



**Professional Certificate Program, Payroll/Personnel Certificate Program and
Continuing Education Program**

September 17-18, 2018

Monday, September 17, 2018

9:00 a.m. – 12:30 p.m. (Choose One)

Utilizing Technology in School Business Management

CSFO Core Course and Continuing Education Course

Approved for Business Related CPE Hours

Location: Riverchase

The day-to-day details of managing the business operations of school district can overwhelm the average School Business Official. As a SBO it is vital that you understand and use advanced technologies to manage your operations. Technology can help increase business efficiency, effectiveness and improve organization. This session will discuss the technology and tools available to SBO to help automate the business process. Topics to include print solutions, e payments/receipts, fixed assets and other tech tools.

Moderator: **Russell Raney**, Cullman City Schools

Speakers: **Judy Cosminsky**, Harris School Solutions
Jean McCutchen, Retired, Satsuma City Schools
Linda McGhee, AASBO
Chad Green, Satsuma City Schools

Best Practices In Payroll/Personnel

Elective Course and Continuing Education Course

Approved for Accounting & Auditing CPE Hours

Location: Wynfrey AB

Best practice discussion on payroll and personnel procedures that will improve efficiency. The session will discuss recommended practices and procedures in the following areas: Hiring and Exit Procedures, Payroll and Year End Close, and Implementing the Pay Raise.

Moderator: **Monique Rector**, Jasper City Schools

Speakers: **Sonja Peaspanen**, Alabama State Department of Education
Ryan Gibney, Harris School Solutions

Linda McGhee, AASBO

Laura Nance, St. Clair County Board of Education

Purchasing and Procurement Overview

CSFO Core Course and Continuing Education Course

Approved for Accounting & Auditing CPE Hours

Location: Wynfrey CDE

When procuring and contracting for goods and services, school districts must follow various state laws that govern procurement, contracting, and bidding in the public sector. In addition to state laws, many local education agencies have policies that introduce another layer of rules on the procurement and contracting process. While state laws and local rules dictate many elements of this process, local boards of education still have discretion on some of the issues concerning contracting. School budgets are tight and time is limited, which makes well-formed purchasing decisions essential for school business officials. This session will cover the legal aspects and basics of performing the purchasing and procurement functions and general accepted practices and procedures in the purchasing process.

Moderator: **Melanie Maples**, Decatur City Schools

Speakers: **Dennis Heard**, Alabama State Department of Education

David Smith, AASBO

Liz Springer, Auburn City Schools

Kelly Augsburger, Auburn City Schools

Karen O'Bannon, Madison County Schools

12:30 p.m. – 1:30 p.m. Lunch On Your Own

1:30 p.m. – 5:00 p.m. (Choose One)

Payroll Processing for CSFO's

Elective Course and Continuing Education Course

Approved for Accounting & Auditing CPE Hours

Location: Riverchase

This session will focus on components of the NextGen payroll software for CSFOs. The session will also discuss some key features related to monthly payroll functions and cover the internal controls and data security features each CSFO should be aware of and have in place in their school district.

Moderator: **Cathy Pitts**, Chambers County Schools

Speaker: **Ryan Gibney**, Harris School Solutions

Accounting System and Payroll Coding

Payroll/Personnel Core Course and Continuing Education Course

Approved for Accounting & Auditing CPE Hours

Location: Wynfrey AB

Course provides an overview of payroll coding and the effect on state funding. A review of the accounting manual with focus on the coding component for personnel, monitoring the personnel budget, and monthly edit checks. Course will also review the reports and controls in the payroll software to streamline the process. Session will cover all aspects of the reporting requirements and the conversion to funding allocations for the local district through the foundation program, including the importance of proper coding, certification and experience reporting.

Moderator: **Russell Raney**, Cullman City Schools

Speakers: **Sonja Peaspanen**, Alabama State Department of Education
Ethan Taylor, Alabama State Department of Education
Russell Raney, Cullman City Schools
Shannon Blake, Harris School Solutions

Financial Management Strategies and Data Driven Decision Making

CSFO Core Course and Continuing Education Course

Approved for Business Related CPE Hours

Location: Wynfrey CDE

Financial management is essential for all areas of school business including those with or without an accounting background. Now more than ever, school business officials must synchronize the actions of business units and the goals of the school district so that the educational resources are expended in the most efficient manner possible, especially in the classroom. This session will address financial management techniques for developing long-range plans and making management decisions based on school district data, plans and goals.

Moderator: **Christy Mead**, Albertville City Schools

Speakers: **John Wilson**, Baldwin County Board of Education
Tom Waters, Baldwin County Board of Education
Melanie Maples, Decatur City Schools
Brantley Tucker, Alabama State Department of Education
Jerry Young, Alabama Department of Finance
Kane Burnette, Bradley

Tuesday, September 18, 2018

9:00 a.m. – 12:30 p.m. (Choose One)

Assessing Your Business Office, Cross Training Your Staff and Succession Planning

Elective Course and Continuing Education Course

Approved for Accounting & Auditing CPE Hours

Location: Wynfrey AB

Organizing your finance office and cross training your staff can increase efficiency and productivity. This session will focus on the organizational structure of a school finance office. Learn how mentoring, delegating, cross training and empowering your team can build a more efficient and effective business and Finance office.

Moderator: **Grindal Harris**, Selma City Schools

Speakers: **Linda McGhee**, AASBO
Marcena Bryson, Retired, Blount County Schools
Karen Lusk-Smith, AASBO

School Law I

CSFO Core Course and Continuing Education Course

Approved for Business Related CPE Hours

Location: Wynfrey CDE

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.

Moderator: **Jennifer Hornsby**, Pike County Schools

Speaker: **Whit Colvin**, Bishop, Colvin, Johnson & Kent, LLP

12:30 – 1:30 p.m. Lunch on your own

1:30 p.m. – 5:00 p.m. (Choose One)

Cash Management

CSFO Core Course and Continuing Education Course

Approved for Business Related CPE Hours

Location: Wynfrey AB

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.

Moderator: **David Smith**, Alabama Association of School Business Officials

Speakers: **Bob Smith**, BBVA/Compass
Marcus Castro, BBVA/Compass
Cassandra Greer, Regions Treasury Management
Kelly Sedgwick, Regions Treasury Management

Kirk McCulley, Regions Card Services
Tracy Carbone, Paycor
Charlie Ernst, Elavon
David Smith, Alabama Association of School Business Officials

RSA Update

Elective Course and Continuing Education Course
Approved for Business Related CPE Hours
Location: Wynfrey CDE

The new ESS Module has gone live. RSA has modernized their Employer Self-Service Module as part of the new pension administration system. The new ESS Module will function in a myriad of ways to assist member agencies by providing web-based services. Don't miss this session to understand how to interact with RSA.

Moderator: **Avery Ford**, Thomasville City Schools

Speakers: **Diane Scott**, RSA
Judy Cosminsky, Harris School Solutions

Wednesday, September 19, 2018

8:30 a.m. – 12:00 pm

Year End Close for New CSFO's

This class will give you proper guidelines for the year-end close process. We will look at it from the CSFO perspective as well as the State Department side.

Speakers:

Karen Lusk-Smith
Sonja Peaspanen
Leah Johnson
Brady Vaughn
Tina Kilpatrick
Karen O'Bannon

Year End Close for New Payroll Managers

This class will cover the year-end process for the Payroll Manager as well as guidelines for the processing of 1099 vendors.

Speakers:

Jan Swiderski
Robbie Beason
Ryan Gibney