

Who Should Attend

The LASBO Fall Workshop brings together the entire central business office staff in an informal learning environment. Finance directors, department heads, accounting staff, payroll and purchasing personnel, IS personnel, auditors and others interested in the topics are all encouraged to attend.

Register Early!

Registration should be received by **October 18**. The cost is **\$75/person**. After October 18, please include a \$15 late fee. Checks should be made payable to **LASBO Fall Workshop**. Full refunds through October 18; \$15 withheld from October 18-28; and no refunds after October 28.

Certification

LASBO provides a voluntary program of professional certification that leads to four types of designations:

- **Certified Louisiana School Business Administrator (CLSBA)**
- **Certified Louisiana School Business Official (CLSBO)**
- **Certified Louisiana School Business Specialist (CLSBS)**
- **Certified Louisiana Charter School Business Professional (CLCSBP)**

The certification program is open to LASBO members employed full-time in the central business office of a school system in Louisiana. A certification application form can be downloaded from LASBO's website www.lasbo.org

Persons attending the Fall Workshop may earn credit toward the education requirements (maximum of two workshops). Persons who are already certified may earn up to six hours toward recertification. **Deadline for certification applications is December 20.**

Accommodations

A block of rooms has been reserved at the Paragon Hotel in Marksville. Rates are \$91 single or double (standard rooms in North & South Towers) and \$111 single or double (Atrium Tower Rooms). An extra \$30 is charged for third person in room. These rooms will be held until **October 15** or until block is sold out. Call (800) 642-7777 to make your reservation, and refer to the LASBO 2013 Fall Workshop (Code #LASN11G). Check-in time is 4 p.m.

Program Sponsors

The following program sponsors have graciously agreed to assist LASBO with their food and beverage functions:

Tuesday Evening Reception

- **First Financial Group of America**

Wednesday Morning Continental Breakfast

- **Taylor & Sons Insurance & Financial Services**

Breaks and Wednesday Luncheon

- **alio / Excel Software Professionals**
- **Allen, Green & Williamson, LLP**
- **Argent Trust**
- **Arthur J. Gallagher Risk Management Services, Inc.**
- **Benefit Analyst, LLC**
- **Capital One Bank**
- **Concept Electronics**
- **EDgear LLC**
- **Faulk & Winkler, LLC**

Breaks and Wednesday Luncheon (cont'd)

- **Foley & Judell, LLP**
- **Frontline Technologies Inc.**
- **Kelly Services**
- **LaPorte CPAs & Business Advisors**
- **Louisiana Claims Administrators (LoCA)**
- **Milliman**
- **Postlethwaite & Netterville**
- **PSST**
- **Raymond James & Associates**
- **Reliant Investment Management, LLC**
- **Risk Services of LA, LLC**
- **Security Benefit**
- **Software & Services, LLC**
- **TRA, Inc.**

Questions?

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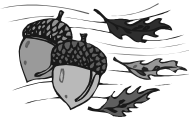


Fall Workshop

November 6, 2013

sponsored by
**Louisiana Association of School
Business Officials (LASBO)**

Paragon Hotel
711 Paragon Place
Marksville, LA 71351
(800) 642-7777



Program Agenda



Tuesday, November 5, 2013

6-9 p.m. **Early Bird Social (Ballroom)**
sponsored by **First Financial Group of America**

Wednesday, November 6, 2013

7:45 a.m. **Registration / Visit Sponsor Tables**

7:45-9 a.m. **Continental Breakfast** sponsored by
Taylor & Sons Insurance & Financial Services

9:00-12 noon

CONCURRENT WORKSHOPS

Workshop #1: "MFP 101 / AFR / Business Manager Panel Discussion"

This session will address a basic understanding of MFP and an AFR Update along with a Business Manager Swap Shop on a variety of topics

- Karl Bruchhaus, Facilitator, CFO, Calcasieu Parish School Board
- James Melohn, CFO, St. Charles Parish School System
- Ronald White, Finance Director, Plaquemines Parish School Board

Workshop #2: "Employers Take Charge - An Overview of Unemployment Insurance Basics for Employers"

- Stephen Harris, Employer Outreach Liaison
LA Workforce Commission

Workshop #3: "School Activity Funds"

This session will address Student Activity Fund policies and best practices including fundraisers, concessions, receipts, disbursements and potential fraud areas. There will be an opportunity for audience interaction and questions.

- Jeff Howard, Facilitator, Chief Internal Auditor
Caddo Parish School Board
- Gil Beck, School Accounting/Fixed Asset Manager
Bossier Parish School Board
- Wayne Foster, Director of Internal Audit, Calcasieu Parish Schools
- Charles A. Riddle III, District Attorney
12th Judicial District Attorney's Office

12-1:00 p.m.

Luncheon (Mari Center)

- sponsored by firms listed in brochure

1:00-4:00 p.m.

CONCURRENT WORKSHOPS

Workshop #4: "Understanding Healthcare Reform"

This session will begin with an overview of the current law, followed by a deeper dive on the timing of various aspects, the implications for single employer versus multi-employer plans, things you should be thinking about right now, and finally, a segment on healthcare reform analysis -- exactly how do you analyze your situation to get ready for the change in the healthcare law.

- Mike Williams, CEBS, Senior Consultant Health & Group Benefits Practice Leader, Milliman Southern Employee Benefits
- Stephanie Noonan, FSA, CERA, MAAA
Consulting Actuary, Milliman
- Mark Guajardo, Actuarial Associate, Milliman

Workshop #5: "Public Bid Law, Purchasing, and Accounts Payable"

This workshop will begin with a presentation by the AG's Office on a basic understanding of the bid law and will also include a legislative update with recent changes. The last hour will focus on some additional purchasing and accounts payable areas including electronic purchasing, purchasing cards, coops, and sharing some policies and guidelines that might be helpful.

- Michael Vallon, Assistant Attorney General, LA Dept. of Justice
- Sharon Zilucca, Purchasing & Property Management
Plaquemines Parish School Board

Workshop #6: "Excel/Word"

This workshop is designed for entry level accounting staff and school secretaries. It will include an introduction to the basics of Microsoft Excel and Word using practical applications. Participants will learn how to create a workbook, enter and edit text and numbers, and add rows or columns. Other helpful tips will be shared on how to help you become more efficient using Excel and Word in your daily work assignments.

- Irma Andress, Federal Programs Director
- Rebecca Spencer, Technology Coordinator
Avoyelles Parish School Board

4:00 p.m.

Certificates/Evaluations/Adjourn



Registration Form

LASBO Fall Workshop * November 6, 2013 * Paragon Hotel, Marksville, LA

Name _____ Badge Nick Name _____ Position _____

School/Agency _____

Address _____ City/State/Zip _____

Phone () _____ Fax () _____ Email: _____

Concurrent Workshops (9-12 n - choose one)

- #1 MFP 101 / AFR / Business Manager Panel
- #2 Employers Take Charge - Unemployment
- #3 School Activity Funds (Panel)

Do you plan to eat lunch?

- Yes No

Registration Fee: \$75
Late fee (after 10/18) \$15

Participants will receive a Polo Shirt

- Men's** S M L XL 2XL 3XL
- Ladies'** S M L XL 2XL 3XL

Concurrent Workshops (1-4 - choose one)

- #4 Understanding Healthcare Reform
- #5 Public Bid Law / Purchasing / A/P
- #6 Excel / Word

Credit Card Payment

- VISA MasterCard AMEX
- Account # _____
- Exp. Date _____

Checks Payable to LASBO Conference

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