

## 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](http://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](mailto:cctripp@eatel.net)

## Register Early!

Registration should be received by **November 1**. The cost is **\$75/person**. After November 1, please include a \$15 late fee. Checks should be made payable to:

### **LASBO Fall Workshop**

Full refunds through November 1

\$15 withheld from November 2-8

No refunds after November 8

## Accommodations

A block of rooms has been reserved at the Paragon Hotel in Marksville. Rates are \$82 single or double (North Tower) and \$99 single or double (Atrium Tower Rooms). An extra \$30 is charged for third person in room. These rooms will be held until October 24 or until block is sold out. Call (800) 642-7777 to make your reservation, and refer to the LASBO Fall Workshop (Code #LASN14G). Check-in time is 4 p.m.

## Program Sponsors

The following program sponsors have graciously agreed to assist LASBO with their break refreshments and luncheon.

- **Allen, Green & Williamson, LLP, CPAs**
- **Argent Trust**
- **Benefit Analyst, LLC**
- **Capital One Bank**
- **Duplantis Design Group, PC**
- **Excel Software Professionals - alio**
- **First Financial Group of America**
- **Foley & Judell, LLP**
- **Fontenot Benefits & Actuarial Consulting**
- **Gallagher Risk Management Services, Inc.**
- **Horace Mann Insurance Company**
- **HSLI**
- **LA Asset Management Pool, Inc. (LAMP)**
- **Life Insurance Company of the Southwest**
- **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 School Software Solutions**
- **TSA Consulting Group, Inc.**
- **VALIC**



**November 16, 2010**

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



sponsored by

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

# Program Agenda

**Monday, November 15, 2010**

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

sponsored by **First Financial Group of America**

**Tuesday, November 16, 2010**

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: "Business Manager's Swap Shop/ Discussion Group"

Timely topics of concern to business managers will be discussed. An email will be sent to business managers prior to the workshop to identify areas of interest.

- Bill Hebert, Finance Director, Jefferson Davis Parish Schools
- Lesia Casanovas, Finance Director, Beauregard Parish Schools

## Workshop #2: "School Activity Funds"

This session will address areas of potential fraud, ticket sales, fundraising, raffles, credit card usage and logs, extended day programs, and tips on writing effective audit reports. There will be an opportunity for audience interaction and questions.

- Donna Post, Moderator, Internal Auditor, St. Charles Schools
- Stacey Ashy, Internal Auditor, Lafayette Parish Schools
- Roxane Larousse, Internal Auditor, Lafourche Parish Schools
- Kelly Lopez, Internal Auditor, East Baton Rouge Parish Schools

## Workshop #3: "Microsoft Outlook, Email and PDFs"

This workshop will provide an overview of Microsoft Outlook 2007 (and identify some additional features available in Outlook 2010). Participants will learn about the various features and receive tips for helping you make the best use of messages in your Inbox; controlling e-mail volumes; managing your calendar, tasks and deadlines; color-coding and creating tasks from e-mails, and e-mail merge. Additionally, you will find out valuable information about creating and editing PDF documents and how to enable advanced features in the process.

- F. Philip Haase, President, Dynamic Group Developers, Inc.

12-1:00 p.m. **Luncheon**

sponsored by firms listed on back of brochure

1:00-4:00 p.m.

## CONCURRENT WORKSHOPS

### Workshop #4: "Employment Law Update"

Recent legislation from the 2010 Legislative Session and recent court cases involving school personnel will be discussed. Additionally, time will be spent reviewing sexual misconduct issues.

- Jon Guice, Attorney, Hammonds & Sills

### Workshop #5: "Payroll & Benefits Issues"

An informative workshop to discuss timely payroll and benefits issues such as retirement (Act 921), garnishments, workers' compensation, direct deposits, overtime, types of leave, and other related issues. Participants will receive time-saving ideas and lots of payroll tips. Bring your questions for the Q&A period.

- Edwia Richardson, Panel Moderator, Supervisor of Accounting, EBR Schools
- Stephen Addison, Dir. of Finance, EBR Schools
- Bonnie Fogger, Payroll Specialist, Lincoln Schools
- Kimberly Lanes, Payroll Supervisor, EBR Schools
- Alana Sandidge, Asst. Bus. Mgr., Tensas Schools

### Workshop #6: "Using Excel and Word"

This workshop will approach the use of Excel and Word 2007 from an intermediate level. New features available in 2010 will be discussed briefly. With Excel, you will learn how to create professional-looking charts and tables; how to use formulas and functions; how to manage information in tables by using sorting, filtering, analyzing, and formatting; and how to analyze data with the use of pivot tables and pivot charts, statistical functions and explore other analysis tools. As time permits, the instructor will discuss the various applications of Word and how to integrate or import documents using Word and Excel.

- F. Philip Haase, President  
Dynamic Group Developers, Inc.

4:00 p.m.

**Certificates/Evaluations/Adjourn**



**Registration Form**

**LASBO Fall Workshop**

**Tuesday, November 16, 2010**

**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 Business Manager's Swap Shop/Discussion
- #2 School Activity Funds (panel)
- #3 Microsoft Outlook, Email, and PDFs

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

- #4 Employment Law Update
- #5 Payroll & Benefits Issues (panel)
- #6 Using Excel and Word

Registration Fee:  \$75

Late fee (after 11/1)  \$15

**Checks Payable to:**

**LASBO Conference**

P.O. Box 1029

Gonzales, LA 70707-1029

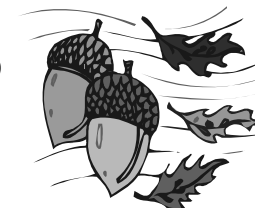
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[www.lasbo.org](http://www.lasbo.org)



**Credit Card Payment**

VISA  MasterCard  AMEX

Account # \_\_\_\_\_

Exp. Date \_\_\_\_\_