

2010 IASBO ANNUAL MEETING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Come to French Lick on May 12-14 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; Melissa Ambre, Department of Education; Michelle Cooper, Bose McKinney & Evans; Jane Herndon, Ice Miller; Beverly Elsner and Raelane Hoff, Internal Revenue Service; Ron Mangus, Indiana Bond Bank; Dustin Stohler, Indiana Department of Workforce Development; and Kostas Poulakidas, Krieg DeVault.

2010 Annual Meeting Clinic Sessions

- Process for Qualifications Based Vendor Selection
- School Law and the School Business Official (repeated)
- An Update from the State Board of Accounts (repeated)
- Enhancing Employee Success Through Effective Training
- Department of Local Government Finance: What's New? (repeated)
- Audit Guidance
- Purchasing Ethics
- Negotiating in Tough Fiscal Times
- An Update from the Division of School Finance (repeated)
- Design-Build Follow-up
- Outsourcing Considerations for School Nutrition
- Circuit Breaker Impact
- Budget Cutting Process
- Employee Health Clinics
- Energy Conservation Strategies/Policies
- Transportation Savings Via the Indiana Bond Bank
- Records Management
- Progressive Employee Discipline
- After Budget Cuts – Now What?
- Teacher Licensing Issues
- Unemployment Claims: Department of Workforce Development
- Planning for Emergencies
- General Fund Referendums
- Dealing with Unemployment Claims – A Panel Discussion
- Cost Cutting Measures: Facilities
- Going Green with Electronic Documents

2010 Treasurer/Deputy Treasurer Roundtables

- PERF: What's New for Members and Employers
- Teacher Retirement Fund Critical Issues
- Reconciling the Bank Statement
- Notary Public Issues
- Transfer Tuition

2010 IASBO ANNUAL MEETING PRE-CONFERENCE WORKSHOPS
Wednesday, May 12, 2010

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!

- **THEY'RE BACK! IRS AUDIT ISSUES – Beverly Elsner, CPA, and Raelane Hoff, CPA, Government Entities – Indiana Field Specialists, Internal Revenue Service**

This workshop will provide an insight into the Internal Revenue Service audits that are now occurring around the state. Specifically, this workshop will discuss compliance issues and remedies, what school corporations can expect during an audit, and what steps schools can take to prepare for an IRS audit. Issues such as cell phone use, annuities, take home vehicles, travel issues, etc. will be discussed. This information will be extremely important when the IRS comes knocking on your door.

- **GENERAL FUND REFERENDUMS: THE LAW, THE PUBLIC RELATIONS, THE ELECTION – Jane Herndon, Esq., Ice Miller**

With the current fiscal crisis, more and more school corporations are looking at the General Fund referendum process to secure additional operating funds. The session will provide information on the legal issues surrounding referendums and how to get your community involved in the process. The public relations aspects of referendums will be examined. Now that we have a little history on referendums, this session will provide what works and how best to avoid costly pitfalls.

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!

- **FAIR LABOR STANDARDS ACT: EVERYTHING YOU EVER WANTED TO KNOW ABOUT FLSA – Michelle Cooper, Esq., Bose McKinney & Evans**

This workshop will focus on the following issues: FLSA legal regulations and how they apply to schools; Remedies available under the FLSA for employer violations; Update on FLSA class action litigation against schools; Practical FLSA issues impacting schools, including full-time non-certified employees who multi-task by holding ECA positions, properly classifying employees as exempt or non-exempt, employees who perform both exempt and non-exempt duties, recordkeeping problems, volunteers and compensatory time; and Practical tips for ensuring compliance with the FLSA. Attend this session and leave with a full understanding of FLSA.

- **THEY'RE BACK! IRS AUDIT ISSUES – Beverly Elsner, CPA, and Raelane Hoff, CPA, Government Entities – Indiana Field Specialists, Internal Revenue Service (repeat of the morning session)**

**IASBO CERTIFICATION CLASSES OFFERED
AT THE 2010 ANNUAL MEETING
Wednesday, May 12, 2010
(Must be an IASBO Member to participate)**

8:30 – 11:30 a.m.

- **TRANSPORTATION ADMINISTRATION – Bob Yoder, Assistant Superintendent, CSC of Southern Hancock and Loren Evans, Director of Business and Technology, MSD of Mt. Vernon**

Issues such as driver contracts, CDL requirements, staff development, drug testing, bus types/sizes, purchasing laws, safety programs, single vs. double routing, shuttling, routing and routing software, fuel storage and inventory control, magnet schools and bus maintenance will be covered in the class. (Elective – CBO, ACBO, BOS, FD, HR) ADM 115

- **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