



THE ALABAMA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

AASBO CFSO Certificate Program

Core Curriculum
(All 48 core hours are required)

1. Governmental Accounting Overview
2. Understanding Alabama Schools' Accounting System
3. Budget and Financial Reporting I
4. Budget and Financial Reporting II
5. Investment of School Funds
6. Capital Planning and Administration of Debt
7. Financial Planning I
8. Financial Planning II
9. School Management I
10. School Management II
11. Effective Communication
12. Using Alabama Accounting Software (Data Management)
13. School Law I
14. School Law II
15. Contracts and Purchasing
16. Managing Federal Programs Resources

ELECTIVES: 6 elective hours are required. Electives vary as determined by the Certification Committee

Professional Certification Certificate Program

PURPOSE

To provide professional development experiences and recognition for the wide variety of assignments, duties and tasks of School Business Officials. These duties may include construction management, personnel management and many others. The certificate program will meet the need for a formalized training program to assist in preparing entry-level candidates for the position. Increasing demands of the position require enhanced skill levels.

Payroll/Personnel Certificate Program

Core Curriculum
(All 24 core hours are required)

1. Employee Leave Laws (3 hours)
2. FLSA Wage and Hour (3 hours)
3. Employee Benefits and Employer Tax Reporting Requirements (3 hours)
4. Personnel Reporting (3 hours)
5. Alabama Schools Accounting System and Payroll Coding (3 hours)
6. Retirement and Insurance (3 hours)
7. School Law I (3 hours)
8. Employment Legal Issues
9. (3 hours)

ELECTIVES: 6 elective hours are required
Electives vary as determined by the Certification Committee

Payroll/Personnel Certificate Program

PURPOSE

To provide professional development experiences for the payroll and personnel duties and tasks of School Business Officials. The duties may include personnel management, legal aspects of personnel and payroll including compensation and benefits, leave laws, record keeping and reporting. Constant changes and increasing demands in this area require enhanced and updated skill levels.



THE ALABAMA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Professional Certification Certificate Program, Payroll/Personnel Certificate Program, and Continuing Education Programs

September 13-14, 2010

Monday, September 13, 2010

9:00 a.m. – 12:30 p.m.

Personnel Reporting (Professional Certificate Program Elective Course or Continuing Education Course or Payroll/Personnel Core Course)

Presenters: **Ethan Taylor**, State Department of Education
Russell Raney, Cullman City Schools
Sarah Justiss, State Department of Education
CSI/McAleer

Course description: An in-depth review of the LEAPS reporting for 2010. Review of the reporting process from the local school level–to payroll/personnel–to SDE. Session will also include teacher certification reporting.

Financial Planning II (Professional Certificate Program Core Course or Continuing Education Course)

Presenters: **David Smith**, AASBO
Karen Lusk-Smith, Mountain Brook Board of Education
Dennis Heard, State Department of Education

Course description: Session will focus on management of the budget, analyzing your financial condition, long-range planning, and multi-year forecasting.

1:30 p.m. - 5:00 p.m. (Choose One):

Year End Close (Professional Certificate Program Elective Course or Payroll/Personnel Elective Course or Continuing Education Course)

Presenters: **CSI/McAleer**
Barry Kachelhofer, State Department of Education

Course description: This course is based on the budgetary accounting and local school practices that will enhance your year-end procedures. Focus on fiscal and calendar year-end procedures and how to optimize your use of Nextgen to ease the burden of these tasks. SDE will review edits used in year-end close procedures.

Leadership-How to Manage Multiple Projects, Objectives, and Deadlines (Professional Certificate Program Elective Course or Payroll/Personnel Elective Course or Continuing Education Course)

Presenter: **Ron Jones**, R.C. Jones & Associates

Course description: The key to overall success in today's work environment is being able to do more with less, in less time, in order to maximize the time in your workday. Doing things quickly, effectively, and efficiently is the norm in today's business world, not the exception.

Tuesday, September 14, 2010

8:00 – 11:30 a.m.

Payroll/Human Resources in NextGen (Professional Certificate Program Elective Course or Payroll/Personnel Certificate Program Elective Course or Continuing Education Course)

Presenters: **CSI/McAleer**

Course description: This course is based on the payroll and human resources modules within NextGen. The focus will be around proactively using the system functionality to enhance your internal operations and ease fiscal, and calendar year-end processes. The course will include: Payroll Account Number Setup, W2 processing, Year-End procedures, Resetting Run ID's, leave, and social security limits. We will also spend time discussing the current and upcoming projects, including Employee Self Service (ESS) and Document Services.

Current Issues (Professional Certificate Program Elective Course or Payroll/Personnel Certificate Program Elective Course or Continuing Education Course)

Presenters: **Dennis Heard**, State Department of Education
Jerry Lassiter, State Department of Education
Mabrey Whetstone, State Department of Education
Deann Stone, State Department of Education

Course description: This session will focus on new or current issues relating to finance from the State Department of Education. Topics be covered will include the new local school accounting manual, the new transportation formula, and updates and issues in federal programs for FY 2011.

12:30 - 4:00 p.m. (Choose One):

School Law I (Professional Certificate Program Core Course or Payroll/Personnel Certificate Program Core Course or Continuing Education Course)

Presenters: **Liz Carter**, Hill, Hill, Carter
Jayne Williams, Hill, Hill, Carter

Course description: Session will focus on the legal issues relevant to employment of school district personnel. Discussion to include background checks, evaluations, sexual harassment, age and religious discrimination. Session will also review FLSA, FMLA, Title VII and IX.

School District Financial Issues (Professional Certificate Program Elective Course or Payroll/Personnel Certificate Program Elective Course or Continuing Education Course)

Presenters: **Lois Stephenson**, Mountain Brook Board of Education
Karen Lusk-Smith, Mountain Brook Board of Education
Marcena Bryson, Blount County Schools
Dr. Craig Pouncey, State Department of Education

Course description: Session will cover current issues and common problems local districts face on a day-to-day basis. Topics will include electronic bank reconcilments, procedures for purchase, inventory and disposal of fixed assets. Dr. Pouncey will also give an update on the FY 2011 and 2012 financial situation.

New Parking Notice

Approximately one week before the AASBO program, you will receive an email confirmation with your parking permit attached. You must display your parking permit in the lower left hand corner of your vehicle window. If the permit is not displayed, you will be issued a parking ticket. If you are unable to print your parking decal or do not receive the email by September 9, 2010 please contact Registration Services at 205-348-3000.

If you are staying at Hotel Capstone and parked in their parking lot, there is no need to display the parking decal you receive from The University of Alabama.

The Professional Certificate Program for the Alabama Association of School Business Officials is supported by the State of Alabama Department of Education, Division of Administrative and Financial Services.

NOTICE TO PROGRAM GRADUATES

AASBO Professional Certificate Program Graduates—all courses will count toward your Professional Certification maintenance requirement of 18 Continuing Professional Education hours per year (October through September).

Payroll Personnel Certificate Program Graduates—all courses will count toward your Professional Certification maintenance requirement of 12 Continuing Professional Education hours per year (October through September).

Local School Financial Management Certificate Program Graduates—all courses will count toward your Professional Certification maintenance requirement of 9 Continuing Professional Education hours per year (October through September).

LOCATION AND LODGING

All courses will be held in the Paul W. Bryant Conference Center, a premier learning facility located at 240 Paul Bryant Drive on The University of Alabama campus in Tuscaloosa.

Lodging is the responsibility of each participant. Rooms may be reserved at Hotel Capstone (adjacent to the Bryant Center) by calling (205) 752-3200. Please identify yourself as a program participant when making reservations. After registering for the program, you will receive a map with the locations and phone numbers of other Tuscaloosa motels.

MEALS

A continental breakfast will be available 8:00 – 9:00 a.m. on Monday, September 13 and 7:00 – 8:00 a.m. on September 14. Lunch will be provided on Monday 12:30 – 1:30 and on Tuesday 11:30 a.m. – 12:30 p.m. Evening dinner is on your own.

CONTINUING PROFESSIONAL EDUCATION for CPA's

Courses will be submitted for approval by the Alabama Board of Public Accountancy.

TRANSCRIPTS

Please contact Alice Guenther at aguenther1@ccs.ua.edu to request a copy of your transcript.

FURTHER INFORMATION

If you have questions or need more information, call Amanda Al-Betar, Program Manager, Professional and Management Development Programs, The University of Alabama at (205)-348-9966. You may fax her at 205-348-9276 or e-mail her at aalbetar@ccs.ua.edu

AASBO MEMBERSHIP DUES

In order to attend this training session, you must be a member of AASBO. AASBO provides programs and services to promote the highest standards of school business practices through professional development, recognition, and the effective management of available resources. Joining AASBO gives you the means to improve both yourself and your organization. Your annual dues of \$50 (\$100 for CSFO) can be paid on this registration form. Membership cycles run from July 1, 2010-June 30, 2011.

Alabama Association of School Business Officials

Professional Certification Certificate Program, Certification Maintenance Continuing Education, and Payroll/Personnel Certificate Program

September 13-14, 2010
Bryant Conference Center
Tuscaloosa, Alabama

Program: #07-295-10
 Brochure ID: 29510

One registrant per panel; for multiple registrations, please duplicate this form.
 Mr. Mrs. Ms. Dr.

Name First _____ Last _____ M. I. _____

Preference on Nametag _____

School Name _____ School System _____

Do you work at a (check one) Elementary Middle High School Central Office

School Business Phone _____ School Business Fax _____

E-mail address _____ Job Title _____

School Mailing Address _____

City _____ State _____ ZIP _____

Personal Mailing Address _____

City _____ State _____ ZIP _____

Method of Fee Payment: \$35 Registration fee per course chosen
 Enclosed is a check in the total amount of \$_____ made payable to:
 The University of Alabama.

Charge fee \$_____ to my credit card: Mastercard Visa Discover American Express

Card # _____ Exp. Date _____

Authorizing Signature _____

Purchase Order Number: _____

AASBO Membership Dues
(\$50 active members or \$100 CSFO)

Please select from the following:

I am a graduate of the AASBO Certificate Program

I am a graduate of the Payroll/Personnel Certificate Program

I am a graduate of the Local School Financial Management Certificate Program

I am NOT a graduate of either certificate program

Please enroll me in the following:

Sept. 13, 2010 9:00 am-12:30 pm. (Choose One)

Personnel Reporting

Financial Planning II

Sept. 13, 2010 1:30 – 5:00 p.m. (Choose One)

Year End Close

Leadership: How to Manage Multiple Projects, Objectives, and Deadlines

Sept. 14, 2010 8:00 – 11:30 a.m. (Choose One)

Payroll/Human Resources in NextGen

Current Issues

Sept. 14, 2010 12:30 – 4:00 p.m. (Choose One)

School Law I

School District Financial Issues

Note: The University of Alabama is committed to complying with the Americans with Disabilities Act. Please make your request for accommodation at least 30 calendar days prior to seminar date here: _____

REGISTRATION

Mail form and fee to:
 Registration Services
 College of Continuing Studies
 The University of Alabama
 Box 870388
 Tuscaloosa, AL 35487-0388

Original Purchase Orders are required for all orders received without a check

Faxed Registration forms will not be accepted unless accompanied by credit card payment.

AASBO Membership is required to attend this training session.