



AASBO 2010 Annual Conference Perdido Beach Resort May 11-14, 2010 Leveraging Technology to Improve Productivity

Breakout Sessions

NextGen Budget Works
PEEHIP/Retirement
NextGen Work Flow Management
If You Don't Know Where You Are
Going You'll Wind Up Disconnected
Federal Programs Q & A
Understanding E-Rate
Fraud Embezzlement-Case Studies
Legislative Update
Time Management System
Where Our School Districts Are Today
National/State Procurement Contracts
Short Term Borrowing
Investment Fund/Procurement Card Program

Conference Workshops

Effective Communication
Alabama's Financial Management Software
Managing Federal Programs
Employment Legal Issues
Reporting Solutions in NextGen

Make your hotel reservations now at the Perdido Beach Resort at a conference rate of \$164 per night. Room blocks for the conference are limited with a cutoff date of April 12, 2010. The Perdido Beach Resort has a toll free [Group Reservation Telephone Number](tel:8006348001) (800) 634-8001 (identify yourself as an AASBO conference attendee) or register online at www.perdidobeachresort.com with the group reservation code of [3596](http://www.perdidobeachresort.com).

Conference at a Glance – Tentative Schedule

Tuesday, May 11th

9:00 a.m.-6:00 p.m. 1:00-4:30 p.m.	Registration Pre-conference Workshops Effective Communication Alabama’s Financial Management Software	Salon ABC Salon D
---------------------------------------	--	----------------------

Wednesday May 12th

7:00 a.m.-5:00 p.m. 7:30-8:00 a.m. 8:00-11:30 a.m.	Registration Continental Breakfast Pre-conference Workshops Managing Federal Programs Employment Legal Issues	Salon ABC Salon D
11:30 a.m.-12:15 p.m.	Lunch–Pre-conference Participants	
12:30-2:00 p.m.	First General Session	Salon ABCD
2:15-3:00 p.m.	Discussion Groups 1. Understanding E Rate 2. Federal Programs Q&A 3. NextGen Budget Works 4. PEHIP/Retirement Update	Salon ABC Sand Dollar Sandcastle I&II Salon D
2:15-4:00 pm 3:15-4:00 p.m.	Discussion Groups 5. Where Our School Districts Are Today 6. If You Don’t Know Where You Are Going You’ll Wind Up Disconnected 7. NextGen Workflow Management	Sand Dollar Salon ABC Sandcastle I&II
4:00-5:30 p.m. 5:30-7:30 p.m.	Vendor Product Showcase Reception by the pool	

Thursday May 13th

7:30-8:30 a.m. 8:45-9:30 a.m.	Vendor Product Showcase/Continental Breakfast Discussion Groups 8. Legislative Update 9. NextGen Budget Works 10. Federal Programs Q & A 11. PEEHIP/Retirement Update	Salon ABC Sandcastle I&II Sand Dollar Salon D
8:45-10:25 am 9:40-10:25 a.m.	Discussion Groups 12. National/State Procurement Contracts 13. Short Term Borrowing 14. If You Don’t Know Where You Are Going You’ll Wind Up Disconnected	Sand Dollar Sandcastel I&II Salon ABC
10:30-11:15 a.m.	Discussion Groups 15. NextGen Work Flow Management 16. Fraud Embezzlement-Case Studies 17. Procurement Card /Investment Fund Program 18 Time Management System	Sandcastle I&II Salon ABC Sand Dollar Salon D
11:30 a.m.-1:00 p.m. 1:15-4:30 p.m.	Lunch With Vendors/Vendor Exhibits Certificate Program Elective Reporting Solutions in NextGen	Salon ABCD

Friday May 14th

8:00-11:00 a.m.	Buffet Breakfast Second General Session Graduation Business Meeting	Salon ABCD
-----------------	--	------------



THE ALABAMA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Annual Conference

Pre-Conference Workshops

Tuesday, May 11, 2010

1:00-4:30 p.m. (choose one)

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

Effective communication is an essential component of organizational success whether it is at the departmental or organizational level. Being able to communicate effectively is a necessary and vital part for every school business official. This course is designed to improve your communication as it addresses basic communication skills, effective oral communication, using technology as a communication tool and more.

Speaker: **Carol Bishop Mills**, The University of Alabama

Alabama's Financial Management Software (Professional Certificate Program Core Course or Continuing Education Course or Payroll/Personnel Elective Course or Payroll/Personnel Continuing Education Course)

This course is designed for all users of the NextGen financial software. The session will cover all basic information for both new and experienced users. Session will include general use of the financial application within the Nextgen Software. Subjects will include: General Ledger, Accounts Payable, Year-End Processing, General Reporting, and Financial Reporting within the application.

Speakers: **CSI/McAleer**

Wednesday, May 12, 2010

8:00-11:30 a.m. (choose one)

Managing Federal Programs (Professional Certificate Program Core Course or Continuing Education Course or Payroll/Personnel Elective Course or Payroll/Personnel Continuing Education Course)

This course will cover the information that CSFO and financial managers should know about managing federal programs. This course will include a review of the financial as well as the program requirements for each federal program allocation and include discussion of the collaborative effort between program and financial personnel to eliminate errors and question cost in financial reporting.

Speakers- **Dr. Deann Stone, Dr. Mabry Whetstone** and SDE Staff

Employment Legal Issues (Professional Certificate Program Elective Course or Continuing Education Course or Payroll/Personnel Core Course or Payroll/Personnel Continuing Education Course)

This course is designed for CSFO, Human Resource Managers and Payroll personnel and any other personnel involved in the employment process. The course will focus on current issue in employment law. Topics to be covered include contracts vs supplements, Fair Dismissal Act, salary schedule issues, suspensions, leaves of absence, FERPA, HIPPA and other current issues.

Speakers- **Liz Carter** and **Jayne Harrell Williams**, Hill, Hill, Carter, Franco, Cole & Black P.C.

Thursday, May 13, 2010

1:15-4:30 p.m.

Reporting Solutions in NextGen (Professional Certificate Program Elective Course or Continuing Education Course or Payroll/Personnel Elective Course or Payroll/Personnel Continuing Education Course)

This session will focus on the report features of the NextGen software. The course will include: NextGen Query Tools, utilizing the NextGen reports for full capability, database tools, simple reporting tools, extracting data for excel, and Crystal Reporting Solutions

Speakers: **CSI/McAleer**

NOTICE TO PROGRAM GRADUATES

Both core and elective courses will count toward your Professional Certification maintenance requirement of 18 Continuing Professional Education hours per year (October through September). By attending the entire conference (including pre-conference workshops and Thursday afternoon workshop) you will receive 18 continuing education hours.

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.

HOTEL RESERVATIONS

Make your hotel reservations now at the Perdido Beach Resort at a conference rate of \$164 per night. Room blocks for the conference are limited with a cutoff date of April 12, 2010. The Perdido Beach Resort has a toll free Group Reservation Telephone Number (800) 634-8001 (identify yourself as an AASBO conference attendee) or register online at www.perdidobeachresort.com with the group reservation code of 3596.

WEDNESDAY NIGHT RECEPTION

In past years, AASBO members have been able to bring guests to the Wednesday night reception at no charge. Unfortunately, as the cost of food and beverage rise, we will now charge an additional fee for all guest/spouse tickets to the Wednesday night reception. The guest ticket is \$20 per person. This price includes food, entertainment, and two drink tickets.

GRADUATION QUESTIONS

If you have questions about graduation or want to verify that you will graduate at the Conference, call Amanda Al-Betar, Program Manager, Professional and Management Development Programs, The University of Alabama at (205)-348-9966.

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

Alabama Association of School Business Officials

Annual Conference

May 11-14, 2010

Perdido Beach Resort

Orange Beach, Alabama

One registrant per panel; for multiple registrations, please duplicate this form.

Mr. Mrs. Ms.

Name First Last M. I.

Preference on Nametag

Company/Organization Name

Personal Business Phone Personal Business Fax

E-mail address Job Title

Confirmation Mailing Address

City State ZIP

Billing Mailing Address Attn:

Address

City State ZIP

Method of Fee Payment:

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
 personal business

Card # _____ Exp. Date _____

Authorizing Signature _____

School Issued Purchase Order # _____ (must include hard copy)

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: _____

FEES

ANNUAL DUES FY 2011

\$100 CSFO

\$50 Active Members

Conference May 11-14, 2010

Program # 07-213-10

\$ 300 Early Bird Conference Registration Fee

\$350 Late Registration Fee After April 15

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

Pre-Conference Workshops

Program # 07-358-10

May 11, 2010, 1:00-4:30 p.m. (Choose One)

Effective Communication (\$35)

Alabama's Financial Management Software (\$35)

May 12, 2010, 8:00-11:30 a.m. (Choose One)

Managing Federal Programs (\$35)

Employment Legal Issues (\$35)

May 13, 2010, 1:15-4:30 p.m.

Reporting Solutions in NextGen (\$35)

Wednesday Night Additional Guest Ticket
____ Quantity (\$20 each)

THREE CONVENIENT WAYS TO REGISTER

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

Phone in registration to:
(205) 348-3000

FAX registration form to:
(205) 348-6614

Fifteen percent of the registration fee goes to the Capstone Lifelong Learning Society to cover its share of the cost of the conference.

