	Thomas	Board Treasurer	PCM School
Adam	Crigger	Business Manager	Preston CSD
Ryan	Eidahl	Business Manager	Saydel CSD
Jennifer	Maher	Business Manager	Sidney Community Schools
Dee Ann	Lansink	BUSINESS MANAGER	SOUTH O'BRIEN
Jamie	Lindsay	Business Manager/Board Secretary	South Page
Denise	Marshall	Administrative Assistant	Urbandale CSD
Doug	Stilwell	Superintendent	Urbandale CSD
Karlette	North	School Board Secretary	Walnut Community School
Sue	Rich	Payroll Secretary	Washington
Amy	Patters	Admin. Assist Business Services	Waukee
Rose	Swalla	Assistant Business Manager	West Central Valley CSD
Kelly	Jared	Business Manager	West Delaware
Roxane	Bales	Business Manager/Board Secretary	West Monona CSD
Roxanne	Stohr	Board Secretary	Woden-Crystal Lake

Iowa ASBO Mentor Program

Iowa ASBO has provided a free mentor program to new members since 2004. The question for the "experienced" business officials include:

1. Do you remember how lost you felt that first year, or two?
2. Have you considered how many new rules, regulations and procedures have come into your work world since you started?
3. Would you be willing to help those new to the profession to ensure their success?

The desired response to all three questions is, or should be, a resounding "YES." If so be ready to agree to help a new business manager when the volunteer IASBO mentor coordinator, Shirley McAdon, calls on you to be a mentor. The expectation is that you will connect with the new person twice a month (phone, email, personal contact) the first year and approximately once a month the second year. The common topics of the contact could be the next month's reports, tasks, etc. plus whatever is on their desk at the moment. A brief manual is provided as an assist to help you understand the typical roles of both the mentor and protégé.

The *Worst* Words to Say at Work

9 common words and phrases that will make you sound noncommittal, undependable, and untrustworthy

Some words and phrases are often used to buy time, avoid giving answers, and escape commitment. If you use these words and phrases yourself, take a scalpel and cut them out of your thinking, speaking, and writing.

"Try"

"Try" is a weasel word. "Well, I'll try," some people say. It's a cop-out. They're just giving you lip service, when they probably have no real intention of doing what you ask. Remember what Yoda says to Luke Skywalker in "Star Wars": "Do or do not--there is no try." Take Yoda's advice. Give it your all when you do something. And if it doesn't work, start over.

Put passion into your work, and give it your best effort, so you can know that you did all you could to make it happen. So if the outcome you were expecting didn't come to fruition, it's not because you didn't do everything you could to make it happen. It just wasn't the right time for it or it wasn't meant to be.

"Whatever"

This word is a trusted favorite of people who want to dismiss you, diminish what you say, or get rid of you quickly. "Whatever," they will say as an all-purpose response to your earnest request. It's an insult and a verbal slap in the face. It's a way to respond to a person without actually responding. When you say "whatever" after another person has said his or her piece, you have essentially put up a wall between the two of you and halted any progress in communicating. It's a word to avoid.

"Maybe" and "I don't know"

People will sometimes avoid making a decision--and hide behind words and phrases like "maybe" and "I don't know." There's a difference between legitimately not knowing something and using words like these as excuses. Sometimes during a confrontation, people will claim not to know something or offer the noncommittal response "maybe," just to avoid being put on the spot. If that seems to be the case, ask, "When do you think you will know?" or "How can you find out?" Don't let the person off the hook so easily.

"I'll get back to you"

When people need to buy time or avoid revealing a project's status, they will say, "I'll get back to you," and they usually never do. If people say they will get back to you, always clarify. Ask them when they will get back to you, and make sure they specify the day and time. If they don't, then pin them down to a day and time and hold them to it. If they won't give you a day or time, tell them you'll call in a day or week and follow up. Make sure you call and get the information you need.

"If"

Projects depend on everyone doing his or her part. People who use "if" are usually playing the blame game and betting against themselves. They like to set conditions, rather than assuming a successful outcome. People who rely on conditional responses are fortifying themselves against potential failure. They will say, "If Bob finishes his part, then I can do my part." They're laying the groundwork for a "no fault" excuse and for not finishing their work.

There are always alternatives, other routes, and ways to get the job done. Excuse makers usually have the energy of a slug and the spine of a jellyfish. You don't want them on your team when you're trying to climb Mt. Everest.

"Yes, but . . ."

This is another excuse. You might give your team members suggestions or solutions, and they come back to you with "Yes, but . . ." as a response. They don't really want answers, help, or solutions. You need to call the "Yes, but . . ." people out on their avoidance tactic by saying something like "You know, Jackie, every time I offer you a suggestion you say, 'Yes, but . . . ,' which makes me think you don't really want to solve this problem. That's not going to work. If you want to play the victim, go right ahead, but I'm not going to allow you to keep this up." After a response like that, you can be assured that the next words you hear will not be "Yes, but . . ."!

"I guess . . ."

This is usually said in a weak, soft-spoken, shoulder-shrugging manner. It's another attempt to shirk responsibility--a phrase that is muttered only when people half agree with you but want to leave enough leeway to say, "Well, I didn't really know. . . . I was only guessing." If you use this phrase, cut it out of your vocabulary.

"We'll see . . ."

How many times did we hear our parents say this? We knew they were buying time, avoiding a fight or confrontation, or really saying no. It's better to be decisive and honest by saying, "I need more information. Please present your case or send me the data--both pro and con--so I can make an informed decision." That way, the interested parties will contribute to an in-depth, well-researched "verdict."

New School Business Officials / Board Secretarys

Orientation and Professional Introductory Program

New Iowa ASBO members are invited to take part in an annual orientation session preceding the IASBO Fall Conference. It will begin Wednesday, October 13 at 1:00 at the Sheraton in West Des Moines.

Presentations include:

- Accounting and GAAP Responsibilities by Sue Battani from the State Auditors Office
- Uniform Administrator Procedures Manual and Duties of a School Board Secretary/Treasurer by Jackie Black, Iowa Association of School Boards
- Basic financial issues by James Scharff, Iowa ASBO Executive Director
- Legal Considerations for Schools including Duties, Responsibilities, Relationships and Ethical Protocol Prescribed in Iowa Code by Danielle Haindfield and Drew Bracken, Ahlers Law – This is an interactive scenario-based learning experience.

This is a great opportunity for new members to network with IASBO Board members and presenters, gather good information and ask all of the questions that have been rattling around in your mind, but you have been afraid to ask.

Registration is available on the IASBO website. The sessions conclude approximately 8:30 p.m. and the registration fee includes dinner. Hope to see all of you there!

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Did you ever wonder what criteria or guidelines you could provide to help board members know what to look for when going through the bills prior to making a motion to approve the monthly expenditures?

For a general overview, a review of the following is suggested by Davenport's Marsha Tangen :

1. Unusual vendors
2. Large amounts
3. Individuals being reimbursed
4. Interesting items *(especially if it is something the board has discussed or approved)*
5. Why checks are being voided

Once the bills are selected to report on, the following information is provided to all board members:

1. Proper account codes
2. Approval documentation from supervisors
3. Proper documentation on travel reimbursements
4. Timeliness of payment to vendor
5. Original invoices matching payment amounts-check on balances due after payment

Craig Hansel at Ankeny offers the following as appropriate questions to be asked by board members:

1. Are district funds being spent for an allowable public purpose?
2. Are payments being made according to board established rules and policies?
3. Does the supporting documentation appear to be complete?
4. If individuals are being paid what is the documented public purpose?
5. Are there really large or small amounts that come to your attention?
6. Are there unique one-time payments verses monthly payments that require additional scrutiny?

IASBO Fall Conference

October 14 and 15 are the dates IASBO members will be gathering for the annual Fall Conference at the Sheraton in West Des Moines. **Registration is now available on the IASBO website**. Hope to see you all there for a lot of professional development, some networking and a bit of time away from the desk.

Thursday's general session will open with a presentation on the Iowa Revenue Estimating Conference (REC) by Holly Lyons, the Director of the Legislative Services Agency and Shawn Snyder, Senior Analyst. State general fund revenue estimates are generated by the REC. Holly and Shawn will provide general background information, economic indicators, timelines and the impact on public school districts.

Jenny Sandusky from the Department of Administrative Services will provide a 403b update and Jackie Black, IASB will update attendees on upcoming Legislative activity.

Breakout sessions will include:

- Creating Excel Spreadsheets by Jeff Dieleman, Washington CSD
- Surviving an ARRA Audit - Kevin Posekany, Marshalltown CSD & Kevin Baccam, Des Moines Public Schools
- Support / Classified Staff Terminations – Jim Hanks, Ahlers Law
- Reconciling Your Bank Statements – Michelle Wearmouth, Dallas Center-Grimes
- Legal Issues of Administrative Searches – Danielle Haindfield, Ahlers Law
- Sharing Incentives – Joyce Thomsen, Dept of Education and IASBO panel members

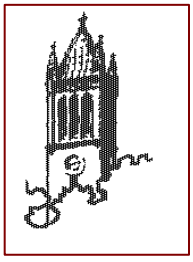
Humorist Todd Hunt will wrap up the day on Thursday. Todd is a recovering anal retentive professional who finally learned to lighten up. His general session is titled ***"Does Anal Retentative Have a Hyphen?"***

Todd Tidbits

1. Wears a tie everywhere (even to the beach?).
2. Organizes cash in his wallet by denomination and bill condition.
3. Walked beans in high school (it's an Iowa thing).
4. Worked in advertising for 10 years, and owned a marketing company for another 10.
5. Discovered that people would pay him to tell funny stories about dealing with people. So now he does.

The Iowa School Business Management Academy session on Friday will include:

- 1099 and Other Tax Implications for School Districts – Kristy Maitre, IRS
- GASB 54 – Sue Battani, State Auditors Office
- Health Care Reform: What do I need to do, How do I get started, When does it need to be done? – Susan Voss, Iowa Insurance Commissioner, Stacy Wandersheid, Perpective Consulting, Kurt Subra, IASBO President and Angie Walters, West Branch CSD



There Is No Such Thing as Workplace Ethics . . .

There Is Only Ethics!

Read the newspaper. Surf the net. Lapses in judgment make for big news these days. When I read about them it reminds me that the two most important things in my life (and yours) are our reputation and our relationships. This short article will provide some insights into how to establish yourself as a trustworthy, honest and ethical character who oozes integrity . . . both at home and at work.

Let's start by breaking the word trust down into three "operational components." They are respect, credibility and fairness.

Respect:

- Establish and maintain integrity and exude respect for others by living this credo: *I do what I say and I say when I don't*. In other words follow through on your promises and when you "drop the ball," admit your shortcomings and apologize immediately. Public relations experts who have advised famous folks (Bill Clinton, Tiger Woods, etc.) tell them to "face the music" as soon as possible. So it is with us not-so-famous folks.

- Model respect by valuing trust over harmony. Communicate openly. Post these four words where you can read them daily: *No secrets. No surprises*. In a world where search engines can expose anything, it's not about being transparent. It's about being radically transparent.

Credibility:

- Realize that good values often collide with other good values in regard to ethical issues. It is rarely about choosing between right vs. wrong. It is almost always about the gray area of having to choose between right vs. right . . . consider the centuries-old debate in regard to capital punishment. Being credible is about consciously deliberating on the issue and making the best possible decision.

- In regard to the previous point, face the ethical issue at hand, consult with others if you need to, and use these "guidepost" questions before choosing from your alternatives:

    - ✓ Is it legal? (Will any laws be broken?)
    - ✓ Is it moral? (Are there guiding principles or written/unwritten codes of conduct to be followed?)
    - ✓ Is it a decision that incorporates the Golden Rule? (How would you feel about this decision if the roles were reversed?)

Fairness:

- In my mind, fairness is about execution . . . following through. The ability to make a decision and bring energy to it is what has made ethical heroes and heroines throughout history. Sir Winston Churchill, one of the greatest leaders of all time, once said, "Courage is rightly esteemed the first of human qualities . . . because it is the quality that guarantees all others."

- In regard to fairness, we often judge others by their actions and we judge ourselves by our intentions. When the situation arises at home or at work, be a respectful rebel. Muster your energy and your gumption and say what is on your mind. As an ethics professor once told me, “History books are chock full of case studies where good people did not question what was happening right before their eyes. I teach my students that ethical behavior is not so much about getting their questions answered. It is about questioning the answers that are put before them. I want them to think critically.”

In summary, I hope you have gleaned some insights from this ethics article and the three “character pillars” of respect, credibility and fairness. May your reputation and your relationships continue to thrive into the distant and not-so-distant future.

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Webinars for New Members

IASBO will be conducting a series of ten webinars designed for School Business Officials new to the profession. The webinars will feature brief presentations delivered by IASBO Board members on upcoming deadlines and requirements School Business Officials will most likely face in the month-to-month operations of a school district. The Critical Dates Calendar posted on the IASBO website will provide guidelines for the curriculum of each webinar. In addition to the planned topics this will provide the opportunity for those new to the profession to ask questions relative to the job.

All new members are encouraged to participate in this new series. It will be a great opportunity to ask questions as Board members share valuable information. Details on how to logon will be emailed to all members who have been in their positions less than one year. If you wish to participate in the webinars and did not receive an email, contact Professional Development Coordinator, Nancy Blow at iowaasbo@gmail.com or call 319-931-1833.

The 30 – 60 minute webinars are scheduled as listed below:
September 2 at 1:30 and September 30 at 11:00– Kurt Subra
November 4 at 1:30 and November 23 at 11:00– Les Finger
February 3 at 1:30 and February 24 at 11:00– Angie Walter
March 3 at 1:30 and March 24 at 11:00 – Jan Miller-Hook
May 5 at 1:30 and May 26 at 11:00– Kristy Hansen

Please welcome these IASBO Associate members for 2010-11

When your district is in need of services or products these vendors provide be sure to contact them for pricing and service.

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Iowa School Business Management Academy
Class of 2010

Left to Right – front row
Lora Apenzeller-Miller-Waukee, Kim Arndt- West Central, Audit Baumgartner-Keystone AEA, Jody Brintnall-Marshalltown, Helen Burrington-Osage, Brietta Collier-Davenport

Second row – Carol Collins-Southern Cal, Deb England-Hubbard-Radcliffe, Melissa Fettkether-Valley, Jessie Forsythe-Villisca, Mark Frasher-Western Dubuque, Donna Hilbert-Algona

Back row – Stacey Matus-Springville, Janice Myers-Turkey Valley, Fran Reel-Waukee, Lori Robertson-Atlantic, Angie Smith-Sioux Central, Lisa Thul-Humboldt, Bob Torrence-Woodward-Granger, Doug Stillwell-Urbandale

Absent from picture – Wendi Geno-Rockwell City-Lytton

Twelve of the above individuals have successfully passed the four levels of the assessment and will receive a plaque recognizing their "Certificate of Proficiency" at the fall IASBO conference.

Iowa ASBO ecumenical behavior in Paris

Jim Scharff

Okay, so this is the annual "what did you do this summer?" segment. As the pic verifies yours truly spent some time in France with IASBO's most veteran member, Mike Hamilton (he is member #25 with the most recent member being #1479). The ecumenical part in the title comes in the Cyclone and Hawkeye (note the caps) existing in peace and harmony, though that might be credited to Jean and Ruth.

In addition to the usual tourist stops a focus of the trip was to also visit the beaches at Normandy and the military cemetery and historical center commemorating the US lives lost in the June 6, 1944 D-Day invasion. You do get a renewed sense of the challenges and sacrifices by those soldiers when you stand on the beaches and can see what the soldiers had to be thinking as they were dropped off in 4-7 foot water wearing 80 lbs of gear and expected to get to the beach and climb the cliffs to take out the Nazi guns. To stand on the cliffs overlooking the scene from the gun emplacements you truly see the risk taken by the assault. To also walk among the huge craters still remaining from the Allied bombing makes it difficult to imagine the noise and terror being experienced by everyone at that time.

To be brutally honest it makes Mike's tour of duty in Texas to preserve democracy seem a bit less influential, but at least he passed the physical.

IASBO COUNSEL'S CORNER

By: Drew Bracken and Miriam Van Heukelem
Ahlers & Cooney, P.C.

Recent Rulings on TSS Funds and Their Effect on Future Bargaining

On July 20, 2010, the Iowa District Court for Polk County upheld the Department of Education's Declaratory Order, which found that Teacher Salary Supplement ("TSS") funds were subject to the 10% across-the-board budget reduction ordered by Governor Culver in October 2009. ISEA argued that (1) the appropriation for TSS was exempt from the across-the-board cut and (2) even if the appropriation for TSS was cut, then Iowa Code § 257.10(9) should be interpreted to mean that TSS funds must be distributed "as calculated" even if the program was not fully funded. Fortunately, the court affirmed the decision of the Department of Education and determined that TSS was not insulated from the across-the-board cut and section 257.10(9) is not a spending mandate. Therefore, school districts need not supplement TSS monies received from the state with other school funds, in case the state does not fully fund the TSS. School districts are simply obligated, at this point, to distribute the TSS monies *actually received* from the state to teachers.

Also on the TSS front, the Iowa Public Employment Relations Board ("PERB") issued a decision on August 4, 2010, agreeing with the Glenwood Community School District that the portion of the District's wage proposal, which took into consideration separate funding sources and specifically referenced TSS, was a mandatory subject of bargaining. Here, ISEA argued that recent amendments to Iowa Code § 284.3A(2) requiring the use of a single, combined salary schedule required school districts to include their TSS allocations in the master contract salary schedule, regardless of whether those funds were actually received from the State. ISEA pointed out that the amended statute provides that the combined salary schedule "shall not differentiate" regular salaries from the Teacher Salary Supplement. Based on this language, ISEA argued that a wage de-escalator clause, while not an illegal topic of bargaining itself, becomes illegal when it is triggered by the reduction or elimination of TSS funds. The District countered that its proposal was a mandatory subject of bargaining, and not illegal, because the actual subject was the payment of wages, and the salary schedule itself did not differentiate TSS payments from regular salaries. PERB agreed with the District's approach and concluded that ISEA's interpretation of Section 284.3A(2) directly conflicted with another statute, Section 20.17(6), which authorizes bargaining proposals which condition payment of a level of wages upon the employer's actual receipt of the funds.

Districts that paid to teachers only 90% of the anticipated TSS funds in 2009–2010 have been vindicated, but they remain saddled with the residual spending authority which is restricted to teachers' salaries. These districts can look forward to persistent demands from their local teachers' bargaining teams to "pay us our money" based on that spending authority. Districts will also likely see proposals that eliminate the lines between regular salaries and the Teacher Salary Supplement. While the combined salary schedule itself cannot distinguish between the two sources of revenue, school districts should be steadfast in demanding some protection in the master contract, such as a de-escalator clause, should funding for TSS be cut once again by the State.

Education Jobs Fund Program:
$10 Billion Available to Save and Create Local Education Jobs Nationwide

The Education Jobs Fund Program ("Ed Jobs") is a new federal initiative that will provide $10 billion to states to save or create local education jobs for the 2010–2011 school year. Each state will receive a portion of the money from the U.S. Department of Education ("DE"), based on (1) its relative population of individuals between 5 and 24 years of age, and (2) its relative total population. Iowa's share of the Fund is $96.4 million, and will be distributed to school districts based on the school aid formula calculation. Assuming that the Iowa DE takes the full allowable amount of 2% for administrative expenses, the Legislative Services Agency anticipates that districts will receive about $172 per pupil.

Ed Jobs funds may be spent by school districts to hire, retain, recall, or rehire employees in order to provide early childhood, elementary, or secondary educational and related services. Teachers are clearly included, but so are principals and assistant principals, academic coaches, in-service teacher trainers, classroom associates, counselors, librarians, secretaries, social workers, psychologists, interpreters, physical therapists, speech therapists, occupational therapists, informational technology personnel, nurses, athletic coaches, security officers, custodians, maintenance workers, bus drivers, and cafeteria workers. Basically, Ed Jobs monies may be spent for school-level employees who are employed by the district to provide educational and related services to students.

The funds may be used for "compensation and benefits and other expenses," which includes salaries, bonuses, health insurance, retirement benefits, early retirement incentives, IPERS contributions, tuition and student loan assistance, transportation subsidies, and reimbursement for child care costs. Funds may also be used to restore reductions in salaries and benefits and to implement salary increases for the 2010–2011 school year, and to eliminate furlough days, if any have been scheduled for the 2010–2011 school year.

The funds may <u>not</u> be used for general administrative costs related to the operation of the superintendent's office or the board of education, or for district-level support services, including fiscal services, program planners and researches, and human resources. The funds will not be distributed to AEAs. Additionally, the funds may not be used to pay for contracted-out services provided to the schools by individuals who are not district employees—but they may be used to pay for school-level services shared between districts (such as those under a 28E agreement) to pay the portion of the agreement associated with the salaries and benefits of the employees of the district providing the services. If a district-level administrator also teaches or has school-level responsibilities, the funds may be used to pay only the portion of the

employee's salary and benefits that is related to the time the employee spends on school-level responsibilities—and the district must maintain documentation to demonstrate this.

Although Ed Jobs funds were appropriated for use during the 2010–2011 school year, a district that has funds left over may "obligate and expend" the remaining funds until September 30, 2012, under section 421(b) of the General Education Provisions Act (GEPA). 20 U.S.C. § 1225(b). Section 421(b) states that "any funds from appropriations to carry out any programs to which this chapter is applicable during any fiscal year, which are not obligated and expended…prior to the beginning of the [next] fiscal year…shall remain available for obligation and expenditure…during [the next] fiscal year." Funds are "obligated," for purposes of Ed Jobs, when the services are actually performed. Thus, districts with funds remaining after 2010–2011 have the ability to spend the remaining funds through the 2011–2012 school year, in accordance with the requirements of the Ed Jobs program.

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IASBO Addendum to Counsel Corner ;

A very extensive FAQ answering many questions about the new Federal Jobs Bill can be found in a file titled " Initial Guidance for States on the Education Jobs Fund Program" at:

http://www2.ed.gov/programs/educationjobsfund/applicant.html

The following provides samples of Questions from ASBO Members and Answers from U.S Department of Education.

• QUESTION: My Superintendent and I are concerned about the timing constraints that might be included/attached. We are afraid that we will have to wait to hire teachers after a certain date and that date will be after school starts. It would be very disruptive.

• The obligation period for the Education Jobs Fund is from August 10, 2010 through September 30, 2012.

• QUESTION: Can a Local Education Agency decide to spend all of its allocation in 2011-2012?

Yes, the funds are available for state and local obligation through September 30, 2012.

• QUESTION: Can the money be spent on positions in which there are instructional and non-instructional components?

• Yes see Section D in the non-regulatory program guidance, which is available at http://www2.ed.gov/programs/educationjobsfund/applicant.html.

• QUESTION: Can the funds be used for current employees to pay their salaries and benefits? If yes, what limitations if any apply?

• See Section D of the guidance.

Dates to Remember

September 24-27,2010	ASBO International Annual Meeting and Exhibits, Orlando, Florida
	Paul Bobek's Election for ASBO Int. President- voting opens August 18
October 14-15,2010.	IASBO Fall Conference at Sheraton West Des Moines, Iowa
November 10, 2010	Regional meetings and webinar
	– Special Education billing and Dropout Prevention Programs & MAG
February 1-2, 2011	Iowa ASBO winter leadership conference for
	-IASBO Board, Professional Growth , and Past Presidents
February 9, 2011	Regional meetings and webinar – Lisa Oakley and A&L update
March 31-April 1, 2011	IASBO Annual Meeting & Trade Show, Scheman Center in Ames, Iowa
September 16-19, 2011	ASBO International Annual Meeting and Exhibits, Seattle, Washington
October 26-28, 2011	IASBO Fall Conference at Sheraton West Des Moines, Iowa
March 28-29, 2012	IASBO Annual Meeting & Trade Show, Scheman Center in Ames, Iowa
October 12-15, 2012	ASBO International Annual Meeting and Exhibits, Phoenix, Arizona
March 28-29, 2013	IASBO Annual Meeting & Trade Show, Scheman Center in Ames, Iowa
October 25-28, 2013	ASBO International Annual Meeting and Exhibits, Boston, Mass.
September 19-22, 2014	ASBO International Annual Meeting and Exhibits, Orlando, Florida
Autumn, 2015	ASBO International Annual Meeting and Exhibits, Dallas/Ft. Worth