

2009 IASBO ANNUAL MEETING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Come to Fort Wayne on May 13-15 to hear from the experts. Individuals to present include: Dave Emmert, ISBA; Chuck Nemeth and Stan Mettler, State Board of Accounts; Karen Large, Department of Local Government Finance; Lisa Tanselle, ISBA; Susan Traynor Chastain, Bose McKinney & Evans; Debbie Hinline, Department of Education; Shelley Horner and Maggie Cervantes, Indiana Teacher Retirement Fund; Michelle Cooper, Bose McKinney & Evans; Jane Herndon, Ice Miller; James NeDdeff, Public Employees Retirement Fund; Rob Wynkoop, Department of Administration; Jim Shanahan and Thomas Peterson, Ice Miller; Melissa Ambre, Governmental Consulting Services; David Spellman and Vicki Martin, IEERB; and Jennifer Bell and Ryan Grand, Crowe Horwath

2009 Annual Meeting Clinic Sessions

- An Outstanding Alternative for Today's Technology Challenges
- School Law and the School Business Official (repeated)
- An Update from the State Board of Accounts (repeated)
- Impact of Facilities on Student Learning
- Department of Local Government Finance: What's New? (repeated)
- New Teachers Academy
- Cash Flow Modeling
- Coordinated School Health Advisory Council: An Unfunded Mandate
- An Update from the Division of School Finance (repeated)
- Custodial & Maintenance Personnel Management
- Generations in the Workplace
- Retaining Employees
- Grant Administration
- The Impact of the Circuit Breaker & Local Option Income Taxes
- Improving Facility Utilization and Efficiency
- Collective Bargaining Discussion Training
- Performance Evaluation
- Teacher Retirement Fund: Online Part II Submissions
- School Safety Committees
- Strategies for a Sustainable School Corporation
- Mediation/Reconciliation in the Bargaining Process
- Teacher Licensing
- OneIndiana Purchasing Consortium
- The Impact of the American Recovery and Reinvestment Act on School Bonds & Borrowing
- Referendum Strategies
- HR in the New Millennium
- Extracurricular Accounting and Fund Raising Issues
- Health Insurance: New Issues

2009 Treasurer/Deputy Treasurer Roundtables

- Ask the Experts: Hinline, Nemeth, Mettler
- PERF: What's New for Members and Employers
- TRF Critical Issues
- Understanding Arbitrage Rebate
- Contesting Unemployment Hearings
- COBRA Administration as it Relates to ARRA Requirements

2009 IASBO ANNUAL MEETING PRE-CONFERENCE WORKSHOPS
Wednesday, May 13, 2009

8:30 – 11:30 a.m.

- **TECHNOLOGY LAB: Microsoft Excel – BASICS – Ted Zembala, Business Manager, School City of Hobart**

Whether you are a beginner or a power user, this hands-on workshop has something for everyone. The first part of the workshop will concentrate on the absolute basics of Excel. Entering data and formulas, sorting, formatting, creating simple to dynamic graphs, and grabbing data tables off the Internet are just a few topics that will be explored. Most of the files used in this workshop will be made available to each participant so don't forget to bring your flash drive if you have one!

- **EMPLOYEE HANDBOOKS: A COMPLETE REVIEW – Michelle Cooper, Esq., Bose McKinney & Evans**

A most important aspect and sometimes forgotten part of the human resources office of our public schools is the employee handbook. What should be included? What needs to be left out? How to organize the handbook? Where do we get the information needed for the handbook? Who are resources to use? These and numerous other issues will be presented at the workshop. This session has been designed for human resources personnel and other school personnel involved with employee handbooks.

- **HIGH SCHOOL RE-DESIGN: THE NEW TECH HIGH SCHOOL MODEL – TBD**

The New Tech High School model is being implemented throughout the country. It is a model that has a major emphasis on technology and "hand's on" instruction. Governor Daniels supports this concept and its implementation in all Indiana high school buildings. In order to move forward with this concept, facilities must be re-designed to meet the new technology requirements and instructional methods. This workshop will explain the New Tech High School model and the potential impact on school facilities.

- **PREPARING FOR A RISK ASSESSMENT SCHOOL AUDIT – Chuck Nemeth and Stan Mettler, State Board of Accounts**

The Indiana State Board of Accounts has revised their procedures regarding school audits. New information is now being requested for audits. Personnel records and information are now a part of the audit. What is new and how does it impact the school business office? A complete review of the risk assessment school audit will be presented by the State Board of Accounts.

1:30 – 4:30 p.m.

- **TECHNOLOGY LAB: Advanced Excel – Ted Zembala, Business Manager, School City of Hobart**

This hands-on workshop is not for the beginner user of Excel. The session will delve into many practices that will be new for the experienced user. Entering data and formulas, sorting, formatting, creating simple to dynamic graphs, and grabbing data tables off the Internet are just a few topics that will be explored. Most of the files used in this workshop will be made available to each participant so don't forget to bring your flash drive if you have one!

- **NAVIGATING THE REFERENDUM PROCESS – Jane Herndon, Esq., Ice Miller**

The 2008 session of the Indiana General Assembly created a referendum process for school construction. This session will provide a comparison of the petition/remonstrance process and referendums. How do you get public support for your project? How do you move forward with the process? What can school administrators do and cannot do regarding the referendum? The importance of getting the community involved and out to vote will be discussed. Now that we have a little history on referendums, the session will provide what works and how best to avoid pitfalls.

- **PREPARING FOR A RISK ASSESSMENT SCHOOL AUDIT – Chuck Nemeth and Stan Mettler, State Board of Accounts (*repeat of the morning session*)**

**IASBO CERTIFICATION CLASSES OFFERED
AT THE 2009 ANNUAL MEETING
Wednesday, May 13, 2009
(Must be an IASBO Member to participate)**

8:30 – 11:30 a.m.

- **FOOD NUTRITION ADMINISTRATION – Sara Gasiorowski,
Supervisor of Food Services, MSD of Wayne Township**

The course provides an overview of record keeping, basic laws governing food service sales and purchasing, government commodity program, staffing, free/reduced lunch programs, labor relations and safety practices. The course will discuss menu planning, nutrition standards and marketing. (Elective – CBO, ACBO, BOS, FD, HR) ADM 118

- **COLLECTIVE BARGAINING STRATEGY & LAW – Susan Traynor
Chastain, Esq., Bose McKinney & Evans**

This class will review Indiana law in regards to collective bargaining, the role of IEERB and its rules and procedures, power bargaining, collaborative bargaining, mediation, fact-finding, strike plans, bargaining strategy, and current issues. In addition, the goal of the course will be to review Indiana law and court cases regarding bargaining and/or meeting-and-confer agreements related to classified staff. Participants will learn which employees are covered by rights under the law and the appropriate employment and dismissal procedures. The course will demonstrate how to appropriately structure employee handbooks, job descriptions and letters of employment. Fair Labor Standards and unemployment rules and regulations will be studied. (Required – CBO, HR; Elective –ACBO, BOS, FD) HR114

1:30 –4:30 p.m.

- **ACCRUAL ACCOUNTING – Tim Armstrong, Consultant, Educational
Services Company**

The course will compare and contrast cash and accrual accounting. Students will learn to read, understand and explain the difference between Income Statements and Balance Statements prepared under the accrual-basis vs. the same types of reports prepared under the cash-basis accounting. Students will learn why the terms Owner's Equity, Retained Earnings, Profit, Prepaid Expenses, Accounts Receivable, Accounts Payable, Capital, Net Fixed Assets and the relationship between Assets, Liabilities and Owner's Equity are so important to the businesses who use accrual accounting. Students will learn how revenue and expenditures are recorded in accrual-based accounting vs. cash-based accounting and the importance of recognizing the value of fixed assets and real property. In the course students will explore the strengths and weaknesses in each accounting method. (Required – CBO, ACBO; Elective – BOS, FR, HR) A114

- **SCHOOL LAW & ADMINISTRATIVE RULES: ADVANCED – Lisa Tanselle,
Esq., Staff Attorney, Indiana School Boards Association**

The class is designed to provide an in-depth look at tort liability, students with disabilities, and employment issues including terms and conditions of employment, benefits, discrimination, hiring procedures, termination, employee rights, special education, and interlocal agreements. (Required – CBO, HR; Elective – ACBO, BOS, and FD) ADM112

