



## 2020 Conference Sessions

<b>Accounting, Budgeting and Small Schools</b>	
<b>Topic</b>	<b>Description</b>
Academic Return On Investment...Can it be done?	In the business world, return on investment (ROI) is used to make business decisions. Can school district CFO's use a similar approach by implementing academic return on investment (AROI) to make budgetary and spending decisions?
Accelerate Your Planning and Analysis with Excel	In this session, we will explore ways to leverage Excel and data from your accounting software systems to enhance your financial planning and analytics.
Accounting and Explaining Sub-Fund	Attendees at this session will learn how their peers are budgeting for and teaching stakeholders in their districts the impact sub-fund has on the overall school district. Practitioners will share examples of techniques as well as visual templates ready for publishing.
Accounts Payable ACH	Is your school district interested in paying vendors electronically? If so, this session explores the steps for implementing ACH to pay vendors.  If your district already uses ACH to pay vendors, come and share your experience.
Accounts Payable for Beginners	Overview of accounts payable for beginners
Apportionment Overview	Overview of the Apportionment report
Audit Updates and Emerging Issues	Audit Focus for 2020-21 school year and issues identified during 2019-20 school year.
Bargaining Tips for Business Managers	It doesn't matter if your District has adequate funding or a tight budget, there is always pressure on the business department to find funds for bargaining. Whether it's "just IPD" or a generous amount, how it is structured, presented, and eventually accepted by the bargaining unit is a crucial matter for the business personnel in every district. This session will explore tips from the field about how to explain budgets, fund balances, and budget capacity, as well as navigate the world of salary schedules, market comparisons, and supplemental contracts.



## 2020 Conference Sessions

<p>Bond Ratings: How Good Enrollment Estimates and Other Factors Affect Your Bond Rating</p>	<p>You may know already that bond ratings are generally driven by a school district's economy, finances, management, and debt and pensions, but did you know the accuracy of enrollment estimates can also drive a school district's credit profile? Learn what else can affect your rating or outlook, from heavy taxpayer concentration to insufficient capital reinvestment to the outcome of labor negotiations. If you've ever wondered what makes bond ratings move, this session is for you.</p> <p>Participants will learn the key drivers of rating changes for school districts and will hear about case studies. Presenters will talk through how they use your budget and the F-195F to inform ratings and reports. This interactive session will also give participants a chance to ask questions about the rating process or how bond analysts conduct their annual reviews of all rated school districts.</p>
<p>Bonds For Business Managers</p>	<p>Vashon Island School District and Piper Sandler &amp; Co. share perspectives about planning bond elections and executing construction financings from a business manager's perspective. Takeaways will include election timing and mechanics, bond financing considerations and ongoing requirements after the bond sale.</p>
<p>Budget Development Nuts and Bolts</p>	<p>In this session we will discuss the full scope of budget development in school districts focused on general fund--planning to adoption. Topics will include: how to plan for legislative and bargaining impacts, work with your Board, Superintendent, leadership, programs and community, establish a timeline, revenue and expenditure projections including staffing, contingencies, and long range planning.</p>
<p>Budget to Actual Review and Projections</p>	<p>Learn budget to actual tools being used by school districts to monitor and project budget status.</p>
<p>Carryover/Recovery of Funds</p>	<p>Carryover/Recovery of Funds</p>
<p>Cash Flow Forecast</p>	<p>What is Cash Flow Forecasting? What is included in the Forecast? Relevant Ratios and Profile trends that Impacts Cash Flow. Review a Cash Flow Template and underlying assumptions. My Cash is not flowing. What do I do next?</p>
<p>Educational Programs and Operation (EPO) Levies: What it Takes to Submit EPO Levies to the Voters</p>	<p>This presentation will explore the legal background for EPO levies and will describe the factors to consider when submitting an EPO levy to the voters. Topics will include the history of EPO levies and recent legislative changes, election dates and resolution filing deadlines, voter approval requirements, levy rates and amounts, ballot proposition format, and resolution preparation.</p>



## 2020 Conference Sessions

Election Season Dos and Don'ts	From district mailers to social media engagement, school districts are under increasing scrutiny over their activities during ballot measure elections. This presentation will provide an overview of the permitted (and prohibited) activities under Washington's fair campaign laws and Public Disclosure Commission rules and guidelines.
Enrollment Reporting	This session will cover changes to enrollment reporting rules for the 2019-20 school year.
F-196 Demonstration for the 2019-20 School Year	F-196 Demonstration for the 2019-20 School Year
Federal Award Requirements	Provide an overview of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance 2 CFR 200), discuss the preparation of the Schedule of Expenditures of Federal Awards (SEFA) and internal controls over compliance requirements, share frequent findings, and provide resources for successfully managing federal awards.
Financial Services Update	This session will provide updates on the Accounting Manual Guidance and financial reporting structure and requirements
How Tax Law Changes are Killing LEA and other Levy Hot Topics	In addition to limiting districts ability to collect local, flexible revenue - tax law changes are leading to the demise of LEA. Come to this session to learn about the collateral damage from the tax law changes and other levy lid change issues.
How to Communicate with Your Board/Community	Tips and tricks to successfully communicate with your board and community
Internal Controls	Discussion of Internal controls and best practices for accountability of government resources, compliance, and school district accounting.
Introduction to Enrollment	Basic information about enrollment and how it applies to the business manager
Keeping up with Another Year of Property Tax Law Changes	Property tax laws have changes....again. Learn how the increase of the levy rate to \$2.50 and the state schools tax will impact your taxpayers.
Levy Expenditure Plans: Legal Authority, OSPI Approval and Consequences of Noncompliance	Under State law, a school district must obtain OSPI approval of a levy expenditure plan prior to submitting an educational programs and operation (EPO) levy to its voters. This presentation will discuss the legal authority and the process (uniquely from OSPI's perspective) for obtaining OSPI approval of a levy expenditure plan. Further, this presentation will explore the consequences if the State auditor determines a school district has spent EPO levy money inconsistently with the OSPI approved levy expenditure plan.
Managing a School District Financial Operations	In this session you will learn how timely information can improve your financial management decisions



## 2020 Conference Sessions

Maximizing Decision Making Using the Financial Intelligence Tool and SAO Services	School Districts can find ways to perform better, make informed decisions, and have more at their fingertips by leveraging the resources provided – at no additional charge – by the State Auditor. Come learn about the SAO’s Center for Government Innovation services, resources, and knowledge base. You’ll come away from this session knowing about exciting new uses of data using the Financial Intelligence Tool (FIT). Let us help guide you through the maze of finance-related guidance and resources so that your government, large or small, can use its limited time wisely and build more efficient and effective processes.
NCES Codes and Best Practices	Learn helpful tips and tricks for implementing the NCES Codes.
Rethinking Vendor Payments to Increase Revenue and Decrease Fraud	Technology is driving the pace of change in almost everything we do, including how we make payments to vendors. In this session, you will learn how moving away from check and ACH payments could help increase your District’s revenues and reduce or eliminate fraud.
Safety Net	What is new with Safety Net? How will OSPI Special Education approach the requirement for High School and Beyond Plans? How will OSPI Special Education handle Medicaid fiscal reductions? Amber O’Donnell, Safety Net Administrative Program Specialist will present clarification on these new requirements and address any other changes with Safety Net.
SCAP Reimbursements: You Have Your D-10 Authorizations, Now What?	This presentation will discuss the next phase of SCAP.... the REIMBURSEMENT PROCESS. We will examine the D-10 authorization from OSPI and explain the state and local share numbers for each reimbursement category; review the submittal documents required by OSPI before the actual reimbursements can begin; and discuss the importance of planning your cash flow. We will also explain how and when to prepare and submit the reimbursement claims: Form 1288, Form 1290 (Inspection and Testing), and Form B751 (Furniture and Equipment); review the project statements and worksheets from OSPI; and discuss the closeout process for SCAP projects.
Special Education Funding	Would you like to know how your Part B IDEA funds are allocated? Do you have questions about Excess Costs and/or MOE? Tina Pablo-Long, Director of Operations Special Education and Cyndie Hargrave Fiscal Program Supervisor will present on the basics of Part B IDEA funds.
Special Education Monitoring Process	Why do we need fiscal monitoring of Part B IDEA funds? Why is there a need to restructure the monitoring of Part B IDEA funds? Tina Pablo-Long, Director of Operations Special Education will speak to these questions and any other concerns you may have.
Staffing Enrichment Workgroup	We will provide a primer on the work of the staffing enrichment workgroup process and recommendations to the state’s superintendent and legislature.



## 2020 Conference Sessions

Surviving Your First Year as a Business Manager	Tools and resources to help navigate your first year as a Business Manager. Focus on managing deadlines, legal requirements, and your role and responsibilities.
The Journey to Financial Recovery	The Kent School District Ended Fiscal Year 2017 With a Negative Fund Balance. After Two Years of Financial Recovery, the District Has Achieved a 5% Fund Balance. The Session Will Go Over Lessons Learned Through the Recovery Process.
To Boldly Go Where No School District Has Gone Before.... paths available to compel AMPLE State funding for the education of ALL your students in the post-McCleary universe. [humming Star Trek theme song not required.]	This presentation will (1) put into plain terms the State's ample funding mandate under the series of McCleary rulings, (2) lay out many of the paths now available for school districts and their allies to compel the State to provide that ample funding, (3) outline the careful coordination & planning required to succeed on those paths, and (4) answer attendees' questions about these issues.
Today's Technology Trends in K-12	How can districts better leverage smart technologies to better collaborate and connect throughout your organizations? Let's discuss some key challenges facing Washington K-12 districts today and in the not-too-distant future related to technology.
Understanding Your Title I, Part A Allocations	Do you wonder why your Title I, Part A allocation goes up or down each year? Interested in knowing which factors impact your allocation? Hint: it's not your enrollment or free/reduced lunch rate. A Title I, Part A Allocation Dashboard has been created for all districts in our state. The dashboard shows if your district is at-risk for funding fluctuations. This presentation will help districts use the dashboard to make informed Title I, Part A budgeting and staffing decisions while waiting for the preliminary allocations to be released each spring. Come find out how your Title I, Part A allocation is calculated and come away with the information you need to better inform your planning each year.
WASBO Accounts Payable Certification and Paperless Accounts Payable	Learn about WASBO's new Accounts Payable Certification Program and the status of our web-based trainings and live workshops. We'll also do an overview of the paperless accounts payable session and learn how districts are working in the paperless environment.



## 2020 Conference Sessions

<b>Associated Student Body (ASB)</b>	
<b>Topic</b>	<b>Description</b>
ASB & Risk Management	Come join us to hear about the essentials of risk management in a school district including what to consider with students and their activities.
ASB Budget Building	This session will discuss estimating ASB beginning fund balances, revenues, and expenditures, as well as the development of the budget and the approval process.
ASB Imprest Accounts - Love Them or Lose Them	Session will cover the pros and cons of maintaining ASB Imprest checking accounts. How can your district eliminate imprest accounts and still fulfill the needs of the schools' ASBs?
ASB: What NOT To Do	Learn what NOT to do in the world of ASB
Booster Club Compliance and Best Practices	Step-by-Step guidance for Booster Club compliance at the District, State and Federal levels.
Crowd Funding	Come join us to hear about the types of online Crowdfunding companies; the scope of their fundraising activities, and what needs to happen to be in compliance.
Electronic Ticketing	Learn how Olympia School District transitioned to a web-based ticketing system for athletics and activities.
Empowering Disadvantaged Youth in Washington State	InvestED is a 56 year non-profit working in over 600 schools and empowering nearly 25,000 students in Washington State. Our unique program helps nearly 2,000 school volunteers identify students and provide immediate help for students in need. InvestED staff and board will share our program model, how we make these impacts, share resources for business professionals and walk through how we collect data and report information.
Internal Controls: Best Practices for Cash Handling & Credit Cards	Best Practices for Cash Handling & Credit Cards
Student Fine and Fee Management	Student Fine and Fee Management
Washington Interscholastic Activities Association 101: Caretakers of the Memory Making Business	We will share the vision of the WIAA and areas of strengths and weaknesses in relation to financial skills of our typical athletic administrators and coaches



## 2020 Conference Sessions

<b>Child Nutrition</b>	
<b>Topic</b>	<b>Description</b>
Child Nutrition Updates	Join Child Nutrition Services for an overview of updates and changes that have occurred in the last year. We will discuss state changes, federal updates, and reminders for Child Nutrition Programs.
Community Eligibility Provision - What is it and How Can it Help Your District?	The Community Eligibility Provision (CEP) allows students to receive meals at no cost. But what is required for your district to take part in this option? How can it be implemented? And, how does it impact your bottom line? Join OSPI Child Nutrition Services to get your questions answered and see if this option will work for your schools.
Increase Breakfast Participation	Panel Discussion and best practices shared with districts about how they have increased breakfast participation
Trading in your Yugo for a Tesla	Is it time to upgrade your meal tracking system and point of sale? Learn what technology can do to streamline meal tracking, reporting and increase efficiency at the point of sale. Learn what options are available to bring you into the future.

<b>Facilities</b>	
Bond and Levy Bingo	Join DA Davidson and communication leaders Strategies 360 for an interactive session with tips for successful school funding measures, pitfalls to avoid and other hot election and levy topics.
Empowering Your Community - Strategies to Get to Yes!	Learn about a five-step community engagement and empowerment process that helped Walla Walla Public Schools overcome 3 failed bond measures, delivering a 73% yes vote in November 2018 to pass the largest school bond in district history. Communication strategies, leveraging internal and external stakeholder expertise, deliberate accountability measures, and empowering community choice are just some of the key levers we will review that may just help you get to yes!
Financing Capital Improvements with Non-voted Limited General Obligation (LGO) Bonds.	School districts are relying on non-voted LGO bonds to finance capital improvements more frequently than ever before. This presentation will explore a variety of issues related to LGO bonds, including the legal authority to issue LGO bonds, repayment sources (such as capital levies), ways to sell LGO bonds and accounting and budget considerations.



## 2020 Conference Sessions

Financing Equipment & Real Estate - LOCAL Program	A presentation on the Washington State Treasurer’s LOCAL Program, a low cost mechanism for school districts to finance equipment and real estate acquisition/renovation.
Lessons Learned from Washington's First Public K-12 Design Build Project	This session will cover the process of selecting a design build team through the completion of the project. Will compare and contrast design build with GCCM and designs bid build project delivery methods.
Make the Most of Your Construction Funds	Learn some construction contracting and payment application review tips to help make the most of your construction funds. We will cover items to review prior to signing a contract or change orders, common areas where double or triple billing occur in construction and how to find them so you can make the most of your construction funds.
Managing Requirements on Public Works Projects	Learn how to manage your responsibilities and liabilities on public works projects using L&I's Awarding Agency Portal. See how L&I's systems can help you manage forms, certified payroll reports, apprentice utilization and reporting, documents, and communications. Plus, learn about additional features that will save you time and resources!
School Construction Assistance Program	OSPI staff will provide an overview of the school construction assistance program (SCAP). The session will provide a general overview of how state assistance is calculated, administered, and how districts claim reimbursement.
Track it! 5 Ways to Optimize Residential Development Data tracking and its impacts on your district	Keeping a handle on residential development in your community and how it impacts student enrollment can be a big job for even the most experienced school business official. Join us for this presentation on the top five actions you can take to optimize your community development and student enrollment tracking (without spending a dime on software or a consultant), and learn how to stay ahead of enrollment and demographic changes in your community
Topics in Project Management and Contracting	This presentation will cover valuable tips on how to navigate your projects successfully. Target audience is newer business managers and project leads who want ideas on how to influence project outcomes and build relationships. We will cover using the tools at your disposal to keep projects on time, cost considerations, negotiations, unique situations, and what to do when things go wrong.



## 2020 Conference Sessions

<b>Leadership</b>	
Beating Burnout 2.0	A sequel to last year's popular workshop will explore the causes of burnout and more in-depth strategies for self-care and better health.
Business Office Succession Planning – Who's on Deck?	Retirements, resignations, and an unfortunate employee termination can wreak havoc in a school business office. Having a succession plan is a great safeguard where retirement is concerned, but what about planning ahead for other staffing changes? Cross-training and professional development are of paramount importance. Participants will discuss effective ways to plan for both expected and unexpected personnel changes within the schools business office.
Connect.Grow.Lead	This presentation will cover the three phases we all find ourselves in at some point in time with our careers. We will talk about how to CONNECT with others to help with the learning curve (the curve is real). Next we will talk about how to position ourselves so we can take what we know and continue to GROW our knowledge. Lastly, we will talk about overcoming fear to LEAD others. Leading is a big step and responsibility and also very rewarding. We will give you the nudge you need to enrich your career at this workshop.
Creating Work-Life Harmony: Finding Balance	In a world where individuals are pulled in many different directions, both personally and professionally, the importance of work-life balance has never been greater. Learn the benefits of striking a balance between optimal work performance and time spent away from the office, methods to achieving work-life harmony (including time management and prioritization techniques), and how successfully doing so can create an even more positive work environment for you and others.
Heartfelt Conversations That Produce Healthy Results and Relationships	Join Deli Moussavi and Michelle Curry for a two-hour interactive session on handling conversations that you're currently having, wish you had or need to have with colleagues across your school district, from the school board to the scoreboard to the whiteboard.



## 2020 Conference Sessions

Lean Insights for Making Work Flow: On Your Desk, For Your Team and Throughout Your Organization	Lean principles and tools provide a practical approach to improve the flow of work, insure fewer dropped balls, better quality work, and teams that cooperate more effectively. You will leave this session with some practical starting points for using Lean tomorrow. <ul style="list-style-type: none"> <li>- Learn how to apply Lean principles to your individual work.</li> <li>- Understand that Lean provides a practical approach for expressing leadership in your organization regardless of your formal position.</li> <li>- Appreciate Lean management as a framework for integrating various elements of organizational excellence.</li> </ul>
Managing Conflict in the Workplace	We will explore the root causes of conflict and the tools to transform conflict into a constructive force.
The Superintendent - Business Office Connection	Developing a solid superintendent-business office staff connection begins with trust and communication. The superintendent relies on business office staff as leaders, managers, colleagues and important team members to carry out the vision and mission of the district. When the superintendent and business office staff are in sync with one another, the relationship positively impacts the entire district. Please join us for this interactive and reflective virtual session.
Understanding the 'New Generations'	Understanding the 'New Generation' is paramount to modern Employee Engagement. Learn the differences in the generations and how experiences in the past shape their understanding of their world view. Learn the four challenges to Understanding the 'New Generations' in the Workplace and what you can do as a leader to help them.

<b>Legislative Affairs</b>	
<b>Topic</b>	<b>Description</b>
SAFS Hot Topics and OSPI Legislative Updates	This session will provide an overview of the most current information on actions taken by the Legislature during the 2020 session and will be followed by individual workshops providing more in-depth information on specific topics and changes occurring during the session.
SAFS Hot Topics	An update from OSPI on current Hot Topics and the impacts on school finance.
Legislative Update	This session will provide an overview of the most current information on actions taken by the Legislature during the 2020 session



## 2020 Conference Sessions

<b>Payroll, Personnel, Retirement</b>	
<b>Topic</b>	<b>Description</b>
403(b) Compliance Updates	OMNI's compliance experts will discuss new updates within the 403(b) industry. These updates will include new changes to the 403(b) plan documents required by the IRS, as well as all other compliance updates in the 403(b) industry. Is your current 403(b) plan in compliance with all IRS regulations? If you are unsure, this would be a great presentation to attend and receive answers to all of your questions.
Bargaining	Bargaining
Bargaining Math 101	Bargaining Math 101 reviews the source of the “numbers” relevant in collective bargaining by providing an overview of current state funding and recommending the district-specific numbers that will be critical data for the bargaining process. The presentation also includes practice calculations for estimating the costs of common bargaining proposals. Yes, there will be story problems.
ERA Interactive Basics / ERA Upload	Interactive Reporting: If you submit your regular report through ERA Interactive, sign up for this training. You will learn how to: •Navigate through the application •Set up and maintain your contacts •View employee history and earnings •Complete regular and correction reports •Make payments File Upload Reporting: If you submit your retirement file through secure file transfer (SFT) or ERA manual upload, you. It will cover how to: •Navigate through the application •Set up and maintain your contacts •View employee history and earnings •Complete an Interactive correction report •Make payments
How will Paid Family Leave Effect Your District?	We will focus on compliance issues related to the changing laws. How does intersect w/ FMLA? What are some best practices handling these types of leave? How can this law impact your workforce planning?
Is Your VEBA Vision 20/20?	The VEBA Plan is a powerful benefit Districts can provide to help employees save for retiree health care. Whether you are new to school business, or just need a VEBA refresher, this presentation is for you! Come learn more about VEBAs key benefits, funding trends, plan administration, and compliance . We will also answer a number of frequently asked questions in a fun and interactive way.



## 2020 Conference Sessions

Navigating the Risks Associated with Payroll Fraud	This workshop will focus on some of the most common payroll fraud schemes. We will also provide an overview of internal control practices to help to mitigate the risk of fraud associated with payroll and benefits.
Payroll for Beginners	Payroll for Beginners
Payroll, Personnel & Retirement – Q & A	Ask the pro's. This is an opportunity to ask those questions you don't know who to ask. Network with your peers. Recap what you learned from the sessions and how to move forward. No presentation.
Retirement - The New ERA	This course is intended to address some of the issues surrounding the WA State Department of Retirement System's Employer Reporting Application (ERA) that may be causing problems for those processing or involved in processing retirement.
SEBB Eligibility and Bill Processing	Come and hear about SEBB processing. Learn about determining eligibility for 2020-2021, managing SEBB deductions using imports and how to update benefits.
SEBB Program Eligibility and Enrollment	This session focuses on enrolling employees and dependents in the SEBB Program. Topics include special open enrollments, general open enrollment in the fall of 2020, SEBB eligibility rules and modifications, and using SEBB My Account for managing enrollment.
SEBB Program Fiscal Issues	Fiscal issues related to the SEBB Program benefits can be complex. Topics in this session include: funding SEBB organization receives from the state for employees benefits; the per eligible employee rate SEBB organizations pay to the Health Care Authority; timing, processing, and reconciling SEBB Program invoices, and processing supplemental benefits.
SEBB Program Updates	An overview of SEBB Program activities. Hear important information about the SEBB Program including SEB Board activities, the 2020 Legislative Session, enhancements to SEBB My Account, eligibility and enrollment changes, and more.
WA State Paid Family Medical Leave	WA State Paid Family Medical Leave



## 2020 Conference Sessions

<b>Purchasing</b>	
<b>Topic</b>	<b>Description</b>
Contracts for Maintenance and Public Works - Prevailing Wage	A two hour workshop on public contracts for maintenance and public works, the statutory requirements, recent legislative changes, and the state's prevailing wage law.
Contract Management	Overview of contract management
Cooperative Purchasing	This presentation includes information on what cooperative purchasing is, the benefits, the trends, coop selection tips, contract selection tips, cooperative contract strategies, WA State Legislation, and possibly a short overview from multiple coop representatives
Credit Cards and Fraud: What You Can Do To Protect Your District	Using in district credit cards can be a great purchasing tool, but what about fraud? How do I protect my district? This timely Webinar will discuss external and internal fraud trends. Tip and tools will be provided to help you protect your district from credit card fraud. Also, what do Auditors look for in credit card transactions?
Building a Business Case for Procurement Technology	Key Takeaways: 1.) Understand the benefits of procurement technology and how to communicate these benefits to upper management. 2.) Articulate the return on investment of process efficiencies realized through technology. 3.) Learn how teams can leverage technology to free capacity for greater strategic impact.
p-Cards for Schools: NOW More Than EVER	Have you wondered if procurement cards would work in your district? Are you aware of the WA ASBO p-Card program? Are you not really sure WHAT a p-Card is? Come to this session to learn about this valuable tool you can use for purchasing in your district. It is completely free, and you get a rebate!
Public Works	To provide discussions and fun on Public Works as it relates to School District, any updates from L&I, or RCW codes.
Purchasing Basics	This class is an overview of the areas that a school district purchasing professional may encounter to include payment methods (p-card vs. POs), ways to contract (interlocal agreements, cooperative purchasing, bids, or simple procurement) as well as when not to pay sales or use tax, etc.
Purchasing Panel	Purchasing Network Group to hold question and answer session in a panel format consisting of a diverse group of district representatives.
Surplus	Overview of surplus



## 2020 Conference Sessions

<b>Records Management</b>	
<b>Topic</b>	<b>Description</b>
2020 Changes to the School Districts and Educational Service Districts Records Retention Schedule	A substantial revision to the <b>School Districts and Educational Service Districts Records Retention Schedule</b> , Version 8.3, is currently slated for review by the Local Records Committee at its April 2020 meeting. Come to this training to discuss what is new in this latest version, including changes to retention for certain records relating to student misconduct. We will also provide guidance on appropriate management of ASB records.
Continuing Disclosure Basics: Why and How to File Information and Notices on EMMA	After selling bonds to the public, school districts must file annual financial information and event notices, by May 31 of each year, on the Municipal Securities Rulemaking Board (MSRB) Electronic Municipal Market Access (EMMA) website. Presenters will explore these requirements and discuss how to file annual financial information and event notices on EMMA (including a walkthrough of an EMMA filing).
Cost Benefit Analysis of Digital Records	Cost Benefit Analysis of Digital Records
I Can See Clearly Now - Records Management Assessments as a Tool	Managing volumes of records and information takes a vision, strategic planning and taking action to be successful. Doing a Records Management Assessment will help districts remove any blinders and get a clearer picture of how current business processes are working (or not), if records management best practices are being applied (or not), how the different systems are working (or not) and plan a vision for a better way to manage information in the future In his session, attendees will learn how to do a high level assessment (also known as a reality check) in 4 steps, and how to then use the assessment to plan and strategize, reduce risk and liability, and prepare for a clearer path forward!
Transferring Paper and Electronic Records to Washington State Archives	Your office has identified records that are designated in current retention schedules as Archival, and they have met their retention requirement. You know that you can't destroy them, but you're not entirely sure what to do next. In this session, you will learn how to transfer paper and electronic records with historical value to Washington State Archives and will also have an opportunity to pose questions that you may have.



## 2020 Conference Sessions

<b>Risk Management</b>	
<b>Topic</b>	<b>Description</b>
A Not-So-Beautiful Day In The Neighborhood: Internet Scams, Social Engineering, & Cybercrimes That School Districts Can Expect In the 2020s	This presentation will address (1) recent multimillion dollar cyber/“social engineering” scams against school districts and other entities, (2) insurance safeguards to insure against them, and (3) local, state, & federal law enforcement avenues.
Building a Collaborative and Cooperative Crisis Program through Schools within your County	Building similar crisis plans, emergency flipcharts, EOP functional annexes and exercises within your school and those within your County to promote uniformity within all schools.
Contract Management & Insurance Documents	Contracts transfer risk away from district, the vendors insurance funds that transfer. Proper contract management ensures the appropriate insurance documents are received thereby funding the transfer of risk you are seeking. The wrong insurance document could cost your district millions of non-budgeted dollars. Learn how to word your contracts correctly, review insurance documents and maintain those documents into the future.
Cybersecurity Risks and What You Can Do About Them	<p>Cybersecurity risks continue to threaten local government. These risks could involve disruption to public services, stolen funds, and data breach. This session will talk through several incidents, their impacts and ways to improve your cyber security program.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Understand that everyone, regardless of their position, has a role in protecting against cyber-attacks.</li> <li>• Learn about the risks and impacts of cyber-attacks.</li> <li>• Identify protective measures needed to defend your government against cyber-attacks.</li> </ul>



## 2020 Conference Sessions

<p>School Security</p>	<p>School security threats are real and how you secure your school is of paramount importance. Many questions will arise when assessing security needs for your school. What level of security is right for my school? How do I leverage security technologies? What's the difference between surveillance, access, and intrusion? Where should entries be controlled and how many locations are practical? What about costs? These are just some of the questions we'll cover to help you with making informed decisions about school security. We'll also look at building security layers, possible threats, available technologies, and how entry vestibules are used to control access.</p>
<p>The Business Case for School Environmental Health &amp; Safety</p>	<p>Our schools need to empower students and staff to explore and engage. Prevention is more cost effective than dealing with problems. This presentation and discussion will focus on safety and health design and operational basics important for an optimal learning environment. Safety and environmental public health professionals offer a unique perspective on school design and operation that focuses on the potential for buildings to minimize communicable disease outbreaks, injury, environmental hazards, air quality concerns, pests, laboratory/shop/art hazards, and a variety of other issues.</p>
<p>There's Been a Serious Accident. Now What?</p>	<p>You have an injured employee. Do you know the steps to take to ensure proper care is given? Do you know when to contact state agencies? Do you know how to conduct an accident investigation? Do you have questions about the whole "Workers Comp" world? If you answered yes to any of these questions, or you need a little refresher on what to do when there is a serious accident, then this training is for you.</p>