

SCHEDULE AT A GLANCE

Conference Agenda, December 5 – 7, 2011 – Hotel Captain Cook

PRECONFERENCE WORKSHOPS — Sunday, December 4, 2011

Reception sponsored by Forsythe Transportation, Inc. – Sunday, December 4th — 5 - 7:30 p.m., Quarter Deck

Monday, December 5th	Tuesday, December 6th	Wednesday, December 7th
7:30 – 5:00 Outside Fore Deck	7:30 – 5:00 7:30 7:30 – 8:30	7:30 – 12:00 7:30 – 8:30
7:30 Mid/Aft Deck	8:00 – 8:30 Fore Deck	8:30 – 10:00 Fore Deck
7:30 – 8:30 Mid/Aft Deck	8:30 – 10:00 Fore Deck	10:15 – 11:00
8:00 – 8:20 Fore Deck	10:00 – 11:15 10:15 – 10:45	11:15 – 12:00
8:30 – 9:00 Fore Deck	11:15 – 12:00	12:00 – 1:00
9:00 – 10:15 Fore Deck	12:00 – 1:00	1:00 Aft Deck
10:15 – 11:00	1:15 – 2:00	2:15 – 3:00
11:00 – 12:00	3:15 – 4:00	5:00 – 7:00 Quarter Deck
11:30 – 12:00		7:00 – 11:00 Fore Deck Mid/Aft Deck
12:00 – 1:00 Fore Deck		
1:00 – 1:30		
1:30 – 3:30		
3:30 – 4:15		
3:30 – 5:00		
4:15 – 4:45		
5:00 – 7:00		
Registration	Registration Exhibit Hall Opens Light Breakfast	Registration
Exhibit Hall Opens	Music	Light Breakfast
Light Breakfast	General Session Keynote : • Garrison Wynn	General Session: • Music • 2 nd Annual Executive Forum Carol Comeau, Anch SD
New Attendee Welcome	Exhibit Hall Visits	Cracker Barrels: • Public Speaking & Community Relations • Getting the Most Out of Your Software • Grants • Managing the Budget Process • Education Tax Credit • Purchasing • Employee vs Contractor
Welcoming Session • Music • Luke Fulp, President Amy Lujan, Executive Director	Vendor Showcase Demos	Sectionals: • FMLA Briefing • Needs Based Budgeting • Contract Management • Financial Reporting to Governing Board • Food Service Topics • E-Rate Reimb & Records • Records Retention
General Session: • John Sedor, Esquire	Sectionals • Foundation 101 • School Meal Program Changes • Property Valuations • The Real Truth About Success • Bus Mgr/Supt Communications • Internal Controls-Cash Mgmt • Investigating Grievances	Sectionals: • Luncheon and Annual Meeting • Introductions • Membership Business • Election of Officers • School Business Academy Recognition • School Business Official of the Year Award • Drawings and Door Prizes
Exhibitor Introductions	Luncheon • Ron McCulley, ASBO Intl	ALASBO Board Meeting
Exhibit Hall Visits	Exhibitors Meeting	Post-Conference
Vendor Showcases	Sectionals: • State Grant Administration • Central Kitchen Logistics • Retirement Incentives • Competitive Bids/Quotes • Managing Wage Payment & Overtime Risk • OSHA High Hazard Targeting • Interacting with Your Legislators & Municipal Officials	December 8, 2011 ACB Solutions – Full Day Excel II and Excel III classes Dimond Blvd Training Center Transportation coordinated by ALASBO
Luncheon & Slide Show	Sectionals: • Indirect Cost Proposal • Audit Prep Best Practices • CIP/Debt Admin & Closeout • Board Relations • Planning & Funding Education Technology for the Future • Evaluation Tools • Health Care Reform	December 8-9, 2011 Educational Mgmt Associates Hotel Captain Cook
Exhibit Hall Visits	Cracker Barrels: • P-Card Management • Payroll • Student Activities • Outsourcing • Risk Management • Time & Effort Reporting • Generations Working Together	
Round Tables: • 403(b) & 457 Plans • ASBO Programs • Budgets, Benefits & Talent • CIP Overview • E-Rate Update • Enviro Health • Farm to School • Fed Maint of Effort • Food Svc Hot Topics • Health Care Reform • Health Plan Self- Funding • HRA Plans • Internal Controls • OASIS • P-Card Application • Pupil Trans Reqmts • Safe Routes to Schls	Reception - Mikunda, Cottrell & Co.	
Committee Meetings	Banquet and Casino Night	
Exhibit Hall Visits		
Vendor Showcases		
Reception - Altman, Rogers & Co. Snow Goose Café 717 West 3 rd Avenue		

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
PRE-CONFERENCE AGENDA
Sunday, December 4, 2011

*Registration opens at 8:30 a.m., in the lower level lobby of the Hotel Captain Cook
Coffee, tea, and baked good available!*

**9:00 – 4:30
Adventure**

School Business Academy

Presenters: Melody E. Douglas, SFO, Consultant and Honorary Member; Elizabeth Nudelman, Director of School Finance, Dept of Education & Early Development; Tammy White, Comptroller, North Slope Borough School District; and Dennis Niedermeyer, Consultant and Honorary Member

Targeted training for new school business managers (< 3 years on the job), new Alaska superintendents, and other school business officials (business office or other) interested in this training; limited enrollment of 15.

In-depth topics: Alaska School Business Annual Timeline; State Foundation Funding Program; State Chart of Accounts; Budget Projections; Resources/Contacts

**9:00 – 12:00
Quadrant**

Basic Payroll for School Districts

Presenters: Jimmy Love, Payroll Specialist II, Kenai Peninsula Borough Schools District; and René Spracklen, Accountant, Copper River School District

A review of what is required to process payroll, with plenty of time for Q&A.

**9:00 – 12:00
Endeavor**

Advanced Budgeting

Presenter: David Means, Director of Administrative Services, Juneau School District

For those with school budgeting experience who want to make their budget even better! Review the development phases, ways to deal with uncertainty, saving time with focused analysis and creating a polished budget document.

**9:00 – 12:00
Resolution**

Access Database Tools

Presenter: Bob Ricci, Educational Management Associates

Learn to use the powerful Access database software to manage your data.

12:00 – 1:00

Lunch Break

Lunch available for all presenters and full-day (morning and afternoon) participants.

**1:00 – 4:30
Resolution**

Health Care Reform Update

Presenter: Scott Florsheim, Alaska State Manager, American Fidelity

Comprehensive health care reform legislation was enacted in March 2010. It's challenging for employers to understand the new requirements, figure out how to comply, and keep up with changing rules. This presentation provides a summary of key provisions impacting employer-sponsored health plans.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

PRE-CONFERENCE AGENDA

Sunday, December 4, 2011

1:00 – 4:30
Endeavor

Advanced Details Online for Current ALASBO P-Card Users

Presenters: Holly Wallace, Member Relations Specialist Illinois ASBO and David Wintczak, Vice President, Senior Relationship Manager, Bank of Montreal/Harris Bank
Advanced training for current users only of the IASBO/ALASBO procurement card (p-card) in the Bank of Montreal (BMO Details Online program, which supports customized use of the card. NOTE: There will be other sessions during the regular conference for potential new card users.

5:00 – 7:30
Quarter Deck

Reception

Sponsored by: **Forsythe Transportation, Inc.**

All Conference Attendees Are Invited To Attend!



ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Monday, December 5, 2011**

7:30 – 5:00 Outside Fore Deck	Registration
7:30 Mid/Aft Deck	Exhibit Hall Opens
7:30 – 8:30 Mid/Aft Deck	Light Breakfast
8:00 – 8:20 Fore Deck	New Attendee Welcome First time conference attendees are invited to learn more about ALASBO and how to get the most out of the annual conference!
8:30 – 9:00 Fore Deck	Welcoming Session Music Performed by: Bartlett High School students, Liesl Davenport-Wheeler, Director Welcoming Address Luke Fulp, President of ALASBO Conference Introductions Amy Lujan, Executive Director of ALASBO
9:00 – 10:15 Fore Deck	General Session – <i>Current Topics in School Business Law</i> Presenter: John Sedor, Esquire
10:15– 11:00	Exhibitor Introductions
11:00– 12:00 Mid/Aft Deck	Exhibit Hall Visits
11:30– 12:00	Vendor Showcase Demonstrations Pitney Bowes – Whitby AESOP Substitute Placement – Voyager
12:00– 1:00 Fore Deck	Luncheon & Slide Show Slide Show Presenter: Yodean Armour, Klawock School District
1:00 – 1:30 Fore Deck	Exhibit Hall Visits
1:30 – 3:30 Fore Deck	Round Tables: Participants move between tables every 20 minutes 403(b) & 457 Employer Plans Presenter: Vicki M. Keffer, Registered Representative for CUNA Brokerage Services, Inc. and Manager at CPI Qualified Plan Consultants, Inc. Discussion of changes in regulations and legislation affecting school district supplemental benefit plans during 2011. Learn how these rules will affect operations whether they are being performed in-house or through a third-party administrator (TPA). Communication to staff of these programs is key to their success. Learn about tools offered by the IRS and ASBO to assist in meeting the new requirements.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Monday, December 5, 2011****1:30 – 3:30
Fore Deck****Round Tables (continued)****ASBO Programs**Ron McCulley, Vice President Elect, ASBO International

Learn about the benefits of participation in the Association of School Business Officials International, of which ALASBO is a state affiliate. SBO's professional development programs will be discussed, as well as its peer review programs and professional certification program.

Budgets, Benefits and Talents – Building a Win, Win, Win ScenarioPresenter: Forrest W. Higginbotham, Alaska Financial Services Representative, MetLife

Join a discussion about how a comprehensive workplace benefits program can help retain and attract talent while maximizing your District's budget dollars.

CIP OverviewPresenters: Sam Kito III, Tech Engineer I and Kimberly Andrews, Architect Assistant III, Alaska Department of Education & Early Development

The presenters will provide an overview of the CIP Process from when a district receives funding for a grant or authorization for a debt project, to the project closeout, including submittal requirements in order for payments to be released for grant projects or approval to continue to next project stage for debt projects.

E-Rate UpdatePresenter: Valerie Oliver, Alaska E-Rate Coordinator, Alaska State Library

Is your school district taking advantage of the opportunities for funding provided through the E-Rate Program? The presenter will provide general information about the E-Rate Program, including new developments and changes over the past year.

The Business Case for Protecting Children's Environment HealthPresenters: Joan Tovsen, Alaska Tribal Air Outreach Coordinator, United States Environmental Protection Agency, Gail Schiemann, MPH, Lung Health Manager, American Lung Association and Patrick Bloecher, Asst. Environmental Health Consultant, Alaska Native Tribal Health Consortium

Healthy school environments are critical to academic success. Implementing an environmental management system can prevent harmful exposure to toxic building and cleaning materials, poor indoor air quality, hazardous chemicals and other environmental hazards that negatively affect children's ability to learn and can also impact staff and school resources. This session will discuss the key components of a comprehensive school environmental health and safety program.

Financial Implications of Farm to SchoolPresenter: Johanna Herron, Farm to School Program Coordinator, Division of Agriculture, DNR

Buying local can be cost effective, as well as offering a tastier meal. Marketing local foods can increase meal participation rates. A win-win situation: farm to school programs are an effective way for schools to find potential savings, support local economies and respond to community interests. These programs may include other local food products like seafood and traditional foods. Your district may even qualify for grant funding support.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Monday, December 5, 2011**1:30 – 3:30
Fore Deck**Round Tables (continued)****Federal Maintenance of Effort Requirements**

Presenter: Elwin Blackwell, Internal Auditor, Alaska Department of Education & Early Development

This roundtable will focus on the federal Maintenance of Effort (MOE) requirements for federal programs such as ESEA (Titles I, II-A, III and IV), Special Education, Vocational Education, and Indian Education. This roundtable will also cover how the MOE is calculated.

Food Service Hot Topics

Presenter: Jo Dawson, State Program Administrator, Alaska Child Nutrition Programs

The presenter will discuss issues facing school food service programs with the changes to the federal regulations.

Health Care Reform: What You Need to Do in 2012

Presenter: Colleen M. Savoie, Vice President, Account Executive, Benefits Department, Parker, Smith and Feek, Inc.

Now that the first round of health reform changes have been adopted, many employers are breathing a sigh of relief. But, it is not over yet – learn what is coming in 2012! Among many topics the discussion will include the Summary of Benefits and Coverage statement, W-2 reporting requirements, the Comparative Clinical Effectiveness Research fee and Health FSA limits.

Self-Funding Your Group Health Plan: Responsibilities and Expectations

Presenter: David Frazier, Insurance Broker and Consultant, David Frazier & Associates

The principals and elements of self funding health insurance will be discussed. Increased fiduciary responsibilities will be addressed, as well as expectations for increased transparency. Self-funding is not for every school organization and can be difficult to comprehend. However, the rewards can be gratifying for the sophisticated business official.

HRA: A Tax-free Solution for Rising Health Care Costs

Presenter: Larry Stein, President, Retirement Plan Services of America, Inc.

The high cost of post-employment health care, including insurance premiums, often causes employees to delay their retirement. By directing separation pay into an HRA, employees can access their funds for unreimbursed health related expenses – tax free. Common qualified expenses include: insurance co-pays, deductibles, prescription medications, supplemental Medicare and long term care plans.

Internal Controls

Presenter: Jacy Turner, Senior, Mikunda, Cottrell & Co.

Discussion of internal controls for school districts.

OASIS

Presenter: Mindy Lobaugh, School Finance Specialist II, Alaska Department of Education & Early Development

This session will provide an update on the status of the fall data collection. Also, an opportunity for districts to provide feedback on how their data submittal went.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Monday, December 5, 2011****1:30 – 3:30**
Fore Deck**Round Tables (continued)****P-Card Application Process**

Presenters: Holly Wallace, Member Relations Specialist, Illinois ASBO and David Wintczak, Vice President, Senior Relationship Manager, BMO

Learn about the Illinois ASBO Purchasing Card Program, available to District's through ALASBO. The program is currently used by over 500 school districts nationwide, including nine Alaska Districts. This program can save your district money and earn your district generous rebates!

Pupil Transportation Requirements and Reporting

Presenter: Dennis Watson, School Finance Specialist II, Alaska Department of Education & Early Development

This roundtable will focus on current issues, reporting and administrative requirements related to the EED's Pupil Transportation Program.

Safe Routes to Schools

Presenter: Steven Soenksen, Safe Routes to School Coordinator, Alaska Department of Transportation & Public Facilities

Safe Routes to Schools is a federal program administered by the state's DOT/PF that can help local communities address health and safety issues in the vicinity of schools. SRTS programs build community partnerships and focus on low cost solutions. Available grants and examples of partnership opportunities will be discussed.

3:30 – 4:15
Fore Deck**Committee Meetings**

Get involved with your association through ALASBO committees. Qualify to win special prizes in our committee member-only drawing!

3:30 – 5:00**Exhibit Hall Visits****4:15 – 4:45****Vendor Showcase Demonstrations**

EMA – Whitby

BiNW – Voyager

5:00 – 7:00
Snow Goose Café
717 W. 3rd Avenue**Reception sponsored by: Altman, Rogers & Co.**

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Tuesday, December 6, 2011**

7:30 – 5:00 Outside Fore Deck	Registration
7:30 Mid/Aft Deck	Exhibit Hall Opens
7:30 – 8:30 Mid/Aft Deck	Light Breakfast
8:00 – 8:30 Fore Deck	Morning Music Performed by: East High School students, Melissa Fischer, Director
	Welcoming Remarks Luke Fulp, President of ALASBO
8:30 – 10:00 Fore Deck	General Session Keynote Address: <i>How to Win an Unfair Fight - What the Top 1% Do Differently and Why They Won't Tell You</i> Presenter: Garrison Wynn, Wynn Solutions
10:00 – 11:15	Exhibit Hall Visits
10:15 – 10:45	Vendor Showcase Demonstrations SchoolDude.com – Whitby American Health Holding – Voyager
11:15 – 12:00	Sectionals:
Voyager	Foundation 101 <u>Presenter: Mindy Lobaugh, School Finance Specialist II, Alaska Department of Education & Early Development</u> Attend this informative presentation to understand the components of the foundation program calculation and then educate others on how the formula works. This sectional also incorporates updates on formula changes from recent legislation.
Whitby	USDA Changes to School Meal Programs <u>Presenter: Jo Dawson, State Program Administrator, Alaska Department of Education and Early Development, Child Nutrition Programs</u> The Healthy, Hunger-Free Act is now law! This session will provide an overview of the many changes facing school meal programs.
Easter Island	Property Valuations <u>Presenter: David Middendorf, Vice President of Development, AssetWorks, Inc.</u> Establishing accurate property values, to ensure adequate insurance coverage for building and contents replacement in the event of a loss is critically important. Valuing property in Alaska is challenging, because replacement involves many factors not common in the Lower 48, including shipping of materials, construction in remote areas and a short construction season. The focus of this presentation is on how to establish insurable values to adequately protect the district if a loss were to happen.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Tuesday, December 6, 2011**

11:15– 12:00	Sectionals (continued)
Endeavor	<p>The Real Truth About Success <u>Presenter: Garrison Wynn, Keynote Speaker, Wynn Solutions</u> A great idea rarely wins out on its own merit. Sound, well-structured logic regularly loses out to mediocre ideas from people who really know how to influence. This enlightening, research-based session delves into the human condition, revealing that the true key to success is not intelligence or logic, but an understanding of what people really value.</p>
Adventure	<p>Business Manager/Superintendent Communications <u>Presenter: Bruce Johnson, Executive Director, Alaska Council of School Administrators</u> Your relationship with your supervisor is one of the most important factors in successful job performance and job satisfaction. This session will discuss how business managers can develop and maintain good communications with their superintendents.</p>
Quadrant	<p>Internal Controls - Cash Management <u>Presenter: Chad Stiteler, SFO, Chief Financial Officer, Anchorage School District</u> This session will review the Anchorage School District's implementation of a new electronic receipting process to provide better internal cash management controls and efficiencies.</p>
Resolution	<p>Investigating Grievances <u>Presenter: Tim Peterson, Director of Human Resources, Kenai Peninsula Borough School District</u> Plan for every grievance as if you are headed to arbitration. Learn what to look for and make note of. Helpful hints to guide you through the process to a successful outcome will be provided.</p>
12:00 – 1:00 Fore Deck	<p>Luncheon Presenter: Ron McCulley, Vice President Elect, ASBO International</p>
1:00 Aft Deck	Exhibitor Committee Meeting
1:15 – 2:00	Sectionals:
Endeavor	<p>State Grant Administration <u>Presenter: Melissa Bell, Grants Administrator, Alaska Department of Education & Early Development</u> EED's lead grant administrator will present information and forms related to the grant reimbursement process and management of grant awards from EED. The discussion will include the supporting documentation required by EED when submitting quarterly reimbursement requests and other issues.</p>

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Tuesday, December 6, 2011**

1:15 – 2:00	Sectionals (continued)
Voyager	<p>Central Kitchen Logistics <u>Presenter: Dean Hamburg, Student Nutrition Services Administrator, Kenai Peninsula Borough School District</u> Inspector Dean here.....The crime: Indecision about validity of Central Kitchens; is it criminal industrialization out of control or is it responsible efficiencies for cost control?? You be the Detective – solve the Central Kitchen Mystery!</p>
Adventure	<p>Retirement Incentives: Supplemental Early Retirement Program <u>Presenter: Ken A. Forrest, Assistant Superintendent of Business Operations, Mat-Su Borough School District</u> This session will focus on the Supplemental Early Retirement Program (SERP) implemented in Mat-Su Borough School District. Learn how Mat-Su saved over \$6 million per year in ongoing compensation expenses.</p>
Quadrant	<p>Obtaining/Evaluating Competitive Bids and Quotes <u>Presenter: Pam Chenier, Purchasing/Warehouse Director, Anchorage School District</u> A walk through the process of obtaining and evaluating competitive bids and quotes to meet your district's requirements. This session will be interactive, so please bring examples of challenges you have experienced or face on the horizon.</p>
Whitby	<p>Managing Wage Payment and Overtime Risk <u>Presenter: Thomas V. Wang, Attorney, Ashburn & Mason, P.C.</u> Overtime? We've got an app for that. PDA's and other overtime concerns are catching up to public employers. Attend this sectional to learn how to manage your wage and overtime payment risks.</p>
Easter Island	<p>OSHA High Hazard Targeting <u>Presenters: Michael Lary, Loss Control Coordinator and Abe Levy, Loss Control Manager, Alaska Public Entity Insurance (APEI)</u> This session will be an introduction to the Alaska Occupational Safety and Health section's High Hazard Targeting (HHT) System and a look into how employers should respond to receiving this designation. Be prepared when the OSHA reviewer comes to town!</p>
Resolution	<p>Interacting with Your Legislators and Municipal Officials <u>Presenters: Bruce Johnson, Executive Director, Alaska Council of School Administrators and Dave Jones, Assistant Superintendent, Kenai Peninsula Borough School District</u> Interacting with Legislators and Municipal Officials is one of the most important public relations tasks you may be asked to perform as a school business official. Learn how to work with your colleagues to develop a consistent message, how to present information that will be noticed and remembered, and how to avoid common pitfalls. A review of issues for the upcoming legislative session will also be discussed.</p>

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Tuesday, December 6, 2011****2:15 – 3:00****Sectionals:****Voyager****Indirect Cost Proposal**

Presenter: Elwin Blackwell, Internal Auditor, Alaska Department of Education & Early Development

This session will present a brief overview of the big picture for indirect cost rates, including the calculation that is used to create each district's rate. The EED's reviewer for the annual federal indirect cost rate submittals will complete one district's indirect cost rate calculation from start to finish. Attend this session to learn the most efficient process to identify necessary data in your audit for your indirect cost worksheet and document supporting information.

Quadrant**Audit Prep Best Practices**

Presenters: Alex Beckman, CPA and Vice President, Mikunda, Cottrell & Co., Inc., Loreen Kramer, Business Manager and René Spracklen, Accountant, Copper River School District, Laurie Olson, Director of Finance, and Liz Hayes, Accountant, Kenai Peninsula Borough School District

Best practices from both the audit firm and school district points of view. Come see what works for the presenters and consider what might work for you. Presentation from both sides about how to make your audit go more smoothly and what you can do to prepare all year long.

Adventure**EED Grant and Debt Project Administration and Closeout**

Presenters: Sam Kito III, Tech Engineer I and Kimberly Andrews, Architect Assistant III, Alaska Department of Education & Early Development

This session will be a presentation and interactive discussion about EED Capital Improvement Projects (CIP) grant and debt administration procedures, including project closeout requirements.

Resolution**School Board Relations**

Presenter: Norm Wooten, President, Kodiak Island Borough School District Board of Education

A 20-year member of the School Board will discuss the importance of effective communication between a district's business official and the school board, and how this communication is critical to the overall success of a school district. Norm Wooten has served as president of the Alaska Association of School Boards (AASB) and the National School Board Association (NSBA).

Easter Island**Planning and Funding Education Technology for the Future**

Presenter: Thuan Nguyen, Promoter and President, Sound Strategy Technology Group, LLC

Budgets are tight, so it is more important than ever to know where your technology funding is going. This session is focused on strategies to help districts identify where tech funds are currently being spent and what emerging technologies can help cut traditional expenses. Plus, what does cloud computing, hardware refresh, and computer ratio mean?

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Tuesday, December 6, 2011**

2:15 – 3:00	Sectionals (continued)
Whitby	<p>Evaluation Tools <u>Presenter: Tim Peterson, Director of Human Resources, Kenai Peninsula Borough School District</u> Create a process that will provide guided and meaningful discussions in evaluations. Learn what works and how to follow-up on what didn't work.</p>
Endeavor	<p>Health Care Reform: Overview and What to Expect in the Future <u>Presenter: Colleen M. Savoie, Vice President, Account Executive - Benefits Department, Parker, Smith and Feek, Inc.</u> Health care reform: a marathon, not a sprint. Implementation of this far-reaching legislation will be phased in from now through 2018. The first phase of health plan changes were implemented in 2011, and there will be a brief discussion of the known impacts. Then look at the next three phases of health care reform: intermediate impacts and additional reporting requirements, fees and other 2012 and 2013 changes; pay or play and effects on employers and participants in 2014; Cadillac tax – health plans will feel the impact in 2018 and beyond.</p>
3:15 – 4:00	Cracker Barrels:
Resolution	<p>P-Card Management <u>Presenters: Nancy Barto, Finance Officer, Juneau School District and Michelle Gage, Accounting Specialist II, Kenai Peninsula Borough School District</u> Current users of procurement cards (p-cards) will explain the benefits your district can gain from a p-card program. Policies, procedures, internal setup, daily administration, forms and experiences related to implementing and maintaining a sound program will be discussed. Find out how p-cards can speed up purchasing, improve accountability from your administrators, save on processing costs, and generate rebates for your district.</p>
Quadrant	<p>Payroll <u>Presenter: Jimmy Love, Payroll Specialist II, Kenai Peninsula Borough School District</u> Do you LOVE payroll? Don't miss your chance to talk I-9's, W-2's DBUL's and TSA's with Mr. Love, himself.</p>
Endeavor	<p>Student Activities <u>Presenters: Laurie Olson, Director of Finance and Liz Hayes, Accountant, Kenai Peninsula Borough School District</u> The presenters will provide information about how the Kenai Peninsula Borough School District keeps track of student activity funds in the schools. The individual schools make deposits and generate payments themselves, but the student activity funds are a part of the District finance software, so there is more ability to monitor transactions. Share your methods and ask questions about your concerns.</p>

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Tuesday, December 6, 2011****3:15 – 4:00****Cracker Barrels (continued)****Voyager****Outsourcing**

Presenters: David Arp, Business Manager, Sitka School District and Karen Goodwin, Director of Administrative Services, Northwest Arctic Borough School District

Come listen and partake in a discussion on the pros and cons of outsourcing services, including food service and custodial services. Northwest Arctic Borough School District recently outsourced the food service and custodial service, which resulted in a budget savings in just under \$1M. Listen to some tips from our experiences, and the political and personnel issues involved in outsourcing.

Easter Island**Risk Management**

Presenters: Grady Fisher, Director of Risk Management, and Sean Dewalt, Marketing & Risk Control Specialist, AMLJIA

This discussion will focus on risk manage, risk reduction, and best workplace practices. It will also cover common issues, including an open discussion relevant to attendee concerns. Here's your chance to get your risk questions answered!

Adventure**Time and Effort Reporting**

Presenter: Alex Beckman, CPA and Vice President, Mikunda, Cottrell & Co., Inc.

A review of the grant requirements and best practices in Time and Effort Reporting for personnel working on grants will be followed by a general discussion and Q&A among session participants.

Whitby**Generations Working Better Together**

Presenter: Garrison Wynn, Keynote Speaker, Wynn Solutions

This will be an informative, entertaining, solutions-based session exploring why younger and older people don't see eye-to-eye and what to do about it in the workplace. Discuss pointers on helping baby boomers and Gen X and Y employees work well together.

5:00 – 7:00**Quarter Deck****Reception sponsored by: Mikunda, Cottrell & Co.****7:00 – 11:00****Fore/Mid Deck****Banquet and Casino Night**

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Wednesday, December 7, 2011**

7:30 – 12:00 Outside Fore Deck	Registration
7:30 – 8:30 Fore Deck	Light Breakfast
8:30 – 10:00 Fore Deck	General Session
	Morning Music Performed by: Service High School students, Merry Chadwick, Director
	2nd Annual Executive Forum Carol Comeau, Superintendent, Anchorage School District
10:15– 11:00	Cracker Barrels:
Voyager	Public Speaking & Community Relations <u>Presenter: Heidi Embley, Senior Communications Specialist, Anchorage School District</u> In a time of economic cutbacks, people need to pay attention to the budget and the bottom line, especially when it comes to school districts and educating our children. So why aren't they getting it? The real question is, are they getting the right message? Does "they" include your district's employees? Should it? Once you've nailed your key messages, it's time to present. Are you ready to stand in front of a group and speak? Does picturing everyone naked really help calm nerves? Learn tips and tricks from a former news reporter turned school communicator on how to share your message, even when it's not the angle the media is looking for.
Easter Island	Getting the Most Out of Your Software <u>Presenters: Mark Vink, Business Manager, Bering Strait School District and Bob Ricci, Software Consultant, EMA, Inc.</u> Are you getting the most out of your accounting software? Has your relationship with your software lost its "spark" and "sizzle"? Come and explore ways to use your software for empowerment, efficiency and excellence in your business operations.
Club Room 1 Tower 1	Grants <u>Presenter: Melissa Bell, Grants Administrator, Alaska Department of Education and Early Development</u> EED's lead grants administrator will provide updates and answer questions on the grant application and reimbursement process.
Quadrant	Managing the Budget Development Process <u>Presenter: Melody E. Douglas, SFO, Consultant, DBMS</u> A brief introduction will be presented on managing the budget development process, followed by a Q&A session with attendees.
Whitby	Education Tax Credit <u>Presenters: Karen Goodwin, Director of Administration Services, Northwest Arctic Borough School District and Saul Friedman, Attorney, Jermain, Dunnagan & Owens</u> Learn more about the Alaska Education Tax Credit Program that provides a tax credit to businesses that make a contribution to Alaska universities and accredited Alaska

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Wednesday, December 7, 2011**

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- 10:15– 11:00** **Cracker Barrels (continued)**
- two-year colleges for direct instruction, research, and educational support purposes. Hear how the tax credit can also be taken for donations to a school district or state-operated vocational technical education and training school for vocational education courses, program and facilities.
- Resolution** **Purchasing Topics**
Presenter: Pam Chenier, Purchasing/Warehouse Director, Anchorage School District
 Discussion of general school district purchasing topics.
- Adventure** **Employer vs Independent Contractor?**
Presenter: René Spracklen, Accountant, Copper River School District
 An informal discussion about the difference between an employee and an independent contractor. How do you determine which is the correct classification? What are the tax consequences for getting it wrong? We will discuss different situations that might arise and best practice in making this determination.
- 11:15– 12:00** **Sectionals:**
- Resolution** **FMLA Briefing**
Presenter: Saul Friedman, Attorney, Jermain, Dunnagan & Owens
 This presentation will provide an update on the latest issues faced by school districts with regard to the federal Family and Medical Leave Act (FMLA).
- Easter Island** **Needs-Based Budgeting**
Presenter: Carl Horn, Director of Finance, Nenana City School District
 The presenter will highlight the financial and staffing model created to support the development of his district budget and to identify the areas critical for financial stability. Will focus on a practical method to use Excel as a tool to create the model and utilize it as a presentation tool to communicate and support financial choices.
- Whitby** **Contract Management**
Presenter: Allen F. Clendaniel, Attorney, Sedor, Wendlandt, Evans & Filippi
 Contracts 101. Don't let "boilerplate" stop you from understanding contracts. This sectional will cover common contractual terms that are important besides the "price." The terms and condition can have a real effect on a school district's financial risk. We will cover what to look for in proposed contracts before you sign and when to call the District's attorney. Indemnity, insurance, arbitration, termination, liquidated damages, renewal clauses will be discussed.
- Voyager** **Financial Reporting to Your Governing Board**
Presenter: Michele Schuh, Comptroller, First National Bank Alaska
 Providing financial information to your Board is required – adding valuable analysis, evaluating risks, interpreting trends, discussing controls and processes is where your value to this group is magnified to a full professional level. The objectives for this session are to expand your perspective and inspire you to deliver higher value information to your Board to enable their best capabilities.

ALASKA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

CONFERENCE AGENDA**Wednesday, December 7, 2011**

11:15– 12:00

Sectionals (continued)**Quadrant****USDA Funding for School Breakfast and Lunch – How it Really Works**Presenter: Dean Hamburg, Student Nutrition Services Administrator, Kenai Peninsula Borough School District

Offered up is a healthy serving of the history, current status, and future of USDA revenue and expense practices in Alaska school USDA programs. The discussion will include addressing the critical “Point of Sale” rules for daily accountability of cash and federal reimbursements. For dessert: chat about commodities and monthly Claims for Reimbursements.

**Club Room 1
Tower 1****E-Rate Reimbursements and Recordkeeping**Presenter: Valerie Oliver, Alaska E-Rate Coordinator, Alaska State Library

This session will cover an overview of the E-Rate program, including new developments and changes. It will focus on the role that the business officer and/or administrative assistant plays in the E-Rate process.

Adventure**Records Retention**Presenter: Gordon Brown, State Records Manager, Alaska State Archives

Did you know that the State of Alaska publishes a model records retention schedule to guide districts in the administration of their information assets? Come to this sectional to learn all about records, and how this schedule can help your district meet its needs.

12:30– 2:00
Fore Deck**Luncheon and Annual Meeting****Introductions****Membership Business****Election of Officers****School Business Academy Recognition****School Business Official of the Year Award****Drawings and Door Prizes**2:30
Club Room 1
Tower 1**ALASBO Board Meeting****Post-Conference Training**Thursday, Dec 8th
9:00 – 4:00
551 W. Dimond Blvd**ACB Solutions – Full-day Excel II and Excel III Classes****Meet in Tower 1 Lobby at 8:15 a.m. for group transportation**Thursday, Dec 8th
Time TBA
Endeavor**Educational Management Associates (EMA)**Friday, Dec 9th
Time TBA
Endeavor