



Louisiana Association of School Business Officials

620 Florida St. Ste. 210, Baton Rouge, LA 70801

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MEMORANDUM

To: LASBO Members

FROM: Anya Bailey Randle, MBA, CLSBA; LASBO President
Director of Business Services & Federal Programs
Assumption Parish School Board

DATE: November 30, 2018

The **54th Annual LASBO Spring Conference** is scheduled for April 2-5, 2019 at the Golden Nugget Lake Charles. This year's theme is **The LASBO Mambo**. We will post a tentative agenda on the website in mid-December for your review. Registration information will be available mid January. The morning of Wednesday, April 3rd, 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 closing 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 21, 2018**. You may download the certification application from the website www.lasbo.org. Members already certified may copy the enclosed form to submit continuing education hours for 2018 (last page in packet). This is the second 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 April.

The following documents are enclosed for your review and completion.

2019 Election of Officers and Directors: Persons interested in becoming an Officer or Director should complete the form and return it to LaFon Ortis, 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.

2019 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 21, 2018** to **Lesia Casanovas**, CLSBA, Chair of the Constitution & Bylaws Committee.

2019 Proposed Resolutions: Resolutions may be proposed at the annual meeting provided that any proposed resolution shall be presented in writing to LaFon Ortis, Chairman of the Resolutions Committee, preferably by **December 21, 2018**, but no later than 15 days prior to the first general membership meeting.

2019 Scholarship Award Application: Please read over the guidelines for this award and submit your application by **December 21, 2018** to be considered.

2019 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:

- ✓ 2019 Election of Officers and Directors (application form)
- ✓ 2019 Proposed Changes to the Constitution & Bylaws
- ✓ 2019 Proposed Resolutions
- ✓ 2019 "Gaynor A. Dawson" Scholarship Award Program
- ✓ 2019 LASBO Membership Recognition Awards
 - The "Cypress" Award for Career Achievement
 - 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 21, 2018** (before the holidays). Forms may be downloaded from the LASBO website at 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 2018. **These hours should be submitted by December 21, 2018.**

All submissions should be sent to:

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

Louisiana Association of School Business Officials

2019 Election of Officers and Directors

Name: _____ Title: _____

School System: _____

Address: _____

Phone: _____ Fax: _____

LASBO position desired:

Vice President

Director District #1

Director District #3

Director District #5

Director District #7

District #1: Jefferson, Lafourche, Orleans,
Plaquemines, St. Bernard, St. Charles,
St. John the Baptist, Terrebonne

District #3: Iberia, Lafayette, Point Coupee,
St. Landry, St. Martin, St. Mary,
Vermilion

District #5: City of Monroe, East Carroll, Jackson,
Lincoln, Madison, Morehouse, Ouachita,
Richland, Union, West Carroll

District #7: Acadia, Allen, Beauregard, Calcasieu,
Cameron, Evangeline, Jefferson Davis,
Vernon

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 reverse for explanation of election rules.**

Persons interested in serving as an Officer or Director for the 2019 term should complete the information above and submit it by **December 21, 2018** to:

LaFon Ortis, CLSBO
Chairman LASBO Nominating
Committee
Lafourche Parish School Board
P.O. Box 879
Thibodaux, LA 70302

ARTICLE VIII

- 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
2019 Proposed Changes to the Constitution & Bylaws

Name: _____ Title: _____

School System: _____

Address: _____

Phone: _____ Fax: _____

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 21, 2018.

Lesia Casanovas, CLSBA, Chair
LASBO Constitution & Bylaws Committee
P.O. Box 938
DeRidder, LA 70634



Louisiana Association of School Business Officials

2019 Proposed Resolutions

Name: _____ Title: _____

School System: _____

Address: _____

Phone: _____ Fax: _____

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 February 9, 2018.

LaFon Ortis, CLSBO, Chair
LASBO Resolutions Committee
Lafourche Parish School Board
P.O. Box 879
Thibodaux, LA 70302



2019 Application Form

23rd Annual Gaynor A. Dawson Scholarship Award

For a LASBO member who is employed full-time by a school board 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 21, 2018

Award Announcement: At the 2019 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 21, 2018 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, including the grades.

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

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 21, 2018.

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 no later than December 21, 2018 to Julie Fuselier, Conference Coordinator. 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

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 21, 2018.

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 fill out the attached nomination form and submit it to Julie Fuselier, Conference Coordinator to be received by December 21, 2018. Include all relevant details about the nominee that you believe the Selection Committee should consider in its deliberations

