



### 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. Employment Law (formerly 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. Employment Law (formerly 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. Electives vary as determined by the Certification Committee

## 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, Purchasing/Procurement Certificate Program,  
Payroll/Personnel Certificate Program and  
Continuing Education Program  
Virtual Program  
February 16-28, 2022**

Welcome to the AASBO winter virtual professional development program. The courses for the Professional, Payroll/Personnel and Purchasing/Procurement Certificate Program will be available from February 16-28. in Event Owl. Login information will be sent by February 15, 2022. This program will offer 8 courses (24 hours) of continuing education requirements. All sessions are pre-recorded so you can take the courses as your schedule allows. Participants will be able to take any or all courses and do not have to register for individual courses. All courses have several speakers and topics, so you do not have to sit through the entire course in one sitting. However, participants are required to take all parts of each course in order to receive credit for the three-hour course.

There is a Conference Information & FAQ section on the agenda under Quick View (in Event Owl) that will assist you in navigating the Event Owl platform. We highly recommend that you watch the informational video as it contains important information regarding how the program works. If you have additional questions, please contact Anna Clay Adams at [aasbo@ua.edu](mailto:aasbo@ua.edu)

**Professional Certificate Program Courses**

**Financial Planning I**

CSFO Core Course and Continuing Education Course

This two-part session will focus on the school budget planning process. The session will cover Alabama law related to the annual budget, techniques and methods of developing the budget, to include development of a budget calendar, compilation and preparation, expenditure and revenue estimations, budget edit checks and presenting effective budget presentations to your board. Session will also cover the tools available in the accounting software for building the budget.

Speakers:

**David Smith**, AASBO

**Liz Springer**, Auburn City Schools

**Lisa Guzman**, Florence City Board of Education

**Judy Cosminsky**, Harris School Solutions

## **Employment Law (formerly School Law I)**

CSFO and Payroll Core Course and Continuing Education Course

Session will provide an overview of the state and federal employment laws as they apply to Local Education Agencies (LEAs) Discussion will focus on the legal issues relevant to employment of school district personnel. Topics will include the Alabama tenure law (Student's First Act), the employment process to include vacancies and job postings. Session will also discuss the federal employment laws applicable to school districts.

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

## **Current Issues in School Finance**

Elective Course and Continuing Education Course

This session will provide information and discussion for the following topics for CSFO's.

- Understanding the Alabama Literacy Act
- SDE Monitoring for ESSER
- CSFO/Superintendent/Board Relations

Speakers: **Dr. Elisabeth Davis**, Alabama State Department of Education  
**Jason Isaacs**, Alabama State Department of Education  
**Mark Boardman**, Boardman, Carr, Petelos, Watkins & Ogle P.C.

## **Ethical Leadership**

CSFO Elective Course and Continuing Education Course

In this session, participants will be introduced to a new and effective model for ethical decision making. Participants will learn how to identify and resolve ethical challenges many professionals are often not prepared to handle and will also gain greater insight on how to empower those around them to lead with ethics and integrity.

Speaker: **Alfonzo Alexander**, Center for Public Trust

## **Purchasing Certificate Program Courses**

### **Ethics and Vendor Supply Relationships 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 decision makings, and how to cope with unethical situations.

Speakers:     **Tom Albritton**, Alabama Ethics Commission  
                  **Gary Blount**, Cobb County School District, GA  
                  **Dennis Heard**, Alabama State Department of Education

### **RFP Contract Management, Part 1**

Purchasing Core Course and Continuing Education Course

This two-part course will focus on developing, processing and management of bids and procurement contracts.

Part 1 will focus on how bids/RFP should be written and processed in order to minimize mistakes and bidder protest. It will include the competitive bid process solicitation methods, writing the solicitation document, advertising, evaluating, and awarding/negotiating the bid.

Speakers:     **Ed McMullen**, Birmingham City Schools  
                  **Tom Waters**, Baldwin County Schools  
                  **Barry Martin**, Omnia Purchasing Cooperative

### **Current Issues in Purchasing**

Purchasing Elective Course and Continuing Education Course

This session will provide an update on the procurement guidelines for purchases made with federal funds under OMB and USDA. Session will also review the state purchases contracts available to school districts.

Speakers:     **Sonja Peaspanen**, Alabama State Department of Education  
                  **Angelice Lowe**, Alabama State Department of Education  
                  **Jerry Young**, State Purchasing Contracts

## **Payroll Certificate Program Courses**

### **Employment Law (formerly School Law I)**

CSFO and Payroll Core Course and Continuing Education Course

Session will provide an overview of the state and federal employment laws as they apply to Local Education Agencies (LEAs) Discussion will focus on the legal issues relevant to employment of school district personnel. Topics will include the Alabama tenure law (Student's First Act), the employment process to include vacancies and job postings. Session will also discuss the federal employment laws applicable to school districts.

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

### **Accounting System and Payroll Coding**

Payroll Core Course and Continuing Education Course

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 also include teacher certification and in-depth review of the LEAPS reporting for school districts 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.

Speakers: **Sonja Peaspanen**, Alabama State Department of Education  
**Ethan Taylor**, Alabama State Department of Education  
**Russell Raney**, Pike Road Schools

### **Current Issues in Payroll/Personnel**

Payroll Elective Course and Continuing Education Course

This session will provide information on some of the current issues and topics in payroll management. Session will include update from RSA/PEEHIP, as well as discussion and FAQs related to the RSA portal. Session will also provide an update on US Department of Labor FLSA issues.

Speakers: **Hunter Norris**, Employer Services, Retirement Systems of Alabama  
**Greg Clemmons**, Retirement Systems of Alabama  
**Dave Wales**, Retirement Systems of Alabama  
**Ryan Gibney**, Harris School Solutions  
**Dennis Heard**, Alabama State Department of Education

### **Review of the NextGen PR Module I**

Payroll Elective Course and Continuing Education Course

This two-part session will provide an overview of the Nextgen financial software payroll module. Session will discuss all features of the software and review FAQs and recommended procedures to help streamline the employment/payroll process.

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

### **Review of the NextGen PR Module II**

Payroll Elective Course and Continuing Education Course

This two-part session will provide an overview of the Nextgen financial software payroll module. Session will discuss all features of the software and review FAQs and recommended procedures to help streamline the employment/payroll process.

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

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 fee is \$150.

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

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

### **TRANSCRIPTS**

Please contact Anna Clay Adams at [AASBO@ua.edu](mailto:AASBO@ua.edu) to request a copy of your transcript.

### **FURTHER INFORMATION**

If you have questions or need more information, call Anna Clay Adams, AASBO Program Coordinator, The University of Alabama at (205)-348-6224. You may e-mail her at [AASBO@ua.edu](mailto:AASBO@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, 2021-June 30, 2022.

### **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.





# Alabama Association of School Business Officials

## February 16-28, 2022 Virtual Program

Professional Certificate Program  
Payroll/Personnel Certificate Program  
Purchasing/Procurement Certificate Program  
Continuing Education Courses

### 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](mailto: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 #CS-2107-AASBODUES21-01

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

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

### Program # CS-2202-AASBOV-01

February 16-28, 2022

Virtual Program

- \$150 Registration Fee

Available Courses (you will have access to all)

#### Professional Certificate Program Courses

- Financial Planning I
- Employment Law
- Current Issues in School Finance
- Ethical Leadership

#### Purchasing Certificate Program Courses

- Ethics and Vendor Supply Relationships and Management
- RFP Contract Management, Part I
- Current Issues in Purchasing

#### Payroll Certificate Program Courses

- Employment Law
- Accounting System and Payroll Coding
- Current Issues in Payroll/Personnel
- Review of the NextGen PR Module, part I
- Review of the NextGen PR Module, part II

# aasbo.com