



LASBO 2018 FALL WORKSHOP

November 13-14, 2018

Crowne Plaza Baton Rouge
4728 Constitution Avenue
Baton Rouge, La 70808
(800) 678-4065

REGISTER EARLY!

The registration fee is \$100. Should you need to cancel, full refunds will be paid through October 20th. No refunds will be paid after October 20th. Please complete the accompanying order form and mail in **or register online at www.lasbo.org**.

ACCOMMODATIONS

A block of rooms has been reserved at the Crowne Plaza Hotel in Baton Rouge, LA for November 13th. Rates are \$98, single or double. **Each person is required to supply a completed tax-exempt form.** The rooms will be held until October 19th or until the block is sold out. Please call (800) 678-4065 to make your reservation and refer to the LASBO 2018 Fall Workshop Code SBO. Check-in time is 4:00 p.m. and check-out time is 11:00 a.m.

PROGRAM AGENDA

Tuesday, November 13, 2018

6:00 p.m. to 9:00 p.m.: Early Bird Social sponsored by First Financial Group of America

Wednesday, November 14, 2018

7:45 a.m.: Registration, Visit with Sponsors

7:45 a.m. to 9:00 a.m.: Continental Breakfast, Visit with Sponsors



9:00 a.m. to 10:30 a.m.: Session 1 of Concurrent Workshops

Workshop 1

PEP Review and How It Works with AFR

Discussion on the coordination of Annual Financial Reports and Profiles of Educational Personnel and how to properly report on them.

Ty McCutcheon, Accounting Manager, CLSBO, DeSoto Parish School Board; **Jessica Geason**, Senior Accountant, Ascension Parish School Board

Workshop 2

Legal and Legislative Update

Discussion of legal issues affecting school boards and legislative updates

Bob Hammonds, Partner, Hammonds, Sills, Adkins & Guice, LLP

Workshop 3

Non-Public School Relationship and Budgets
Discussion relative to working with private schools in your district.

Daphne Flentroy, Ombudsman, Louisiana
Department of Education

Workshop 4

School Activity Funds: Policy and Procedure
Focus on policies and procedures relative to school activity funds.

Wayne Foster, Director, Internal Audit,
Calcasieu Parish School Board

10:30 a.m. to 10:45 a.m.: Break, Visit with Sponsors

10:45 a.m. to 12:15 p.m.: Session 2 of Concurrent Workshops

Workshop 5

Fair Labor Standards
Discussion on rules of compensation as it relates to both exempt and non-exempt employees, as well as overtime rules, etc.

Jon Guice, Partner, Hammonds, Sills, Adkins & Guice, LLP

Workshop 6

Bootcamp for New and Aspiring Business Managers
Geared specifically for new CFOs or those aspiring to become a CFO, this workshop that will be presented in two parts will provide fundamental information about three topics most requested by new CFOs - Budgeting, the MFP, and Millages. Information will be presented about these topics that should upgrade the functional capability of new CFOs with little or no experience in these areas. Discussion about other topics of concern to session attendees will be addressed as time allows at the end of the second session.

Bill Hebert, Director of Finance, Jefferson Davis Parish School Board

Workshop 7

ESSA: Implementation and Methodology
Discussion relative to the methodology and implementation of the 'Every Student Succeeds Act'.

Wilfred Bourne, Chief Financial Officer, Calcasieu Parish School Board

Workshop 8

Public Bid Law Update
Discussion of procurement fraud.

Donna Torres, CPA, Associate Vice President for Accounting Services, LSU

12:15 p.m. to 1:15 p.m.: Lunch

1:15 p.m. to 2:45 p.m.: Session 3 of Concurrent Workshops

Workshop 9

Employment Contracts and Evaluations
Discussion on ensuring you have the right employment contract.

Jon Guice, Partner, Hammonds, Sills, Adkins & Guice, LLP

Workshop 10

Part 2: Bootcamp for New and Aspiring Business Managers ***Bootcamp for New and Aspiring Business Managers***

Continuation from Part 1 - Discussion about other topics of concern to session attendees will be addressed as time allows at the end of the session.

Bill Hebert, Director of Finance, Jefferson Davis Parish School Board

Workshop 11

Capital Asset Management Best Practices
Discussion of tracking capital assets, determining capitalization thresholds and useful lives, inventories, preparation of year-end schedules, required documentation or paperwork, written procedures and policies and more.

Ty McCutcheon, CLSBO, Accounting Manager, DeSoto Parish School Board

Workshop 12

Record Retention
Discussion of policies and procedures for record retention

Carrie Martin, CRM, CA, Records Management Officer Statewide, Secretary of State Office

2:45 p.m. to 3:00 p.m.: Break, Visit with Exhibitors

3:00 p.m. to 4:30 p.m.: Session 4 of Concurrent Workshops

Workshop 13

HR/ Payroll Swap Shop
Discussion of human resources and idea sharing in Payroll Swap Shop.

Deloris Walker, Director of Finance, Bogalusa School Board

Workshop 14

Legislative Auditor's Update
Discussion of updates from the Louisiana Legislative Auditor's office on version 2 of the Statewide Agreed-Upon Procedures, initiatives of the Legislative Auditor, and common audit findings.

Bradley Cryer, CPA, Assistant Legislative Auditor/ Director of Local Government Audit Services, Louisiana Legislative Auditor's Office

Workshop 15

Ethics
Discussion of ethics requirements for public employees.

Katherine Lockhart, CPA, Client Accounting Services, Faulk and Winkler, LLC

Workshop 16

Charter School Swap Shop
Idea sharing in Charter School Swap Shop.

Steven Stanfield, Director of Education Financial Services, Crossmark Management Group

4:30 p.m.: Evaluations, Certificates, and Adjournment



REGISTRATION FORM

2018 LASBO Fall Workshop, Crowne Plaza, Baton Rouge

Name: _____

Badge Nickname: _____

Title: _____

School/Agency: _____

Phone: _____

Email Address: _____

Session 1 of Concurrent Workshops, 9:00 a.m. to 10:30 a.m., please select one of the following:

- Workshop #1: PEP Review and How it Works with AFR
- Workshop #2: Legal Issues Surrounding School Boards/Legislative Update
- Workshop #3: Non-Public School Relationship and Budgets
- Workshop #4: School Activity Funds: Policy and Procedure

Session 2 of Concurrent Workshops, 10:45 a.m. to 12:15 p.m., please select one of the following:

- Workshop #5: Fair Labor Standards
- Workshop #6: Bootcamp for New and Aspiring Business Managers – Part 1
- Workshop #7: ESSA: Implementation and Methodology
- Workshop #8: Public Bid Law Update

Session 3 of Concurrent Workshops, 1:15 p.m. to 2:45 p.m., please select one of the following:

- Workshop #9: Employment Contracts and Evaluations
- Workshop #10: Bootcamp for New and Aspiring Business Managers – Part 2
- Workshop #11: Capital Asset Management Best Practices
- Workshop #12: Record Retention

Session 4 of Concurrent Workshops, 3:00 p.m. to 4:30 p.m., please select one of the following:

- Workshop #13: HR / Payroll Swap Shop
- Workshop #14: Legislative Auditor's Update
- Workshop #15: Ethics
- Workshop #16: Charter School Swap Shop

Do you plan to eat lunch? Yes No

Registration Fee: \$100

Please send this completed form and a check made payable to LASBO to the following:

LASBO
Attn: DaVona Howard, LASBO Financial Secretary
2006 Tower Drive, Monroe, LA 71211

REGISTRATION ALSO AVAILABLE ONLINE AT WWW.LASBO.ORG.