



# 2019-20 WASBO Professional Recognition Program

Nominations accepted  
through January 11, 2019  
[WASBO.com/awards](http://WASBO.com/awards)

*Recognizing Excellence  
in Wisconsin's School  
Business Officials*

# Wallace E. Zastrow Award

## Background/Purpose

The Wallace E. Zastrow Award is the highest legacy honor the Wisconsin Association of School Business Officials (WASBO) bestows on its members. Wallace E. Zastrow was a charter member of WASBO and served as the Association's first Executive Director. Through his leadership, WASBO gained recognition and respect as an outstanding educational organization within the State of Wisconsin and ASBO International. This annual award is to recognize the many years of service, commitment, and dedication "Wally" gave to his profession, and to thank him for the example he established for school business officials.

**The purpose of the award is to honor the legacy career accomplishments, outstanding contributions, and years of service of active WASBO members who have displayed visionary leadership, commitment and dedication. Award winners have made significant contributions to better the profession, public education, the school districts they serve, and WASBO.** Given the capstone nature of this award, the legacy and leadership accomplishments of the nominee from throughout her/his career will be considered. While the award is to honor a career, it is not limited to honor only those at the end of their career. *(Nominations for recent contributions to the local school district and community, as well as to the profession as a whole, should be directed to the School Business Manager of the Year Award.)*

## Eligibility Criteria

To be eligible candidates must:

- Be an active school business official employed in the profession for a minimum of 10 years.
  - For purposes of this award, a school business official is defined as an individual who is associated with a public or private school district, vocational/technical school, college or university and fulfills a position such as business manager or business assistant, accounting or finance officer, buildings and grounds supervisor or coordinator of auxiliary services (i.e. food services, informational technology, purchasing services, transportation supervisor, or other business support staff).
- Be an active district professional WASBO member in good standing for at least 10 years or have been a retiree member for two years or less and a member for 12 consecutive months prior to January 1 of the year the member is considered for the award.
- Not have previously received the Zastrow Award.

Current members of the Board of Directors are ineligible for the award and may not nominate a candidate for the award.

Nominations may be made by any WASBO member (with the exception of current Board members), a district administrator, a professional colleague or a WASBO Regional.

A letter of recommendation from the nominee's district administrator supporting her/his candidacy should accompany the nomination.

## Selection Criteria

The candidate along with nomination materials must provide evidence of educational leadership during their career. The examples below are not a comprehensive list.

**Leadership in the Schools** – The nominee has dedicated her/himself to improve the learning environment for students by:

- Implementing effective educational programs, processes, or initiatives to enhance student learning
- Creating or enhancing a climate and culture of trust with the school board and broader community

Award sponsor:



Scholarship sponsor:



- Providing active leadership in developing relationships that help provide for effective educational programs
- Developing and enhancing partnerships between the school district and the local community

**Leadership in the Profession** – The nominee has demonstrated commitment to improving the level of professionalism among school business officials through:

- Making an ongoing contribution to the professional development of colleagues and peers
- Advancing the mission and vision of WASBO through active participation
- Advocating for public education through active participation in current legislative issues

**Professional Development** – The nominee has demonstrated a continuous interest in personally developing as an education professional and helping colleagues develop their leadership and professionalism by:

- Earning additional graduate level degrees in education or business related fields
- Attaining professional accreditations (CSR, CFM, SFO, CPA)
- Being recognized by the International Association of School Business Officials by earning the Certificate of Excellence in Financial Reporting, the Meritorious Budget Award, and/or the Pathway to the MBA
- Encouraging colleagues and subordinates to develop their professionalism and leadership

**Leadership in the Community** – The nominee has demonstrated active involvement in the local community in activities outside of the duties of their professional position. Active involvement goes beyond being a member of a benevolent organization, but requires being actively engaged in activities designed to improve the lives of others in the community.

## Recognition

A \$2,000 award and plaque will be presented at the annual WASBO Foundation Spring Conference. The cash award is intended to fund continuing professional development for the Business Official, such as attendance at conferences or seminars, membership dues, or other related activities or resources for her/him and/or her/his staff. In the case a retiree receives the Zastrow Award, the retiree's last district of employment will receive the cash award to fund the professional development of staff at that District. The recipient may also present a \$1,500 scholarship, provided by CG Schmidt, to a high school senior in her/his school district. The recipient will be the WASBO nominee for the 2019 ASBO International Eagle Award, ASBO's lifetime achievement award.

The Zastrow Award recipient's name shall be added to the plaque in the WASBO office and a letter of commendation shall be sent to the recipient's school board by the Executive Director on behalf of the Board of Directors. Press releases will be sent to local media.

## Selection Process

The WASBO Board of Directors considers nominations at its Board meeting following the nomination deadline and selects the Award recipient. The Board's decision is final.

# School Business Manager of the Year

## Background/Purpose

This award acknowledges the value and need to recognize outstanding school business managers in Wisconsin and their contributions to public education. The purpose of the School Business Manager of the Year award is to recognize the recent (within the last five years) outstanding contributions of the recipient to their local school district and community and to the business manager profession. The individual will be recognized for implementing innovative projects within their district, improving systems and processes to improve efficiencies, and/or forging creative partnerships with their community and improving student learning. (**Nominations for career accomplishments should apply for the Wallace E. Zasrtow Award.**)

## Eligibility Criteria

To be eligible the nominee must:

- Be an active, certified 08 school business manager, employed in the profession for a minimum of five years.
  - For purposes of this award, a school business manager is defined as an individual who is associated with a public or private school district, vocational/technical school, college or university and fulfills a position such as business manager or business assistant, accounting or finance officer, or head bookkeeper.
- Be an active district professional WASBO member at the time of the nomination
- Not have received the School Business Manager of the Year award in the past five years

Current members of the Board of Directors are ineligible for the award and may not nominate a candidate for the award.

Nominations may be made by any WASBO member (with the exception of current Board members), a district administrator, a professional colleague or a WASBO Regional.

Nomination packets may, but are not required to, include letters of recommendation from the following:

- The nominee's district administrator;
- The nominee's colleagues in your area, or from throughout the state;
- School board members;
- Local officials;
- Community organizations the nominee actively participated in and provided leadership to.

Please limit submitted letters to no more than six (6).

## Selection Criteria

Selection criteria will be based on candidate contributions. The examples below are only a sampling of possible activities/projects and are not a comprehensive list.

**Leadership in the Schools** – The nominee has dedicated her/himself to improving the learning environment for students through:

- Researching, writing, and securing grants to support initiatives or programs
- Initiating programs to save money or improve efficiencies
- Implementing specific projects/initiatives/programs designed to improve the school district for which the nominee works
- Providing active leadership in successful referendum questions to support the nominee's district

**Award sponsor:**



**Scholarship sponsor:**



**Leadership in the Profession** – The nominee has demonstrated commitment to improving the level of professionalism among school business officials through:

- Regular communication with legislators on public education issues
- Presenting or volunteering at WASBO conferences
- Teaching in a university program
- Mentoring new professionals entering the field
- Participating on a WASBO and/or ASBO committee, which may include the Board of Directors
- Writing newsletter articles for WASBO, ASBO, or other professional publications

**Leadership in the Community** – The nominee has demonstrated active involvement in the local community in activities outside of the duties of their professional position, and/or has generated partnerships in the community that have promoted public education and the district's educational programs. Active involvement goes beyond being a member of a benevolent organization, but requires being actively engaged in activities designed to improve the lives of others in the community.

The School Business Manager of the Year Award is for recent contributions to the field of public education. Letters of nomination should focus on activities, initiatives, and programs that have been developed and implemented **within the last five years**.

## Recognition

The WASBO School Business Manager of the Year Award recipient will be recognized at the WASBO Business Meeting held at the WASB-WASBO-WASDA State Education Convention. The recipient will receive a plaque and a check in the amount of \$1,500 to be used for the Business Manager's continuing education, attendance at conferences or seminars, membership dues, or related activities or resources that contribute to his/her professional development. The recipient may also award a \$1,500 student scholarship in his/her district.

The name of the recipient of the School Business Manager of the Year Award shall be added to the plaque in the WASBO office and a letter of commendation shall be sent to the recipient's school board by the Executive Director on behalf of the Board of Directors. Press releases will be sent to the local media.

## Selection Process

The WASBO Board of Directors considers nominations at its Board meeting following the nomination deadline and selects the award recipient. The Board's decision is final.

# George Gray WASBO New School Business Manager of the Year

Award sponsor:

## Background/Purpose

This award acknowledges the value and need to recognize new outstanding school business managers in Wisconsin and their contributions to public education. The purpose of the New School Business Manager of the Year award is to recognize the contributions of new business managers to their local school district and community, as well as to the business manager profession, regardless of the size of their district.

## Eligibility Criteria

To be eligible the nominee must:

- Currently work as a school business manager in Wisconsin with less than five years' experience
  - For purposes of this award, a school business manager is defined as an individual who is associated with a public or private school district, vocational/technical school, college or university and fulfills a position such as business manager or business assistant, accounting or finance officer, or head bookkeeper.
- Hold a Wisconsin 08 license
- Be an active district professional WASBO member at the time of the nomination
- Not have received the New School Business Manager of the Year award in the past

Current members of the Board of Directors are ineligible for the award and may not nominate a candidate for the award.

Nominations may be made by any WASBO member (with the exception of current Board members), a district administrator, a professional colleague or a WASBO Regional.

Nomination packets may, but are not required to, include letters of recommendation from the following:

- The nominee's district administrator;
- The nominee's colleagues in your area, or from throughout the state;
- School board members;
- Local officials;
- Community organizations the nominee actively participated in.

Please limit submitted letters to no more than six (6).

## Selection Criteria

The following criteria shall be considered when selecting the New School Business Manager of the Year:

**Leadership in the Schools** – The candidate has demonstrated efforts to significantly improve district operations, save district resources, and/or enhance student learning.

**Continuing Professional Development** – Evidence of continuing efforts to learn and grow as a professional has been demonstrated.

**Active Participation in the Profession** – Membership in professional associations, service on committees, and related activities.

**Active Participation in the Community** – Evidence of meaningful involvement in the community.

## Recognition

The WASBO New School Business Manager of the Year Award recipient will be recognized at the annual WASB-WASBO-WASDA State Education Convention. The recipient will receive a plaque and a check in the amount of \$1,000 to be used for the Business

Manager's continuing education, attendance at conferences or seminars, membership dues, or related activities or resources that contribute to his/her professional development.

The name of the recipient of the George Gray WASBO New School Business Manager of the Year Award shall be added to the plaque in the WASBO office and a letter of commendation shall be sent to the recipient's school board by the Executive Director on behalf of the Board of Directors. Press releases will be sent to the local media.

## Selection Process

The Membership Committee and the Professional Improvement Committee will review the nominations and select two finalists to be forwarded to the Board of Directors by January 31.

The WASBO Board of Directors considers nominations at its following Board meeting and selects the award recipient from the two finalists. The Board's decision is final.



## Nomination Timeline for 2019-20 WASBO Awards

### January 11, 2019

All WASBO Award nominations due.  
Submit nominations at [WASBO.com/awards](http://WASBO.com/awards)

### January 2019

WASBO Award Recipients selected by the appropriate selection committees and WASBO Board of Directors.

### February 2019

WASBO Executive Director notifies WASBO Award Recipients of their selection.

### May 2019

Awards presented at the WASBO Foundation Spring Conference.

- Wallace E. Zastrow Award
- School Facilities Manager of the Year
- Business Services Award
- Safety, Security & Wellness Grant

### October 2019

Awards presented at the WASBO Foundation Fall Conference.

- Mike Roshar WASBO Shining Star Award
- Tina Hafeman Friend of WASBO Award

### January 2020

Awards presented at the WASB-WASBO-WASDA State Education Convention.

- School Business Manager of the Year Award
- George Gray WASBO New School Business Manager of the Year

# School Facilities Manager of the Year

## Background/Purpose

This award acknowledges the value and need to recognize outstanding school facilities managers in Wisconsin. The purpose of the School Facilities Manager of the Year award is to recognize the recent outstanding contributions of the recipient to their local school district and community, to the school facilities manager profession, and to WASBO.

## Eligibility Criteria

To be eligible the nominee must:

- Be employed as a school facilities manager and in the profession for a minimum of five years.
- Be an active district professional WASBO member at the time of the nomination who regularly attends WASBO facility manager conferences, seminars and regional meetings.
- Not have received the School Facilities Manager of the Year award in the past five years.

Current members of the Board of Directors are ineligible for the award and may not nominate a candidate for the award.

Nominations may be made by any WASBO member (with the exception of current Board members), a district administrator, a professional colleague or a WASBO Regional.

Nomination packets may, but are not required to, include letters of recommendation from the following:

- The nominee's district administrator;
- The nominee's colleagues in your area, or from throughout the state;
- School board members;
- Local officials;
- Community organizations the nominee actively participated in and provided leadership to.

Please limit submitted letters to no more than six (6).

## Selection Criteria

The following criteria shall be considered when selecting the School Facilities Manager of the Year:

**Leadership in the Schools** – The nominee has demonstrated efforts to significantly improve facilities and cost effectiveness of operations while improving student learning.

Award sponsors:

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**Leadership in the Profession** – The nominee is an active member in professional associations such as WASBO, WSTMA, WSSCA and others, and actively participates in committees, conferences for one or more of these organizations.

**Professional Development** – Evidence of continuing efforts to grow and learn as a professional.

**Leadership in the School Community** – Evidence of meaningful involvement in the school community.

## Recognition

The School Facilities Manager of the Year Award recipient will be recognized at the WASBO Foundation Spring Conference. The recipient receives a plaque and a check in the amount of \$1,000 to be used for the facility manager's continuing education, attendance at conferences or seminars, membership dues, or related activities or resources contributing to his/her professional development.

The name of the School Facilities Manager of the Year shall be added to the plaque in the WASBO office and a letter of commendation shall be sent to the recipient's school board by the Executive Director on behalf of the Board of Directors. Press releases will be sent to the local media.

## Selection Process

The School Facilities Committee and the Safety and Risk Management Committee will review the nominations and select two finalists to be forwarded to the Board of Directors by January 31.

The WASBO Board of Directors considers nominations at its Board meeting following the nomination deadline and selects the Award recipient. The Board's decision is final.



**Application Deadline for ALL Awards  
is January 11, 2019**

**Submit your nomination at [WASBO.com/awards](http://WASBO.com/awards)**

# Mike Roshar WASBO Shining Star Award

**Award  
sponsor:**



## Background/Purpose

The purpose of the Shining Star Award is to recognize, celebrate, and encourage outstanding contributions to WASBO through member participation in committees, regional leadership and/or program development.

Beginning in the 2017-2018 fiscal year, the name of the WASBO Shining Star award, sponsored by Quarles & Brady, was changed to recognize the service and passion modeled by Quarles & Brady attorney Mike Roshar. Mike was a Shining Star by the relationships he developed within the many school district communities for which he provided sound legal advice.

## Eligibility Criteria

To be eligible the nominee must:

- Be an active district professional, service affiliate, or retiree WASBO member at the time of the nomination.
- Have been serving on a WASBO committee and/or in a special capacity for WASBO at the time at which they are being nominated, and/or have recently served on the WASBO Board of Directors.
- Not have received a Shining Star Award in the past five years.

Current members of the Board of Directors are ineligible for the award and may not nominate a candidate for the award.

Nominations may be made by any WASBO member (with the exception of current Board members) or WASBO Regional.

## Selection Criteria

Selection criteria will be limited to award worthy contribution(s) to the Wisconsin Association of School Business Officials having taken place in the past five years. Criteria will concentrate on acts that demonstrate extraordinary commitment of time, talents and/or effort to a project, service and/or initiative. Nominations should plainly document the contribution(s) of the individual and the positive impact of the

contribution(s) to fulfill the vision and mission of the WASBO organization or its members.

Nominations may include the following, but are not required:

- Description of service to WASBO
- Outstanding initiatives created by nominee
- Supporting letters from people who have served with the nominee, or have benefitted from the initiative
- Length of service to WASBO

Please limit submitted supporting letters to no more than six (6).

## Recognition

The Shining Star Award recipient will be recognized at the WASBO Foundation Fall Conference. A \$1,000 professional development grant and a plaque accompany this award. The \$1,000 award is to be used to fund training opportunities, staff development, or attendance at relevant conferences.

The name of the recipient(s) of the Shining Star Award shall be added to the plaque in the WASBO office and a letter of commendation shall be sent to the recipient's school board by the Executive Director on behalf of the Board of Directors. Press releases will be sent to the local media.

## Selection Process

The WASBO Board of Directors considers nominations at its Board meeting following the nomination deadline and selects the Award recipient. The Board's decision is final.

# Safety, Security & Wellness Award

**Award  
sponsor:**



## Background/Purpose

The Safety, Security & Wellness Award recognizes and promotes Wisconsin school districts for their efforts in creating safe and healthy learning environments for students and staff. This program is designed to help lessen districts' financial burdens, while at the same time acknowledging their initiative, creativity and dedication to healthy, safe and secure schools. It also provides the opportunity for districts to share their bright ideas with their peers. They'll have access to all submissions, not just the winning ideas, so all districts can benefit from the program.

## Eligibility Criteria

- All Wisconsin public school districts are eligible.
- Nominations must be submitted by an individual employed by the Wisconsin school district in which the bright idea has been implemented.

## Selection Criteria

Ideas must fall into one of the following risk management categories and focus on successful program development and implementation (i.e. signage, equipment, tools, etc.), not policy creation:

- General safety
- Building security
- Wellness programs
- Ergonomics (manual material handling, slip & fall prevention, repetitive motion)

The award application should include:

- An executive summary explaining the problem/challenge the district faced with a description of the solution and how it was implemented.
- An explanation of how this bright idea benefits students and staff.
- Additional exhibits to support the nomination: cost of implementation, photo of the solution, results.
- How the grant will be invested/district needs.

## Recognition

One \$1,500 grant is awarded annually to the selected Wisconsin school district and must be used for ongoing risk management efforts within the school district. All submissions will be made available after the winning submissions are announced. The name of the winning educational institution shall be added to the plaque in the WASBO office and a letter of commendation shall be sent to the recipient's school board by the Executive Director on behalf of the Board of Directors. Press releases will be sent to the local media.

## Selection Process

The selection committee will include four members of the WASBO Safety & Risk Management Committee, a member of the WASBO Facilities Committee, a WASBO staff representative, and an M3 Insurance staff representative. The selection committee may request additional information or seek answers to questions at their discretion. The selection committee's decision is final.

# Business Services Award

Award  
sponsor:

The logo for BAIRD is a blue parallelogram with the word "BAIRD" in white, bold, sans-serif capital letters.

## Background/Purpose

School business officials are known for their innovative, meaningful contributions to the improvement of their profession and the efficiency of school districts. The WASBO Business Services Award was established to recognize outstanding practices and new ideas that result in significant contributions to school entities or the profession of school business management. Successful applications have focused on areas such as budgeting, construction, cost savings, energy conservation, food service, resource allocation, safety, transportation, and technology.

The WASBO Business Services Award is presented annually to an educational institution in Wisconsin which has implemented a business practice that has resulted in an improvement in service, increased efficiency, or more simply, a better way of doing business. This award gives you the opportunity to share these innovative efforts with peers and colleagues across the state. The recipient will be nominated for the ASBO International Pinnacle Award.

## Eligibility Criteria

Nominations must be submitted by a current district professional WASBO member who is employed by the educational institution where the improved business practice has been implemented.

## Selection Criteria

The award application should include:

- An executive summary of the business practice, not exceeding one page, double-spaced.
- A project summary should be organized to include the following six sections, with headlines for each. Limit each section to 200-300 words, or the entire document to 1,600-1,800 words. The summary may not identify the applicant, the school entity, or the geographic location of the applicant, or reference other materials.
  - Summary of project/idea.
  - How is this a new idea?
  - Why do you believe the project is innovative?

- Is this project replicable by other school entities? What may be required of them to implement the practice?
- Cite measurable examples of improvements and/or savings.
- How has this new or improved practice benefitted students, staff, and the community and does it affect student achievement?
- Additional exhibits to support the nomination.
- School district or educational institution enrollment.
- How the \$1,000 award will be invested.

## Recognition

A check in the amount of \$1,000 and a plaque will be awarded to the selected educational institution at the annual WASBO Foundation Spring Conference. The recipient will be the WASBO nominee for the 2019 ASBO International Pinnacle Award.

The \$1,000 award must be used to fund training opportunities, staff development, or attendance at relevant conferences that contribute to the continuing education of those staff members who serve on the business side of the educational institution. Those benefiting from these opportunities need not be members of WASBO.

The name of the winning educational institution shall be added to the plaque in the WASBO office and a letter of commendation shall be sent to the recipient's school board by the Executive Director on behalf of the Board of Directors. Press releases will be sent to the local media.

## Selection Process

The selection committee will include one person appointed by the WASBO President, one by Baird Public Finance and one retired WASBO member appointed by the chairperson of the Retirement Committee. The selection committee may request additional information or seek answers to questions at their discretion. The selection committee's decision is final.

# Tina Hafeman Friend of WASBO

## Background/Purpose

Tina Hafeman has held positions as the WASBO Associate Executive Director and as the Accounting and Technology Coordinator, starting in 1994. Through her actions, Tina supported WASBO's vision and mission by encouraging member engagement throughout the organization. She worked tirelessly to ensure the success of WASBO and its members. Through her diligent work, the 2012-13 Board of Directors voted to re-name the "Friend of WASBO Award" to the "Tina Hafeman Friend of WASBO Award" to recognize those individuals who have given special and noteworthy support to WASBO.

## Eligibility Criteria

Any member or non-member may be nominated. Nominations are sought to assist the Board of Directors in identifying individuals who are deserving of special recognition and the appreciation of the WASBO membership. Candidates for this award may be suggested by anyone who is in a position to document and support a nomination to the Board of Directors.

Nomination packets should include information specific to the nominee's contribution to and support of WASBO's mission. Please limit submitted letters to no more than six (6).

## Selection Criteria

This award is special and it is not the intent of the Board of Directors to award it annually. Rather, it shall be presented at the discretion of the Board of Directors who shall also determine the process by which the nominations shall be considered. A letter of nomination should include information specific to the nominee's contribution to and support of WASBO's Mission. Additional documentation may also be included.

## Recognition

The award will be presented at the WASBO Foundation Fall Conference and the recipient shall receive a plaque expressing the appreciation of the membership. In addition, a \$500 donation shall be made in the recipient's name to a charity selected by the recipient that benefits children in Wisconsin.

## Selection Process

The WASBO Board of Directors considers nominations at its Board meeting following the nomination deadline and selects the Award recipient. The Board's decision is final.



**Wisconsin Association of School  
Business Officials**

4797 Hayes Road, Suite 202  
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## Past Recipients of WASBO Awards • 2018-19

<p>Wallace E. Zastrow Award</p> <p><i>Wendy Brockert</i> Business Manager</p> <p>Lake Mills Area School District</p>	<p>School Business Manager of the Year</p> <p><i>Marta Kwiatkowski</i> Director of Business Services</p> <p>School District of Rhinelander</p>
<p>New School Business Manager of the Year</p> <p><i>Demetri Andrews</i> Business Manager</p> <p>North Crawford School District</p>	<p>School Facilities Manager of the Year</p> <p><i>Rick Fechter</i> Director of Facilities</p> <p>School District of Menomonee Falls</p>
<p>Tina Hafeman Friend of WASBO</p> <p><i>Jim Beckmann</i> Director of Operations</p> <p>Glendale-River Hills School District</p>	<p>Mike Roshar WASBO Shining Star</p> <p><i>Marty Malloy</i> Director Education and Government Practice</p> <p>M3 Insurance</p>
<p>Safety, Security &amp; Wellness Award</p> <p><i>Tomorrow River School District</i></p>	<p>Business Services Award</p> <p><i>School District of Waubesa</i></p>

This Could Be

*Your Nomination!*

Apply Today:

[WASBO.com/awards](http://WASBO.com/awards)