



Louisiana Association of School Business Officials  
620 Florida St. Ste. 210, Baton Rouge, LA 70801  
Phone: 225-343-2776 FAX: 225-344-1132  
Email: info@lasbo.org

## MEMORANDUM

To: LASBO Members

FROM: LaFon Ortis CLSBO; LASBO President  
Business Manager  
Lafourche Parish School Board

DATE: November 1, 2019

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**The 55<sup>th</sup> Annual LASBO Spring Conference** is scheduled for March 31, 2020 - April 3, 2020 at the Golden Nugget Lake Charles. This year's theme is Louisiana Lagniappe. We will post a tentative agenda on the website in mid-December for your review. Registration information will be available early January. The morning of Wednesday, April 1st, LASBO will host a Fun Walk and a 5k run. Recruit your team now! LASBO will have its regularly scheduled Membership Meeting on Thursday and Awards ceremony and a dynamic speaker on Friday. Please mark your calendars! It's going to be GREAT!!

**LASBO Certification/Recertification:** LASBO Members who now meet certification requirements should send their application form with appropriate attachments to **Julie Fuselier, LASBO Coordinator, 620 Florida St., Ste. 210, Baton Rouge, LA 70801** by the **deadline of December 20, 2019**. You may download the certification application from the website [www.lasbo.org](http://www.lasbo.org). Members already certified may copy the enclosed form to submit continuing education hours for 2019 (last page in packet). **This is the THIRD AND FINAL YEAR in this 3-year cycle. The Certification Committee will review all continuing education hours for new applications so that we can recognize our new certified members at the annual conference in March. The committee will also review all continuing education hours for existing certifications in order to finalize re-certifications.**

**The following documents are enclosed for your review and completion.**

**2020 Membership Renewal:** LASBO membership renewal will be executed differently this year. For School District Agency members, your Business Manager will receive an invoice via email with the list of names of team members that were included in membership in 2019 for that school district. The Business Manager will make any necessary changes to the list and pay from that invoice via check which will then be processed online by the LASBO staff. A reminder that LASBO dues are \$30 per calendar year, which includes SASBO dues. Dues are not pro-rated. You are encouraged to visit the SASBO website to see your membership benefits.

**2020 Election of Officers and Directors:** Persons interested in becoming an Officer or Director should complete the form and return it to Lesia Casanovas, Chairman of the Nominating Committee. A candidate must be a member of LASBO for at least three years and shall have attended at least two of the three annual conferences in order to be eligible for consideration.

**2020 Proposed Changes to the Constitution & Bylaws:** Members may submit a proposal to change the LASBO Constitution and Bylaws by using this form. Please complete the form and mail by **December 20, 2019** to Matthew Dugas, Chairman of the Constitution & Bylaws Committee.

**2020 Proposed Resolutions:** Resolutions may be proposed at the annual meeting provided that any proposed resolution shall be presented in writing to Lesia Casanovas, Chairman of the Resolutions Committee, preferably by **December 20, 2019**, but no later than 15 days prior to the first general membership meeting.

**2020 Scholarship Award Application:** Please read over the guidelines for this award and submit your application by **December 20, 2019** to be considered.

**2020 Membership Recognition Awards:** Nomination forms are attached for the Cypress Award for Career Achievement and the Magnolia Award for Individual Achievement. We encourage the membership to consider nominating someone that deserves this recognition.

**On behalf of the board, we look forward to seeing you at the LASBO conference.**

**WE WISH YOU A HAPPY HOLIDAY SEASON!**



## IMPORTANT LASBO Information Packet

Enclosed are the following for your review:

- ✓ Louisiana SASBO Director's Report
- ✓ 2020 Election of Officers and Directors (application form)
- ✓ 2020 Proposed Changes to the Constitution & Bylaws
- ✓ 2020 Proposed Resolutions
- ✓ 2020 "Gaynor A. Dawson" Scholarship Award Program
- ✓ 2020 "Debbie Finlay" Scholarship Award Program for (ASBO 2020 Meeting & SASBO 2021 Meeting)
- ✓ 2020 LASBO Membership Recognition Awards
  - o The "Cypress" Award for Career Achievement
  - o The "Magnolia" Award for Individual Achievement

### **CERTIFICATION INFORMATION**

Please send in your certification application form if you have met the requirements. **The deadline is December 20, 2019** (before the holidays). Forms may be downloaded from the LASBO website at [www.lasbo.org](http://www.lasbo.org).

It is also time to request a change in certification status if you have attained the additional coursework and/or experience requirements to move from a CLSBS to a CLSBO, from a CLSBO to a CLSBA, or from the CLCSBP to CLCSBA.

Members who are already certified should submit your continuing education hours for 2019. **These hours should be submitted by December 20, 2019.**

All submissions should be sent to:

**LASBO Certification Committee  
620 Florida St., Ste. 210  
Baton Rouge LA 70769  
225-343-2776**



Date: November 1, 2019

To: LASBO Members

From: Anya Randle, Louisiana SASBO Director

RE: **Dual Membership** in the Southeastern Association of School Business Officials (SASBO)

Please be reminded that as a member of **LASBO**, you are also a member of the Southeastern Association of School Business Officials or **SASBO**. As a member of **SASBO**, you are part of a twelve- state network of other dedicated school business professionals. Since becoming a member of **SASBO**, I have been surprised to find such a connection with school business officials outside of our state. The common issues we share are numerous, and in an effort to address those issues, **SASBO** offers valuable information and training to its membership. Some of those quality services you don't want to miss include:

- **Electronic Resource Center** - This is a tremendous resource and NO registration is required. The use of this site is free with membership in **SASBO**. You can search and access over 2,500 documents from six state ASBO affiliates in addition to **SASBO** members in twelve states. Some examples from the resource center include: Long Term Financial Stability Planning and Getting It All Done.
- **SASBO'S Expert Exchange** provides CPE at a very reasonable price. For a fee of \$200, **SASBO** members may purchase all sessions. An individual session may be purchased for \$49 or 3 sessions are offered from our online professional development series for \$99. For a complete listing see the attachment or go to the **SASBO** website and look under Resources. These sessions are live and are also recorded for viewing at your convenience.

I cannot emphasize to you how valuable my membership in **SASBO** has become to me. Like you, my time is very limited and I was not sure if I had time to be involved in another organization. However, I have found that the professional assistance and personal connections I have made through **SASBO** provides me with knowledge and support that has only made the tough job of being a school business official easier. Go to the **SASBO website** and get the details about your membership!

# Explanation of LASBO / SASBO Memberships

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**ACTIVE memberships (agency and individual)** shall consist of:

- **AGENCY membership:** Entitles the agency to designate a certain number of persons depending on the agency's student population to be registered as members. The agency is allowed to register additional members beyond the base number at a rate of
  - \$30 per individual.
- **INDIVIDUAL membership:** The cost of an individual membership is \$30 annually.

The following are eligible for **AGENCY** and **INDIVIDUAL** memberships:

- A. Persons employed, or retired from, the administration of public, parochial and private schools of Louisiana such as: accounting; purchasing; transportation; plant operation; maintenance or construction; school nutrition services; federal programs; personnel; management information services.
- B. Parish and city school superintendents.
- C. Officials and employees of the State Department of Education who are particularly concerned with the business administration of public schools of the State of Louisiana.
- D. Members of the faculty and staff of the various colleges and universities of the State of Louisiana who are particularly interested or concerned with the business administration of schools.
- E. **HONORARY memberships** shall be limited to former officials of the Association who are no longer employed in school administration. Upon retirement of a LASBO Past President from active school business an honorary membership will be awarded.
- F. **EMERITUS memberships** shall be limited to former members of this Association who have retired from active school business and qualify for retirement pay for such services and desire to maintain their membership in the Association.

**ASSOCIATE memberships** shall consist of:

- A. An individual, commercially interested in the field of school business management, including exhibitors, business firms, advertisers, professional engineers, architects, certified public accountants, or other business related professionals having paid the annual dues for the current year. This membership is non-voting and non-office holding.
- B. Associate annual membership dues are \$30.

**Louisiana Association of School Business Officials**  
2020 Election of Officers and Directors

Name: \_\_\_\_\_ Title: \_\_\_\_\_

School System: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**LASBO position desired:**

Vice President

Director District #2

Director District #4

Director District #6

Director District #8

District #2: Ascension, Assumption, Baker City, Central Community Schools, East Baton Rouge, Iberville, St. James, West Baton Rouge, Zachary City

District #4: Bienville, Bossier, Caddo, Claiborne, DeSoto, Natchitoches, Red River, Sabine, Webster

District #6: Bogalusa City, East Feliciana, Livingston, St. Helena, St. Tammany, Tangipahoa, Washington, West Feliciana

District #8: Avoyelles, Caldwell, Catahoula, Concordia, Franklin, Grant, LaSalle, Rapides, Tensas, Winn

**Duties of the Officers:**

President shall be the executive office of the Association and shall preside over all meetings. He or she shall be an ex-officio member of all committees and shall perform such other duties as usually pertain to the office of the President.

President-Elect and Vice President shall assume the duties and responsibilities of the President in his or her absence and shall assume all other duties that usually pertain to the office.

**Duties of the Directors:**

To establish a school district contact for each parish within the director's geographical district;

To coordinate quarterly activities within the geographical districts;

To attend any Board of Director's Meeting when called by the Executive Committee.

**\*See next page for explanation of election rules.**

Persons interested in serving as an Officer or Director for the 2020 term should complete the information above and submit it by **December 20, 2019** to:

**Lesia Casanovas, CLSBA,  
Chairman LASBO Nominating  
Committee  
Beauregard Parish School Board  
P.O. Box 938  
DeRidder, LA 70634**

## **ARTICLE VIII - Election Rules**

**Section 1:** Election of officers and directors of the Association shall be held before the adjournment of the annual meeting. The election shall be under the supervision of the Election Committee who shall certify the results.

**Section 2:** Persons interested in becoming an officer or director shall submit a nomination form to the Nominating Committee Chairperson.

**Section 3:** Upon review of the nomination form by the Nominating and Election Committees, the candidate will be notified of approval or disapproval. If disapproved, the notification will set forth the reasons.

**Section 4:** Election Rules:

- A. A candidate for director shall have been an active member of LASBO for at least three years and shall be a Certified Louisiana School Business Administrator (CLSBA), Official (CLSBO), Specialist (CLSBS) or a Charter School Business Professional (CLCSBP) or Administrator (CLCSBA) or be working on completion of same. In the event that no one is certified, nominations will be accepted from the geographical districts' active membership.
- B. Candidates are required to submit a letter from their Superintendent and/or Board President indicating support and approval of the time and effort required to be a member of the Board of Directors.
- C. Mailing of campaign literature is prohibited.
- D. Hospitality functions set up for the purpose of supporting candidate for director or officer are prohibited.
- E. No posters or signs of any type supporting the candidacy of any individual may be displayed in any annual meeting facility including hotel lobbies, meeting rooms, hospitality suites, etc. The intent of the rule is the absolute prohibition of campaign poster and signs.
- F. Badges, buttons, and gadgets supporting the candidacy of an individual for the position of director or officers are prohibited.
- G. Campaign speeches are prohibited.
- H. Violations of the election rules may disqualify candidates. Final decision regarding disqualification will rest with the Board of Directors.



**Louisiana Association of School Business Officials**  
2020 Proposed Changes to the Constitution & Bylaws

Name: \_\_\_\_\_ Title: \_\_\_\_\_

School System: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Proposed Changes**

Please list the Article # and the Section #. Use additional sheets if necessary.

Persons wishing to make proposed changes to the constitution may do so by typing the proposed changes in the space provided above and submitting it to the chairman by **December 20, 2019.**

**Matthew Dugas, CLSBO, Chair**  
**LASBO Constitution & Bylaws Committee**  
**Lafayette Parish School System**  
**P.O. Drawer 2158**  
**Lafayette, LA 70502**



**Louisiana Association of School Business Officials**  
2020 Proposed Resolutions

Name: \_\_\_\_\_ Title: \_\_\_\_\_

School System: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Proposed Resolutions**

Please use additional sheets if necessary.

Persons wishing to make proposed resolutions may do so by typing the proposed resolution in the space provided above and submitting it to the chairman by December 20, 2019.

**Lesia Casanovas, CLSBA, Chair**  
**LASBO Resolutions Committee**  
**Beauregard Parish School Board**  
**P.O. Box 938**  
**DeRidder, LA 70634**





## 2020 Application Form

# **24th Annual Gaynor A. Dawson Scholarship Award**

For a LASBO member who is employed full-time by a school system and is a full- or part-time student enrolled in an accredited Louisiana university graduate or undergraduate program related to government finance

**LOUISIANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS (LASBO) ANNUAL  
"GAYNOR A. DAWSON" SCHOLARSHIP AWARD**

**Award:** The LASBO Scholarship will be awarded to a full- or part-time student who is enrolled in a graduate or undergraduate program related to governmental finance.

**Amount:** Maximum of two awards (\$1,000 each per award year)

**Closing Date for Applications:** December 20, 2019

**Award Announcement:** At the 2020 Annual Conference

**Eligibility Requirements:**

- Applicant must be a U.S. Citizen and a Louisiana resident.
- Applicant must be currently employed by a Louisiana school board. Elected officials are ineligible.
- Applicant must be a current LASBO member.
- Applicant must enroll in an accredited university operating in Louisiana and pursue coursework or a degree program in a field related to governmental finance as a part- or full-time student at the graduate or undergraduate level.
- There are no restrictions on age, sex, handicap, or financial need.
- Current recipients may reapply annually as long as a G.P.A. of at least 2.0 is maintained.

**Criteria for Scholarship Award:**

- plans to pursue a career with a school board
- past academic record and/or experience
- strength of past coursework and present plan of study
- grade point average

**Application:** Applicants must submit the following documents for consideration by the scholarship selection committee:

- application form
- statement of proposed plan of graduate or undergraduate study and career plans
- undergraduate and graduate transcripts
- resume'
- statement from employer indicating approval
- letters of recommendation (optional)

All of the above items are to be submitted by the applicant in a single envelope, postmarked no later than December 20, 2019 to:

**Louisiana Association of School Business Officials  
Scholarship Application**

ATTN: Julie Fuselier  
620 Florida St., Ste. 210  
Baton Rouge, LA 70801

The Louisiana Association of School Business Officials Officers and Directors will review all applications and make final selections for the award. The winner will be notified in writing before the Annual Conference. For additional information call Julie Fuselier 225-343-2776.

**LOUISIANA ASSOCIATION OF SCHOOL BUSINESS  
OFFICIALS SCHOLARSHIP**

**Application form to be completed by the applicant.**

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Employer \_\_\_\_\_

Graduate School \_\_\_\_\_

Undergraduate School \_\_\_\_\_

Degree Sought \_\_\_\_\_

Anticipated Date of Graduation \_\_\_\_\_

**Academic History  
(Other) Undergraduate University(ies):**

University \_\_\_\_\_

Major/Minor \_\_\_\_\_

Dates \_\_\_\_\_

University \_\_\_\_\_

Major/Minor \_\_\_\_\_

Dates \_\_\_\_\_

Graduate Grade Point Average: \_\_\_\_\_

Undergraduate Grade Point Average: \_\_\_\_\_

**LOUISIANA ASSOCIATION OF SCHOOL  
BUSINESS OFFICIALS SCHOLARSHIP**

**Statement of Proposed Plan of Graduate or Undergraduate Study and Career Plans**

List all of the accounting and government finance courses you have completed since you began your current program. For each course, record the grade you received.

Course Title

Grade


(Use a separate sheet of paper if necessary)

List all the courses you plan to take to complete your course of study.


(Use a separate sheet of paper if necessary)

List any major papers, theses or internships you have completed or are working on that relate to your graduate/undergraduate program or career choice.


(Use a separate sheet of paper if necessary)

Attach a statement (not to exceed one page typed, double spaced) describing your proposed plan of study and your career plans. Be specific about the type of career you plan to pursue and why you chose it. Also describe any work experience, internships and volunteer work on projects, relative to your plan of study or career choice.

LASBO  
announces the  
**Magnolia Award**  
**For Individual Achievement**

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**Scope:** This award provides recognition to deserving individuals for their outstanding professional contributions to LASBO focusing on community service activities or innovative solutions to current problems facing school business officials within the last few years.

**Eligibility:** Nominees must be an active member in good standing with LASBO holding any level of LASBO certification.

**Nominations:** Any active regular member, LASBO emeritus member, or the Superintendent of the nominee's school district may submit a nomination for consideration to the Selection Committee. Self-nominations are acceptable. Current LASBO Officers and Selection Committee members as well as previous recipients over the last five years are not eligible to win the award.

**Nomination Deadline:** Nominations for the Magnolia Award must be received by Julie Fuselier, Conference Coordinator, by December 20, 2019.

**Number of Recipients:** The award is given to deserving candidates as determined by the Selection Committee, whose decision is final. There shall be no pre-determined number of recipients for this award each year. In some years there may be no recipients.

**Selection Committee:** The Selection Committee will be comprised of the current LASBO President, President-Elect, Vice President, Immediate Past President, Conference Coordinator, and a Past President of LASBO to be appointed by the current president.

Please complete the attached nomination form and submit it to Julie Fuselier, Conference Coordinator to be received by December 20, 2019. Include all relevant details about the nominee that you believe the Selection Committee should consider in its deliberations.



LASBO announces the

## ***Cypress Award for Career Achievement***

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**Scope:** This award provides recognition to deserving individuals for their outstanding professional contributions to LASBO, including implementation of innovative projects and practices, dissemination of these practices, maximization of public school system resources, and involvement in professional organizations over the span of the recipient's career.

**Eligibility:** Nominees must be an active member in good standing with LASBO for the last 10 consecutive years prior to nomination and have attained a level of certification of CLSBS or higher.

**Nominations:** Any active regular member, LASBO emeritus member, or the Superintendent of the nominee's school district may submit a nomination for consideration to the Selection Committee. Self-nominations are acceptable. Current LASBO Officers and Selection Committee members as well as previous recipients over the last five years are not eligible to win the award.

**Nomination Deadline:** Nominations for the "Cypress" Award must be received by Julie Fuselier, Conference Coordinator, by December 20, 2019.

**Number of Recipients:** The award is given to deserving candidates as determined by the Selection Committee, whose decision is final. There shall be no pre-determined number of recipients for this award each year. In some years there may be no recipients.

**Selection Committee:** The Selection Committee will be comprised of the current LASBO President, President-Elect, Vice President, Immediate Past President, Conference Coordinator, and a Past President of LASBO to be appointed by the current president.

**Please complete the attached nomination form and submit it to Julie Fuselier, Conference Coordinator to be received by December 20, 2019. Include all relevant details about the nominee that you believe the Selection Committee should consider in its deliberations**





## LOUISIANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

### *Debbie Finlay Scholarship Program*

**Deadline for Applications to attend 2020 ASBO and SASBO meetings: December 20, 2019.**

#### **About the Scholarship Program**

In an effort to further enhance the educational and networking opportunities for its membership beyond state boundaries, LASBO is introducing a scholarship program which will provide financial assistance for selected members to attend future SASBO and ASBO Annual Conferences. This scholarship is provided to the LASBO membership through the generosity of dedicated sponsors who have the desire to further assist in the professional development of LASBO members.

Scholarships will be awarded for SASBO Annual Conference in the amount of **\$1,000** and for ASBO Annual Conference in the amount of **\$1,400**. This financial support is designed to provide for conference registration and all or most of the cost for accommodations. Each recipient of a scholarship or the recipient's school district will be financially responsible for any other costs associated with conference attendance.

As conference costs change due to location or economic reasons, the scholarship amounts may be reviewed by the LASBO Board of Directors and scholarship sponsors for adjustment.

Scholarship recipient will, within 45 days of returning from the attended conference, submit a thank you letter to the sponsors, through the LASBO board, expressing the value of his/her experience, identifying some best practices learned and particularly identifying any practices which he/she is recommending implementing at their school district. received through the generosity of these dedicated sponsors to the LASBO board. The scholarship recipient may be expected to make presentations at future LASBO conferences and to participate in a future leadership role on the LASBO Board of Directors or as a LASBO officer when vacancies arise.

#### **Application**

A completed application form together with required attachments must be timely submitted to the scholarship committee in order to be eligible. Any active, certified (CLSBA, CLSBO, CLSBS, or CLCSBP) LASBO member may be eligible to receive a scholarship. [Click here for the application.](#)

#### **Scoring**

Applicants will be scored based on the following criteria:

Background – Includes certifications, designations, years of experience, and years of membership. Maximum 25 points

Participation – Includes LASBO conferences attended, state or regional LASBO board or committees served, and involvement in other LASBO activities. Maximum 25 points

Essay Content – Maximum 50 points

#### **Scholarship Committee**

The Scholarship Committee will be appointed by the President and will consist of three past LASBO presidents who previously attended a SASBO or ASBO Annual Conference and the SASBO director. The committee will be appointed for a three year period. The committee will review and score the applications and make recommendations to the Board for recipients of the scholarships based on scholarship funds available.

#### **Announcement of Awards**

Scholarship awards will made each year at the LASBO Annual Spring Conference.

# DEBBIE FINLAY CONFERENCE SCHOLARSHIP APPLICATION

NAME: \_\_\_\_\_ SCHOOL DISTRICT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION: \_\_\_\_\_ YRS CURRENT POSITION: \_\_\_\_ TOTAL YRS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CERTIFICATIONS/DESIGNATIONS: \_\_\_\_\_

LASBO CONFERENCES ATTENDED: (*Last five years*) \_\_\_\_\_

I am requesting to attend: (*Please check one*) \_\_\_\_\_ ASBO 20\_\_ \_\_\_\_\_ SASBO 20\_\_ \_\_\_\_\_ EITHER CONFERENCE.

I have previously attended the \_\_\_\_\_ ASBOI \_\_\_\_\_ SASBO Annual Conference. (*Check any that apply.*)

Attached to this application and made a part hereof is an essay (no more than two pages) which consists of the following: A description of the role the applicant plays in the education of Louisiana children, the reason why the applicant should be chosen as a scholarship recipient, and how the applicant perceives they would use the scholarship opportunity to enhance performance at their school district and in their role as a LASBO member. Also, attached hereto is a letter from the applicant's school district (Superintendent or Business/Finance Director) recommending the applicant for the scholarship.

## ATTESTATION:

***I hereby certify that I understand this scholarship is designed to provide conference registration and necessary hotel accommodations. Additionally, all or part of the transportation costs may be covered under this scholarship depending on availability of scholarship funds and board approval. Any costs not covered by the scholarship shall be my responsibility or that of my school district. I further understand that this scholarship is provided to enhance educational and networking opportunities and, should I be chosen to receive one of the scholarships, I agree to attend as many of the sessions and activities offered at the conference as possible. I will timely submit the required acknowledgement of appreciation following the conference and I will take seriously the enormous responsibility of representing our organization outside of Louisiana's boundaries. Further, I will utilize the education and experience gained to enhance my role as a school business official within both my school district and LASBO.***

**APPLICANT 'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

*(Must be submitted to Debbie Finlay Conference Scholarship Committee via email to arandle@assumptionschools.com, with a "cc" to info@lasbo.org no later than the stated deadline.)*

Please submit this form and all supporting documentation to

Anya Randle  
Assumption Parish School Board  
4901 Hwy. 308  
Napoleonville, LA 70390  
Deadline is December 20, 2019

Thank you for offering a nomination for consideration.