

**WASHINGTON ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
2010 BUSINESS MANAGERS CONFERENCE**

Key Functions of School Business Managers “Times are a Changing”

July 26—29, 2010

Oxford Suites, Yakima

***WASBO Proudly
continues the
highly successful
School Business
Managers
Leadership
Conference***



**WASHINGTON ASSOCIATION
OF SCHOOL BUSINESS
OFFICIALS**

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Tumwater, WA
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<http://www.wasbo.org>

Purpose of this Conference

This annual conference is designed to provide an overview of the key functions in which school business managers are deeply involved. Laws and practices change constantly and it is difficult for business managers to stay current with the breadth of the programs in the school business office. This conference provides an excellent introduction to those new to the profession as well as more in-depth analysis of important school business programs and changes for experienced business officials.

Who Should Attend?

This conference is intended for all school business officials and business managers in Washington School Districts.

Participants' Comments on Past Business Managers Conferences:

- ◆ A great chance to network and learn new skills.
- ◆ Great speakers who bring a wealth of knowledge and years of experience.
- ◆ Excellent—very good structure and information.
- ◆ The big picture is clearer now even though my current job is only a small piece.
- ◆ Wonderful speakers, great topics and casual atmosphere was appreciated.
- ◆ Every business person should attend this conference every few years to keep their knowledge and skills current.

Register online at <http://www.wasbo.org>

GENERAL INFORMATION

REGISTRATION: _____

Register online at <http://www.wasbo.org>

All lodging, certification fees and curricular materials are included in the cost of registration.

	Member Fee	Non-member Fee
Registration for those who stay at the conference site July 25, 26, 27, 28	\$525.00 (double*) \$625 (single*)	\$625.00 (double*) \$725/00 (single*)
Commuters	\$425.00	\$525.00

***Interested in double occupancy? WASBO staff can pair you up!**

LODGING: _____

Oxford Suites in Yakima

Check-in: Sunday, July 25th after 4 pm

Check-Out: Thursday, July 29th

All rooms at the Oxford Suites face the Yakima River.

Single or Double occupancy suites are available.

All suites are equipped with microwave, refrigerator, iron and ironing board, hair dryer, data port, coffee and coffee makers. There is a complimentary exercise room, indoor pool and Jacuzzi.

Newspaper, coffee and parking are complimentary.

All rooms are non-smoking.

ATTIRE: _____

Yakima is hot in the summer, but the classroom is air-conditioned. Dress is casual, but we suggest you layer for the most options throughout the day.

PROFESSIONAL DEVELOPMENT CREDITS: _____

30 clock hours or CPE credits available at no charge if you sign up while in attendance.

DIRECTIONS: _____

The Oxford Suites are located at: 1701 East Yakima Avenue
Yakima, WA 98910
(509) 457-9000

From I-82 South:

Take exit 33B, turn left at light, Oxford Suites in on left side

From I-82 North:

Take exit 33, stay right towards Terrace Heights, Oxford Suites is on left.

2010 Business Managers Conference Agenda

Monday, July 26th

- 7:00-7:45 am **Complimentary Breakfast in Oxford Suites Dining Room**
- 7:45-8:00 **Orientation**
- 8:00-9:00 **How Your ESD Can Support You:** *Bill Tilton, Director of Fiscal Services, ESD 105*
- 9:00-9:45 **The Fiscal Connection with Personnel Reporting,** *Lydia Sellie, Director of Finance, Northshore School District*
- 9:45-10:00 **Refreshment Break**
- 10:00-12:00 **Account Code Structure and Use; County Treasurer's Role; Debt Service Funds:**
Holly Burlingame, Director of Accounting, Northshore School District.
- 12:00-1:00 pm **Lunch**
- 1:00-2:00 **School Facilities:** *Tom Kuehn, Regional Coordinator, Facilities and Organization Department, OSPI*
- 2:00-3:15 **Understanding Your District's Apportionment and Levy Reports:** *Cal Brodie, CPA, Director of School Apportionment and Financial Services, OSPI*
- 3:15-3:30 **Refreshment Break**
- 3:30-5:00 **School Apportionment and Levy Reports** *continued*
- 6:00 **Dinner at El Mirador 2—(walking distance at 1601 E. Yakima Avenue)**

Tuesday, July 27th

- 7:00-8:00 am **Complimentary Breakfast in Oxford Suites Dining Room**
- 8:00-10:00 **Budgeting and Reporting:** *Lydia Sellie, Director of Finance, Northshore School District*
- 10:00-10:15 **Refreshment Break**
- 10:15-12:00 **Budgeting and Reporting** *continued*
- 12:00-1:00 p.m. **Lunch**
- 1:00-3:00 **Managing Liability:** *Scott Emry, Risk and Safety Manager, Lake Washington School District*
- 3:00-3:15 **Refreshment Break**
- 3:15-5:00 **Survival Tips for Categorical Programs:** *Ruth Russell, Director of Business Services, University Place School District*
- 6:00 **Dinner at Bonair Winery**

Wednesday, July 28th

- 7:00-8:00 a.m. **Complimentary Breakfast in Oxford Suites Dining Room**
- 8:00-9:00 **Being an Effective Leader-Building an Effective Team:** *Dr. Gene Sharratt*
- 9:00-10:00 **Understanding the Legislative Process:** *Dr. Mitch Denning, Consultant, Alliance of Education Associations*
- 10:00-10:15 **Refreshment Break**
- 10:15-12:00 **Levy Calculations:** *Mark Prussing, CPA, Senior Managing Consultant, Public Financial Management, Inc.*
- 12:00-1:00 p.m. **Lunch**
- 1:00-3:00 **ASB and Accountability:** *Marty Fortin, Director of Outdoor Learning Centers, AWSP*
- 3:00-3:15 **Refreshment Break**
- 3:15-4:15 **What to Expect From the Audit Process: Surviving Your First Audit:** *Rick Bonner, CPA, Audit Manager, Washington State Auditor's Office*
- 4:14-5:00 **What You Need to Know About Payroll and Retirement Issues:** *Cindy Sage, Payroll/Benefits Coordinator, Riverview School District*
- 5:30 **Dinner on Your Own**

Thursday, July 29th

- 7:00-7:45 am **Complimentary Breakfast in Oxford Suites Dining Room**
- 8:00-9:00 **Procurement Laws: Purchasing -What you should and should not do:** *Jennifer Farmer, Director of Business Services, Everett School District*
- 9:00-10:00 **Internal Controls From a School District Perspective:** *Amy Fleming, Director of Business Services, Puget Sound ESD*
- 10:00-10:15 **Refreshment Break**
- 10:15-11:00 **Internal Controls** *continued*
- 11:00-12:00 **Working With Your School Board:** *Nancy Moffatt, CSBA, Executive Director WASBO*
- 12:00 **Conference Conclusion—Box Lunch for the Road—Don't forget your CPE and Clock Hour Forms**

DESCRIPTION OF CURRICULUM AND FACULTY

How Your ESD Can Support You

Bill Tilton, Fiscal Services Director with Educational Service District 105 in Yakima, works with a large number of school districts – large and small – to provide ongoing support and assistance to the new and not-so-new business officer. Bill brings a wealth of knowledge to the districts he serves and will provide an overview of the kinds of services available in your local ESD.

The Fiscal Connection with Personnel Reporting

As a Business Manager, it is imperative that you have a complete understanding of the S275 report and how it relates to State and Federal funding for schools. • **Lydia Sellie** is the Director of Finance with the Northshore School District. Lydia worked in the State Auditor's Office for five years before she moved to the Bellingham School District in 1997. She moved into her current position with Northshore in 2001, where she is responsible for budgeting, forecasting, policy analysis, and maintains close interactions with the Human Resources Department related to personnel reporting.

Accounting Code Structure/Use; County Treasurer's Role; Debt Service Funds

This presentation will cover: an introduction to the State Accounting Manual and the organization of the account code structures; (activities, programs, objects, etc.) of the various funds; the importance of the role of the County Treasurer and the reports they are expected to issue about your district; the management of the Debt Service Fund; and budgeting and monitoring. • **Holly Burlingame** has worked in school business for over thirty years. Holly is currently at the Northshore School District where she serves as their Director of Accounting. She is responsible for Accounting, Purchasing, and Payroll in a district with 19,000 students. Holly holds a Bachelor of Science in Accounting and is an active member of the OSPI School District Accounting Advisory Committee.

School Facilities Issues

This presentation will cover state assistance for school construction; how a district becomes eligible for state assistance; how the amount of assistance is determined and the D Form process; the School Facility Manual will be reviewed; recent legislative activity and new rules; information will be provided about the OSPI Facilities Coordinator program; school district organization; transfers of territory, consolidation and annexation; changes to state law and rules that control this process; and the capital fund aid process. • **Tom Kuehn** currently serves as a Regional Coordinator in the Facilities and Organization Department at OSPI.

School Funding and Apportionment Reports: Do you understand your district's apportionment and levy reports?

Cal will provide a brief overview of the School Apportionment and Financial Services section operations, its role and its staff. He will walk through the monthly apportionment reports, what data they rely upon, how they operate and what to look for each month. Additionally, he will walk through the annual levy calculation report F-780. A lot of material in a little time; bring your running shoes! • **Calvin W. Brodie**, CPA has been the Director of School Apportionment and Financial Services at OSPI since August 2002. Cal previously was the enrollment supervisor at OSPI for four years, a state auditor for five and was a CPA in private practice for over ten years. Born and raised in Connecticut, Cal now lives in the Puyallup School District where his wife Kim is the Budget Administrator.

School District Budgeting and Reporting

This presentation covers all facets of budgeting, including the players, timelines, controls, accountability, processes, and needed tools. Revenues and legal requirements will be discussed. It will also include controlling program subsidies and basis for decision-making. Questions and shared experiences will be encouraged. • **Lydia Sellie** is the Director of Finance with the Northshore School District. where she is responsible for budgeting, forecasting, and policy analysis.

Managing Liability

Many business officials find themselves responsible for risk management and insurance as part of their management positions. Understanding the financial and human impacts of school district liability provides the foundation to fulfill these demands and protect students, staff, and the community from harm. • **Scott Emry** is the Risk and Safety Manager for the Lake Washington School District where he maintains oversight of areas like workplace safety, student safety, insurance programs, emergency preparedness, and environmental health and safety. Scott has served as chair of the WASBO Risk Management Committee and has 12 years in the commercial insurance industry.

Survival Tips for Categorical Programs and Grants

There are numerous financial topics you should be on top of, including categorical programs, grants, indirect costs, NCLB, maintenance of effort, budget monitoring omissions, CTE parameters, debarment and suspension. • **Ruth Russell**, CPA, is the Executive Director for Business Services with the University Place School District and she brings over 25 years of experience in working with categorical programs and grants. Ruth will discuss the do's and don'ts in the use of categorical funding and recent changes in program accountability.

Description of Curriculum and Faculty *continued*

Being An Effective Leader – Building An Effective Team

Leadership is critical at all levels to achieving our central mission – improvement in student learning. Highly effective organizations know that leadership is distributed throughout the system. It resides in buildings, the district office and throughout the school district. Dr. Sharratt will help us understand the traits of an effective Business Manager leader and the survival skills necessary to do what must be done. • **Dr. Gene Sharratt** directs the field-based Superintendents' Certification at WSU. Before joining WSU, he spent 30 years as a teacher and administrator in private and public schools. His experience includes classroom teacher, building principal, curriculum director, assistant superintendent, school superintendent and educational service district superintendent.

Understanding the Legislative Process

As a business official, it is important that you understand the basic foundation of the legislative process and how funding decisions and rules are made. • **Dr. Mitch Denning, retired Superintendent and current Legislative Consultant to the Alliance of Education Associations (AEA)**, will share some background information on the legislative process in Olympia and important legislative efforts from the 2010 session.

Levy Calculation, Levy Equalization and Bonds

The special levy is the second largest revenue source in the general fund and the use of bonds is critical to facility construction in the capital projects fund. This session will explore the importance of both of these funding sources and the way in which districts plan for their use. • **Mark Prussing, CPA**, has been involved in public finance for 25 years, developing broad experience from a combination of financial advisory services, investment banking, public service and public accounting. He has been a member of the Washington Association of School Business Officials teaching faculty and guest speaker at the University of Washington and Seattle Pacific University's school superintendent studies programs where he has shared his knowledge and experience to assist school districts.

ASB and Accountability

This will be an opportunity to learn what the areas are that most involve administrators – whether through student / staff participation or public perception. We will talk about audit concerns, fundraising do's and don'ts, when does an activity fall under school vs. parent group responsibility, and how can the money be used. • **Marty Fortin** serves as the Director of the Outdoor Learning Center with the Association of Washington School Principals.

What to Expect from the Audit Process: Surviving Your First Audit Experience

Whether you've been through several audits or have yet to face your first one, Rick will give you tips in sensitive areas such as cash handling, internal controls, apportionment audits, ASB funds handling, and fraud. Also, you will be updated on the status of performance audits in Washington. • **Rick Bonner** is the audit manager for the school programs team with the Washington State Auditor's Office. He has been with the office close to ten years, and has experience in most local government audits, including schools. He lives and works in Wenatchee.

What You Need to Know About Payroll and Retirement Issues

Payroll expenses make up 80-85% of the general fund budget. As a Business Manager, what exactly do you need to know about payroll, retirement, benefits, and collective bargaining agreements? • **Cindy Sage** is presently the Payroll/Benefits Coordinator with the Riverview School District and brings a wealth of knowledge for the new and not-so-new business manager in areas related to payroll and benefits.

Procurement Laws; Purchasing Do's and Don'ts

This presentation will give you the highlights of the state bid laws, the use of federal funds and debarment issues. Basic purchasing procedures addressing bids, quotes, small works, and personal service contracts will be shared, as well as cooperative purchasing agreement efforts. • **Jennifer Farmer** is the Director of Business Services for the Everett School District and brings over 17 years of experience in public procurement to you. A graduate of Seattle University, Jennifer is a Certified Purchasing Manager as designated by the Institute for Supply Management.

Internal Controls From a School Business Perspective

This session will focus on administrative and internal control systems, including background, definitions and purpose, risk assessment, and what auditors look for in an audit. It will also cover practical tips for implementing effective controls in your district. • **Amy Fleming**, Director of Business Services at Puget Sound ESD has over ten years experience in Washington School Finance. She worked at Puyallup School District for five years, Seattle School District for five years and in the State Auditor's Office for eight years, performing school district audits.

Working With your Board of Directors

The school district business official is often required to make presentations to and provide explanations to the local Board of Directors. Additionally, you will find your knowledge drawn upon when important decisions are made in the district related to legal requirements and projected implications. • **Nancy Moffatt**, Executive Director for WASBO has over 25 years experience working with School Boards and will provide some basic strategies for a healthy and positive relationship with your school board.



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Key Functions of School Business Managers

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