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 (CLSLBA)
- Certified Louisiana School Business Official (CLSBBO)
- Certified Louisiana School Business Specialist (CLSSBS)
- 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 (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.

Breaks and Wednesday Luncheon
- a/cio / 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

Questions?
Billie Tripp, Coordinator, Program Coordinator, P.O. Box 1029, Gonzales, LA 70707-1029
Phone: (225) 644-0619  * Fax: (225) 644-0122  * Email: cctripp@eatel.net  * Website www.lasbo.org

Fall Workshop
November 6, 2013
Paragon Hotel
711 Paragon Place
Marksville, LA 71351
(800) 642-7777

sponsored by
Louisiana Association of School Business Officials (LASBO)
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, Calsacieu 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

CONCURRENT WORKSHOPS
1:00-4:00 p.m.
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
  Aoyelles 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)

Concurrent Workshops (1-4 - choose one)
☐ #4 Understanding Healthcare Reform
☐ #5 Public Bid Law / Purchasing / A/P
☐ #6 Excel / Word

Do you plan to eat lunch? ☐ Yes ☐ No

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

Credit Card Payment ☐ VISA ☐ MasterCard ☐ AMEX

Account # __________________________ Exp. Date __________________________

Checks Payable to LASBO Conference
P.O. Box 1029, Gonzales, LA 70707-1029
ATTN: Billie Tripp, Coordinator
225-644-0619 225-644-0122 (fax)
cctripp@eatel.net