

Who Should Attend

The LASBO Fall workshop brings together the entire central business office staff in an informal learning environment. Finance directors, department heads, accounting staff, payroll and purchasing personnel, IS personnel, auditors and others interested in the topics are all encouraged to attend.

Certification

LASBO provides a voluntary program of professional certification that leads to four types of designations:

- **Certified Louisiana School Business Administrator (CLSBA)**
- **Certified Louisiana School Business Official (CLSBO)**
- **Certified Louisiana School Business Specialist (CLSBS)**
- **Certified Louisiana Charter School Business Professional (CLCSBP)**

The certification program is open to LASBO members employed full-time in the central business office of a school system in Louisiana. Persons attending the Fall Workshop may earn credit toward the education requirements (maximum of two workshops). Persons who are already certified may earn up to six hours toward recertification. A certification application form can be downloaded from LASBO's website www.lasbo.org.

Questions?

Billie Tripp, Coordinator
LASBO Fall Workshop
P.O. Box 1029
Gonzales, LA 70707-1029
Phone: (225) 644-0619
Fax: (225) 644-0122
Email: cctripp@eatel.net

Register Early!

Registration should be received by **October 24**. The cost is **\$75/person**. After October 24, please include a \$15 late fee. Checks should be made payable to:

LASBO Fall Workshop

Full refunds through October 24
\$15 withheld from October 25-31
No refunds beginning November 1

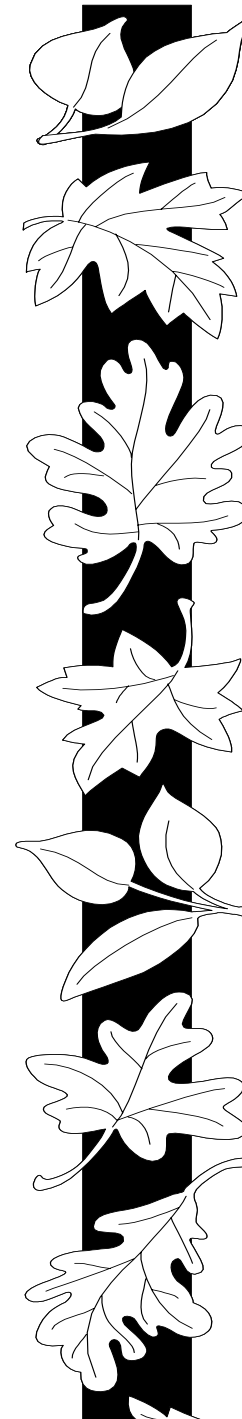
Accommodations

A block of rooms has been reserved at the Paragon Hotel in Marksville. Rates are \$89 single or double (standard rooms in North & South Towers) and \$109 single or double (Atrium Tower Rooms). An extra \$30 is charged for third person in room. These rooms will be held until October 18 or until block is sold out. Call (800) 642-7777 to make your reservation, and refer to the LASBO Fall Workshop (Code #LASN15G). Check-in time is 4 p.m.

Program Sponsors

The following program sponsors have graciously agreed to assist LASBO with their food and beverage functions:

- **alio® / Excel Software Professionals**
- **Allen, Green & Williamson, LLP, CPAs**
- **Argent Trust**
- **Benefit Analyst, LLC**
- **Capital One Bank**
- **Detel**
- **EDgear LLC**
- **FARA**
- **First Financial Group of America**
- **Foley & Judell, LLP**
- **Fontenot Benefits & Actuarial Consulting**
- **Gallagher Risk Management Services, Inc.**
- **Lakeshore Learning Materials**
- **Milliman**
- **Morgan Keegan & Company, Inc.**
- **Postlethwaite & Netterville, CPAs**
- **Reliant Investment Management, LLC**
- **Risk Services of LA, LLC**
- **Software & Services**
- **Taylor & Sons Insurance & Financial Services**
- **TRA, Inc.**
- **TSA Consulting Group, Inc.**
- **VALIC**



LASBO Fall Workshop

**Wednesday,
November 9, 2011**

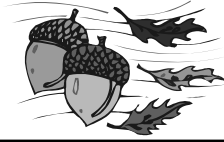
**Paragon Hotel
711 Paragon Place
Marksville, LA 71351
(800) 642-7777**

sponsored by

**Louisiana Association
of School Business
Officials (LASBO)**



Program Agenda



Tuesday, November 8, 2011

6-9 p.m. **Early Bird Social (Ballroom)**

sponsored by **First Financial Group of America**

Wednesday, November 9, 2011

7:45 a.m. **Registration / Visit Sponsor Tables**

7:45-9 a.m. **Continental Breakfast** sponsored by
Taylor & Sons Insurance & Financial Services

9:00-12 noon **CONCURRENT WORKSHOPS**

Workshop #1: "Healthcare Reform Update"

The objectives of this session are to:

- * Provide a road map for Health Care Reform
- * Gain a high level familiarity with key provisions affecting plan sponsors
- * Develop an immediate action plan and begin looking at plan sponsorship options long-term

Timelines of all the provisions in the legislation will be provided and there will be an opportunity for questions and answers.

- Susan Kirtley, CLU, CFCI, Chief Executive Officer
First Financial Group of America
- Sherrie Pruitt, CFCL, President
First Financial Administrators, Inc.

Workshop #2: "Do You Have a Quality Business Office?"

Learn how you can use the principles of Total Quality Management and the Malcolm Baldrige Quality Award to improve the effectiveness of your organization. Quality tools and principles will be discussed as well as how Calcasieu Parish has used the process to continually improve the performance of schools and business departments.

- Tom Hatfield, Owner/Consultant, SWLA Quality Academy

Workshop #3: "A Year in the Life of a Payroll Officer"

This workshop will provide an overview of the payroll process including extra pay/wage and hour, stipends, Medicare, LSE and TRSL retirement, proper personnel documentation, workers' compensation, deductions/garnishments, sick leave and ESL, Office of Group Benefits, and other payroll related items. There will be an opportunity for questions and answers.

- Alana Sandidge, Asst. Business Manager, Tensas Parish Schools
- Kimberly Lanes, Payroll Supervisor, EBR Parish Schools

12-1:00 p.m.

Luncheon (Mari Center)

sponsored by firms listed in brochure

1:00-4:00 p.m.

CONCURRENT WORKSHOPS

Workshop #4: "Rethinking Grants Management to Increase Effectiveness"

Understanding federal compliance rules can help federal program administrators to make the most effective use of federal, state, and local resources. This permits local educational agencies to design programs that produce the best results for eligible students. This presentation will focus on strategies for increasing productivity and reducing risks:

- * Common audit and monitoring findings
- * Practical strategies for strengthening grants management systems
- * Targeting internal controls to where they can have the most impact

- Sheara Krvaric, Federal Education Group
- Melissa Junge, Federal Education Group

Workshop #5: "Fraud Case Studies: How the Frauds Were Committed and How They Were Found"

The objective of the course is to provide the participants with an understanding of how fraud can happen in any business. Also, the participants will gain an understanding of how fraud investigations may be conducted. This will be done by using real examples of fraud with discussions about how they happened and how they were investigated.

- Allen Brown, CPA, CFE, Assistant Legislative Auditor for Local Audit Services
Louisiana Legislative Auditor's Office

4:00 p.m.

**Certificates
Evaluations
Adjourn**



Registration Form

LASBO Fall Workshop

Wednesday, November 9, 2011

Paragon Hotel, Marksville, LA

Badge Nickname _____

Name _____

Position _____

School/Agency _____

Address _____

P.O. Box or Street

City/State/Zip _____

Ph () _____ Fax () _____

Email: _____

Do you plan to eat lunch? Yes No

Concurrent Workshops (9-12 noon - choose one)

- #1 Healthcare Reform Update
- #2 Do You Have a Quality Business Office?
- #3 A Year in the Life of a Payroll Officer

Concurrent Workshops (1-4 p.m. - choose one)

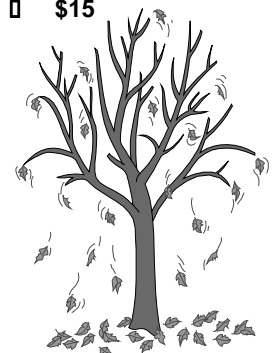
- #4 Rethinking Grants Management
- #5 Fraud Case Studies

Registration Fee: \$75

Late fee (after 10/24) \$15

Checks Payable to: LASBO Conference

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ATTN: Billie Tripp
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Credit Card Payment

VISA MasterCard AMEX

Account # _____

Exp. Date _____