

Certification

LASBO's Board of Directors established its Professional Certification Program in December 1992. This is 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.

LASBO currently has 225 active school business officials employed in 71 school systems throughout Louisiana.

Persons attending the Fall Workshop may earn credit toward the education requirements (maximum of two course works). Persons who are already certified may earn up to six hours toward recertification.

Deadline for certification applications is December 19.



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 17**. The cost is **\$75/person**. After October 17, please include a \$15 late fee. Checks should be made payable to **LASBO Fall Workshop**. Full refunds through October 17; \$15 withheld from October 18-27; and no refunds after October 27.

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 \$114 single or double (Atrium Tower Rooms). An extra \$30 is charged for third person in room.

These rooms will be held until **October 14** or until block is sold out. Call (800) 642-7777 to make your reservation, and refer to the LASBO 2014 Fall Workshop (Code #LASN04G). Check-in time is 4 p.m. and check out is 11 a.m.

Questions?

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www.lasbo.org

Program Sponsors

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

Tuesday Evening Reception - 6-9 pm

- First Financial Group of America

Wednesday Morning Continental Breakfast

- Taylor & Sons Insurance & Financial Services

Breaks and Wednesday Luncheon

- Allen, Green & Williamson, LLP
- Argent Financial Group
- Arthur J. Gallagher Risk Management Services
- Benefit Analyst, LLC
- Capital One Bank
- Concept Electronics
- EDgear LLC
- Excel Software Professionals / alio
- Faulk & Winkler, LLC
- Foley & Judell, LLP
- Fontenot Benefits & Actuarial Consulting
- Frontline Technologies Group
- Kelly Services
- LaPorte CPAs & Business Advisors
- Milliman
- Postlethwaite & Netterville
- PSST
- Raymond James & Associates
- Regions Bank
- Reliant Investment Management, LLC
- Risk Services of Louisiana, LLC
- Software & Services, LLC
- TRA, Inc.



LASBO Fall Workshop



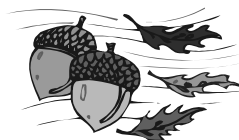
November 4-5, 2014

Paragon Hotel

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

sponsored by
**Louisiana Association of
School Business Officials**





Program Agenda



Tuesday, November 4, 2014

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

Wednesday, November 5, 2014

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

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

9:00-12 noon

CONCURRENT WORKSHOPS

Workshop #1: "The Omni Circular Training"

This workshop will provide training on the recent federal grants reform contained in the Omni Circular. The new grant reform was issued on December 26, 2013, and covers all aspects of grants administration. The Omni Circular will impact the way federal programs are administered. Final rules will be in effect on December 26, 2014.

- Bonnie Little Graham, Associate, Brustein & Manasevit, PLLC

Workshop #2: "Employment & Legal Issues"

Overview of court cases involving school personnel will be discussed. Additionally, recent legislation affecting schools will be reviewed.

- Robert L. Hammonds, Partner, Hammonds, Sills, Adkins & Guice, LLP
- Jon K. Guice, Partner, Hammonds, Sills, Adkins & Guice, LLP

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
- Wayne Foster, Director of Internal Audit, Calcasieu Parish Schools
- Charles A. Riddle III, District Attorney, 12th Judicial District Attorney's Office

Workshop #4: "Health Care Reform: Are You Ready for the IRS Reporting?"

Although the Affordable Care Act continues to be hotly contested on a political level, the pieces from a compliance standpoint are coming together. This workshop will provide a detailed discussion on upcoming requirements. Topics will include payment of fees, identifying full-time employees, avoiding penalties and IRS reporting. Speakers will also provide employer action steps and field questions from the audience.

- Brandon A. Lagarde, CPA, Tax Director, Postlethwaite & Netterville
- Andy Impastato, Vice President, Client Compliance, BancorpSouth Insurance Services, Inc.

12-1:00 p.m.

Luncheon (Mari Center)

- sponsored by firms listed in brochure

1:00-4:00 p.m.

CONCURRENT WORKSHOPS

Workshop #5: "Business Manager 101 & Swap Shop"

A presentation of the basic fundamentals that a new CFO for a local school district would need to know in order to become functional in their position, followed by a general discussion of current topics as time allows.

- Bill Hebert, Director of Finance, Jefferson Davis Parish Schools

Workshop #6: "Public Bid Law & Legislative Update"

The AG's Office will provide a basic understanding of the bid law and will also include a legislative update with recent changes. Additionally, case law and AG Opinions will be shared. Time will be allowed for questions.

- Rick McGimsey, Assistant Attorney General, LA Department of Justice
- Michael Vallan, Assistant Attorney General, LA Department of Justice

Workshop #7: "Practical Applications in Using Excel from a Business Manager's Perspective"

This workshop is designed for beginners; however, some areas will meet intermediate needs. The presenter will share tips that he learned through years of using Excel. Participants may bring a laptop; however, be sure it is fully charged because electrical outlets are not available in the classroom.

- James Odom, Business Manager, Jackson Parish School Board

Workshop #8: "EQ vs IQ"

Professional training and education measure the effectiveness of the team ... But emotional intelligence measures the success of the team. Join Barbara as she discusses how intellectual intelligence is important, but emotional intelligence is essential in the workplace.

- Barbara Green, LPC, LMFT, President, Inner Reflections

4:00 p.m.

Certificates/Evaluations/Adjourn



Registration Form LASBO Fall Workshop November 4-5, 2013

Paragon Hotel, Marksville, LA

Name _____

Badge Nick Name _____

Position _____

School/Agency _____

Address _____

City/State/Zip _____

Phone () _____

Fax () _____

Email: _____

Concurrent Workshops (9-12 - choose one)

- #1 The Omni Circular Training
- #2 Employment & Legal Issues
- #3 School Activity Funds
- #4 Health Care Reform

Concurrent Workshops (1-4 - choose one)

- #5 Business Manager 101 & Swap Shop
- #6 Public Bid Law & Legislative Update
- #7 Practical Applications in Excel
- #8 EQ vs IQ

Do you plan to eat lunch? Yes No

Registration Fee: \$75

Late fee (after 10/17) \$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

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