



## **Archived Webinars**

### ***FLSA Wage and Hour***

***Payroll/Personnel Certificate Program Core Course  
Continuing Education Program for All Certificates***

#### **COURSE DESCRIPTION**

This session will include an in-depth review of the Fair Labor Standards Act. Review of the regulations regarding exempt employees, overtime issues, dual employment and other wage and hour issues related to school boards.

#### **PRESENTER**

**Gregg Smith**, Attorney at Law

### ***Employee Leave Laws***

***Payroll/Personnel Certificate Program Core Course  
Continuing Education Program for All Certificates***

#### **COURSE DESCRIPTION**

An in-depth review of the federal and state leave laws for education employees. Topics to include sick leave, personal leave, catastrophic and military leave. Review of the requirements under the Family Medical Leave Act and discussion of other types of extended leaves.

#### **PRESENTERS**

**Dennis Heard**, State Department of Education

**Whit Colvin**, Bishop, Colvin, Johnson & Kent

### ***Understanding Alabama's School Accounting System***

***AASBO Professional Certificate Program Core Course  
Continuing Education Program for All Certificates***

#### **COURSE DESCRIPTION**

This session addresses the issues of funding for schools (LEAPS, SLEAPS, and the Foundation Program), financial coding, accountability law, and financial reporting requirements.

#### **PRESENTER**

**Sonja Peaspanen**, State Department of Education

**Contracts/Purchasing**  
**AASBO Professional Certificate Program Core Course**  
**Continuing Education Program for All Certificates**

**COURSE DESCRIPTION**

Topics in this session will include the changes to the Alabama Competitive Bid Law, Public Works Law, and development of a purchasing procedure manual, contracts, utilizing purchasing co-ops and purchasing /procurement cards.

**PRESENTER**

**David Smith**, Executive Director, AASBO

**Financial Management for Local Schools**  
**AASBO Professional Certificate Program Elective Course**  
**Payroll/Personnel Program Elective Course**  
**Continuing Education Program for All Certificates**

**COURSE DESCRIPTION**

This course is designed primarily for principals and local school bookkeepers. Course content will include what a principal/bookkeeper should know about managing their local school finances. Topics will include: fiduciary responsibility of the Principal, public/non public funds, interpretation and application of state/local policies, procedures and regulations related to local school finance, Alabama Ethics law and regulations for booster and parent support organizations.

**PRESENTERS**

**Sonja Peaspanen**- SDE Administration and Finance

**Dennis Heard**- SDE

**Karen Lusk-Smith**- Mountain Brook Board of Education

**Facilities Management**  
**AASBO Professional Certificate Program Core Course**  
**Payroll/Personnel Program Elective Course**  
**Continuing Education Program for All Certificates**

**COURSE DESCRIPTION**

Effective school facility management protects the capital investments and provides an enhanced learning environment for students and teachers. Topics will include planning, budgeting and purchasing for facility management, environmental issues, capital planning and standards and procedures of the Alabama Building Commission.

**PRESENTERS**

**David Smith**- Executive Director AASBO

**Katherine Lynn**- Alabama Building Commission

**Cash Management**  
**AASBO Professional Certificate Program Core Course**  
**Payroll/Personnel Program Elective Course**  
**Continuing Education Program for All Certificates**

**COURSE DESCRIPTION**

Effective cash management is more important today than ever before. This session will develop specifications for the selection of banking and other financial services, discuss the concepts of compensating balances, cash flow analysis, account analysis statements and investment guidelines. Session will focus on effective cash management practices and the utilization of banking products and services for a more efficient business operation

**David Smith**, Executive Director, AASBO

**Ashley Ames, CTP**, Regions Bank

**Janine Neubauer, CTP**, Regions Bank

**Jason Sweatt, CTP**, Regions Bank

**Jay Stenger, CTP**, Regions Bank

**Working with Booster and  
Parent Support Organizations**  
**AASBO Professional Certificate Program Elective Course**  
**Payroll/Personnel Program Elective Course**  
**Continuing Education Program for All Certificates**

**COURSE DESCRIPTION**

Parent support organizations provide an invaluable service to our school districts. Many of the student programs and activities could not exist without these organizations. With any volunteer organization though there should be established guidelines and policies at the board level for the organization to follow. This webinar will discuss recommended procedures and internal controls to assist in having a financially sound and orderly organization.

**PRESENTER**

**David Smith**, Executive Director, AASBO

**School Law I**  
**Payroll/Personnel Certificate Program Core Course**  
**Professional Certificate Program Core Course**  
**Continuing Education Program for All Certificates**

**COURSE DESCRIPTION**

Session will focus on the legal issues relevant to employment of school district personnel. Course will discuss the Alabama tenure law (Student's First Act), the employment process to include E-Verify, vacancies and job postings. Session will also cover the federal laws related to employment including FMLA, HIPPA, FERPA FLSA, sexual harassment, discrimination, Title VII and IX.

**PRESENTERS**

**Whit Colvin**, Bishop, Colvin, Johnson & Kent

**School Law II**  
**Professional Certificate Program Core Course**  
**Continuing Education Program for All Certificates**

**COURSE DESCRIPTION**

Topics in this course include application of the Alabama Ethics Law for public and elected officials, Open Meeting Act, Board meetings, minutes and procedures. Session will also include discussion on the Open Record Act and public access to public records.

**PRESENTERS**

**Whit Colvin**, Bishop, Colvin, Johnson & Kent

**Local School Financial Procedures Webinar**  
**Continuing Education Program for All Certificates**

**COURSE DESCRIPTION**

This webinar will provide guidance to assist staff members who have responsibility for handling these funds to manage them in a prudent and acceptable manner. All school staff engaged in accounting or bookkeeping activities must have a working knowledge of the rules, principles and procedures for activity fund accounting as it applies to Alabama school districts.

Program is designed for local school finance personnel, principals, and other individuals with fiduciary responsibilities related to local school finance.

**PRESENTERS**

**David Smith**, AASBO

**Sonja Peaspanen**, Alabama State Department of Education

### **HOW DOES AN ARCHIVED WEBINAR WORK?**

An archived webinar is a recording of the original live web-based broadcast. From the comfort of your office you are able to watch and listen to the presentation online. The technical requirements are minimal—a computer with internet access and speakers. Participants will receive an email with a link to view the program after registering.

### **FURTHER INFORMATION**

If you have questions or need more information, call Amanda Bergeron, 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 [abergeron@ccs.ua.edu](mailto:abergeron@ccs.ua.edu)

### **REGISTRATION FEES**

The registration fee for each 3-hour course is \$100. Registration forms will only be accepted with either payment (check or credit card) or along with a school issued purchase order (must include copy). Faxed registration without payment will not be accepted.

### **NOTICE TO GRADUATES**

AASBO Professional Certificate Program Graduates—this seminar will count toward your Professional Certification maintenance requirement of 18 Continuing Professional Education (CPE) hours per year (October through September). Each archived webinar will award 3 CPE hours.

Payroll/Personnel Certificate Program Graduates—this seminar will count toward your Professional Certification maintenance requirement of 12 Continuing Professional Education (CPE) hours per year (October through September). Each archived webinar will award 3 CPE hours.

Local School Financial Management Certificate Program Graduates—this seminar will count toward your Professional Certification maintenance requirement of 9 Continuing Professional Education (CPE) hours per year (October through September). Each archived webinar will award 3 CPE hours.



# Alabama Association of School Business Officials

## REGISTRATION OPTIONS

**Register Online**  
aasbo.com

**Register by Phone**  
205-348-3000  
866-432-2015

**Register by Mail**  
Registration Services,  
The University of Alabama  
Box 870398, Tuscaloosa, AL 35487

Please submit this entire page for your registration. For multiple registrations, please duplicate this form.

First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last: \_\_\_\_\_

Preferred Name / Nickname: \_\_\_\_\_

School Name: \_\_\_\_\_

School System: \_\_\_\_\_

I work at a (Check One):  Elementary  Middle  High School  Central Office

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

How did you find out about this program? \_\_\_\_\_

Enclosed is a check for \$ \_\_\_\_\_ made payable to THE UNIVERSITY OF ALABAMA

Charge \$ \_\_\_\_\_ to credit card:  MasterCard  VISA  American Express  Discover

Card # \_\_\_\_\_ Exp. Date / \_\_\_\_\_

Security / Verification / CVV Code \_\_\_\_\_ (Three or four digit code on back or front of credit card.)

Authorizing Signature: \_\_\_\_\_

### AASBO Membership is required to attend this training session.

Visit aasbo.com for information on CE, lodging and other details about the program. A certificate verifying attendance and contact hours will be issued to all participants. Note: The University of Alabama is committed to complying with the Americans with Disabilities Act. Requests for accommodation of physical and/or dietary needs should be made at least 30 calendar days in advance of the program date. Please email your request to abergeron@ccs.ua.edu. A portion of the invoice amount for this program will go to the Capstone Lifelong Learning Foundation to support activities of The University of Alabama and the College of Continuing Studies. Need our STAARS Vendor Number? Please use VC000118827 for UA College of Continuing Studies.

## ARCHIVED WEBINARS

### AASBO Membership Dues

Program #07-407-18

**AASBO Membership is required to attend this training session.**

\$50 Active Members

\$100 CSFO

### ARCHIVED WEBINARS

\$100 Registration Fee Per Webinar

Please enroll me in the following:

\$100 FLSA Wage and Hour (07-681-18)

\$100 Employee Leave Laws (07-682-18)

\$100 Understanding Alabama School's Accounting (07-683-18)

\$100 Contracts/Purchasing (07-684-18)

\$100 Financial Management for Local Schools (07-685-18)

\$100 Facilities Management (07-686-18)

\$100 Cash Management (07-687-18)

\$100 Working with Booster and Parent Support Organizations (07-688-18)

\$100 School Law I (07-689-18)

\$100 School Law II (07-690-18)

\$100 Local School Financial Procedures (07-691-18)

\$ \_\_\_\_\_ Total

Select from the following. I am:

AASBO Certificate Program Graduate

Payroll/Personnel Certificate Program Graduate

Local School Financial Management Graduate

NOT a graduate of these programs

Questions? Contact Amanda Bergeron at 205-348-9966 or abergeron@ccs.ua.edu.