



## AASBO Professional 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. Cash Management
6. Facilities Management
7. Financial Planning I
8. Financial Planning II
9. Effective Communication
10. Alabama's Financial Management Software
11. School Law I
12. School Law II
13. Contracts and Purchasing
14. Managing Federal Programs
15. Elements of Taxation and Issuance of Debt
16. Utilizing Technology in School Business Management

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
2. FLSA Wage and Hour
3. School Law I
4. Employment Legal Issues
5. Benefits and Tax Reporting
6. Accounting System and Personnel Reporting
7. Utilizing Technology in the Administration of Payroll/Personnel
8. Introduction to Payroll/Personnel Management

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.

# Purchasing/Procurement Certificate Program

Core Curriculum

(All 27 core hours are required)

1. School Business Operations I
2. School Business Operations II
3. Effective Business Communications
4. Purchasing and Procurement Overview
5. Ethics and Vendor Supply Relationships and Management
6. RFP/Contract Development and Management I
7. RFP/Contract Development and Management II
8. Financial Management Strategies and Data Driven Decision Making
9. Public Works Contrasts

ELECTIVES: 3 elective hours are required. The elective course will be offered in February 2020.

## PURPOSE

To provide school purchasing and procurement personnel with the knowledge and skills necessary to implement sound procurement practices including the decision-making process and a working knowledge of the rules, principles, and procedures for government for governmental purchasing as it applies to Alabama Local Education Agencies (LEAs).

**aasbo**

Alabama Association of  
School Business Officials

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

**September 16-17, 2019**

**Monday, September 16, 2019**

**9:00 a.m. – 12:30 p.m. (Choose One)**

**School Law II**

CSFO Core Course and Continuing Education Course

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.

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

**Current Payroll Issues**

Elective Course and Continuing Education Course

This session will address current payroll issues and procedures including RSA Portal, tips for preparing and submitting accurate LEAPS reports, common payroll coding errors, and calendar year end.

Speakers: **Shannon Blake**, Harris School Solutions  
**Ethan Taylor**, Alabama State Department of Education  
**Jan Swiderski**, Auburn City Schools  
**Brandon Seigman**, Jefferson County School  
**Ryan Gibney**, Harris School Solutions

## **Ethics and Vendor Supply Relationship and Management**

Purchasing/Procurement Core Course and Continuing Education Course

This course will focus on vendor/contractor relationships and the code of ethics for the school district combining educational and business ethics. Topics will include a definition of business ethics, sources of ethical values, organizational and/or community ethical standards, Alabama Ethics Law, ethical guidelines for making decisions, and how to cope with unethical situations.

Speakers:     **Stephanie Brice**, Cobb County Georgia  
                  **Thomas Albritton**, Alabama Ethics Commission

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

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

## **Alabama's Financial Management Software**

CSFO Core Course and 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. Topics include: General Ledger, Accounts Payable, Payroll, General Reporting, and Financial Reporting within the application.

Speakers:     **Shannon Blake**, Harris School Solutions  
                  **Judy Cosminsky**, Harris School Solutions  
                  **Russell Raney**, Cullman City Schools

## **NextGen Payroll Tips and Tricks**

Elective Course and Continuing Education Course

Your school district's payroll information is not only used to pay your employees each pay period, but is also used for reporting to state, federal and other entities. Therefore, it is important that personnel and payroll data input is accurate and systematic. This course will focus on key information that is important when setting up new employees and how this data affects and drives other information and reporting such as RSA, LEAPS, etc. Topics will include Employee Types, Dates, Job Records, Termination Codes, Payoffs, Repayment of Net, and Supplement vs. Offline Checks and how to generate data for reports (OCR, Medicaid, etc.).

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

## **Effective Business Communications**

Purchasing/Procurement Core Course and 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 and in a professional manner 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, public speaking, utilization of email and technology as a communication tool and more. Learn techniques and strategies to send clear messages, create credibility and develop strategic communications.

Speaker: **Kimberley Williams**, The University of Alabama

## **Tuesday, September 17, 2019**

**9:00 a.m. – 12:30 p.m. (Choose One)**

### **Child Nutrition Program Management**

Elective Course and Continuing Education Course

Is your school district Child Nutrition Program operating efficiently and in compliance with state and federal regulations? Attend this session to learn how to assess and improve operations and financial management of your food service program. Information will include financial management procedures, key indicators to determine operational efficiency, purchasing regulations and procedures, confidentiality of data and the new Pass Through procedures.

Speakers: **Russell Raney**, Cullman City Schools  
**Crystal Patterson**, Lee County Board of Education  
**Emily Thornton**, Thomasville City Schools  
**Sonja Peaspanen**, Alabama State Department of Education

### **Benefits and Tax Reporting**

Payroll/Personnel Core Course and Continuing Education Course

This course will cover the tax reporting requirements of a school district to include the ACA, 941's, W-2's, tax deposit requirements, business expense accounting and other paperwork related to payroll. Course will also include information on the RSA retirement/health plans, deferred compensation plans, Section 125 plans (cafeteria plans) and other payroll withholding programs.

Speakers: **Kit Gallup**, Retirement Systems of Alabama  
**Deishun L. Robinson**, Internal Revenue Service  
**Joe Freese**, American Fidelity  
**Paula Thornton**, Vestavia City Schools

**12:30 – 1:30 p.m. Lunch on your own**

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

**Utilizing NextGen Applications to Streamline the Internal Audit Process**

Elective Course and Continuing Education Course

An internal audit consists of activities and procedures designed to provide reasonable assurance that operations are “going according to plan” as per approved procedures. The school district’s internal control systems are designed to promote operational effectiveness and efficiency, safeguard assets, and ensure compliance with the district’s policies and external regulatory mandates. This session will discuss internal auditing procedures and demonstrate how to utilize NextGen Applications to streamline some of the processes. Samples of school districts’ internal auditing forms and documents will be shared with participants.

Speakers:     **Judy Cosminsky**, Harris School Solutions  
                  **Donna Daw**, Baldwin County Schools  
                  **Michael Hudson**, Mobile County Schools  
                  **Ed LaVigne**, Tuscaloosa City Schools  
                  **TBA**, Alabama Department of Examiners of Public Accounts

**Utilizing Technology in the Administration of Payroll/Personnel**

Payroll/Personnel Core Course and Continuing Education Course

This course will focus on the automation of the payroll/personnel process by utilization of technology. Session will focus on effective practices to streamline the business process in payroll/personnel to make the offices more efficient and effective.

Speakers:     **Jan Swiderski**, Auburn City Schools  
                  **Ryan Gibney**, Harris School Solutions

**Wednesday, September 18, 2019 (Sessions by invitation only)**

**8:30 a.m. – 12:00 pm**

**Year End Close for New CSFO’s**

You must be a CSFO with less than 2 years’ experience to attend

**Year End Close for New Payroll Managers**

You must be a Payroll Manager with less than 2 years’ experience to attend.

The AASBO Certificate Programs 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).

### **REGISTRATION FEES**

**Registration fees are now a flat rate of \$150. This applies whether you take one class or four.**

### **LOCATION AND LODGING**

All courses will be held at the newly renovated Hyatt Regency Birmingham - The Wynfrey Hotel in Birmingham, AL, located at 1000 Riverchase Galleria, Birmingham, AL 35244.

Lodging is the responsibility of each participant. Rooms may be reserved at Hyatt Regency Birmingham - The Wynfrey by calling (205) 705-1234. Please identify yourself as a program participant when making reservations. If you'd like to book online, please visit <https://www.hyatt.com/en-US/group-booking/BHMHR/G-2ABO>

Rooms are available until all are booked or August 20, 2019, whichever comes first.

### **PARKING**

You are responsible for your own parking. It is strongly recommended that you park in the free parking lot adjacent to the hotel.

### **MEALS**

A continental breakfast will be available 8:00 - 9:00 a.m. and lunch will be on your own 12:30 - 1:30 p.m. Evening dinner is on your own. The hotel features award winning restaurants and is connected to the Galleria Mall which offers numerous dining selections.

### **CONTINUING PROFESSIONAL EDUCATION for CPA's**

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

## **TRANSCRIPTS**

Please contact Amanda Bergeron at [abergeron@ccs.ua.edu](mailto:abergeron@ccs.ua.edu) to request a copy of your transcript.

## **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 e-mail her at [abergeron@ccs.ua.edu](mailto:abergeron@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, 2019-June 30, 2020.

## **BILLING POLICY**

Registrations for College of Continuing Studies programs should be accompanied by check or credit card payment. Registrations that are submitted without payment will be billed and collected through UA Student Receivables. To ensure proper documentation of payment, we strongly encourage all registrations be submitted with payment.





Registration Options

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

Register by Phone
1-866-432-2015
1-205-348-3000

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?

[ ] School issued purchase order # (Must include hard copy.)

[ ] 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.)

Need our STAARS Vendor Number? Please use VC000118827 for UA College of Continuing Studies. 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.

AASBO Membership Dues

Program #07-310-20

AASBO Membership is required to attend this training session.

- [ ] \$50 Active Members
[ ] \$100 CSFO
[ ] \$10 SASBO Dues (optional)

Program # 07-508-19

September 16-17, 2019

Hyatt Regency Birmingham

1000 Riverchase Galleria, Hoover, AL 35244

[ ] \$150 Registration Fee

Select from the following. I am a: (select all that apply)

- [ ] AASBO Professional Certificate Graduate
[ ] Payroll/Personnel Certificate Graduate
[ ] Local School Certificate Graduate
[ ] NOT a graduate of any

Please enroll me in the following:

Sept 16, 2019, 9 am - 12:30 pm (Choose one)

- [ ] 1. School Law II
[ ] 2. Current Payroll Issues
[ ] 3. Ethics and Vendor Supply Relationship and Management

Sept 16, 2019, 1:30-5:00 pm (Choose one)

- [ ] 4. Alabama's Financial Management Software
[ ] 5. NextGen Payroll Tips and Tricks
[ ] 6. Effective Business Communications

Sept 17, 2019, 9 am - 12:30 pm (Choose one)

- [ ] 7. Child Nutrition Program Management
[ ] 8. Benefits and Tax Reporting

Sept 17, 2019, 1:30-5:00 pm (Choose one)

- [ ] 9. Utilizing NextGen to Streamline Internal Audit
[ ] 10. Utilizing Technology in Payroll/Personnel

Sept 18, 2019, 8:30 am - 12:30 pm (Invitation Only)

- [ ] 11. Year End Close for New CSFOs
[ ] 12. Year End Close for New Payroll Managers