



# ASSOCIATION OF SCHOOL BUSINESS OFFICIALS OF SOUTH DAKOTA

**Tuesday, April 23, 2019**

***Business Managers Round Table Discussion with Susan & Bobbi:***

Join us for an informal and educational session to answer all of your questions and also learn from the best. This session was originally geared for newer business managers, however it has proven to be helpful to all who attend. This is an opportunity to ask questions, share experiences, gain insight, and learn from the experts and each other in a non-intimidating atmosphere! If you have a specific question/questions you would like answered or discussed, please include in the Registration Survey so we make sure they are addressed. Hope to see you there!

***School Nutrition Programs: An Update for Business Officials:***

Please join the Child and Adult Nutrition Services (CANS) and the School Nutrition Association of South Dakota (SNA SD) for a discussion about changes and updates in the National School Lunch and School Breakfast Program rules. This session will facilitate discussions about recent program updates, clarifications, and changes as they apply to school business officials. On the agenda is a closer look at the administrative review financial management and the recent flexibilities to the meal pattern requirements. We will cover any last minute hot topics and time is planned to answer your questions. Don't forget this session counts towards your annual training hour requirement.

***Yoga with Tami Darnall:***

Calm your mind. Energize your body. Open your heart. Ignite your spirit. The only requirement is an interest in cultivating openness in your mind, body, heart, and most importantly a desire to breathe, move, and have a good time. Mats will be provided. New comers are welcomed!

***New Business Managers and First Time Attendees Orientation:***

Meet at the front desk lobby for a tour of the facilities and a brief overview of what to expect from the conference. This is also an opportunity to meet and network with other new business managers.

***Social in the Courtyard:***

Please join us in the Courtyard at the Ramkota Hotel for an informal gathering. Light snacks and drink tickets will be available. We will also have a little friendly competition playing "Majority Rules"! The questions are not difficult and the only wrong answer is the one that is not picked by the majority!

**Wednesday, April 24, 2019**

***Wake Up, Walk, & Win:***

Get in some early morning exercise with a walk along the river. Meet with Wanda Kost at the front lobby and start your day with some fresh Pierre air! Don't forget to enter your name for a gift card drawing!

***Keynote Speaker: Judson Laipply:***

Judson Laipply is an enigma wrapped in an anomaly contained inside a quandary. Combining comedy and content, laughter and learning, energy and engagement Judson gives his audiences both instant joy and lasting impact. He's been seen on the Today Show, Ellen, Oprah, GMA, and more. He is the world's first YouTube Celebrity and his finale "The Evolution of Dance" has over a billion impressions. He's been speaking and performing for over 15 years and has been all around the globe. He is also an Ironman Triathlete, terrible singer, and reformed Kool-Aid eater.

Judson Laipply promises to do two things: make you laugh and make you think. For the past seven years, his passion for both has entertained and educated audiences all over the world. Judson is an award-winning speaker and performer who utilizes a phenomenon labeled “Inspirational Comedy” to blend the realities of life with side-splitting humor.

**“Life is Change”**

Everything changes.

Socrates once said, “**Perfection is constant change.**” Life is change. Day in and day out the thing that remains constant is change. Judson combines laughter inducing stories with thought-provoking ideas to drive home the point that we are in the constant presence of change.

His stories, personal experiences, crowd participation, high energy, and laughter **help people learn how to let go of the things out of their control, and focus their energies on things they can change.**

Judson’s finale, ***The Evolution Of Dance*** will leave you with an unforgettable message, one which will remind everyone that “Life is Change,” and that we have the ultimate control over the outcome.

***GASB Updates - Rod Fortin***

This presentation will specifically discuss Governmental Accounting Standards Board Statement No. 84 *Fiduciary Activities* and Governmental Accounting Standards Board Statement No. 87 *Leases* and how each statement will affect your local School District. This presentation will also discuss Statements that will be applicable in the near future.

***Breakout Session #1:***

**#1 Motivation vs. Manipulation: Understanding and Utilizing Both to Help Drive Change - Judson Laipply**

To complement and drive well-architected strategies, team building requires people who are engaged, recognized, motivated and inspired; people who can challenge, transform, and be accountable. Explore the complex role of group interaction and individual behavior in order to guide and optimize strong leadership skills and a strategic mindset. This interactive session will help you understand the origins of behavior; manage change, while maintaining focus on the goal, and make you think-creatively & critically so that you can motivate and inspire those around you to get on the bus that’s headed toward your organization’s vision and mission.

Learning Objectives:

1. Identify the difference between motivation, manipulation, and how they can both be used to build teams that will affect change toward fulfillment of organizational initiatives,
2. Understand and recognize cognitive bias and how it influences behavior & decision-making, and,
3. How to create lasting belief systems and behaviors in ourselves and others, transform the human resources that drive the success of an organization.

**#2 FMLA and Health Insurance: Risks and Things to Consider – Brice Christensen & Abbey Vanderwerf**

Why does everything have to relate back to health insurance? This session will address the risks that your school could be facing if you don’t have proper policies and procedures when administrating leave under the Family Medical Leave Act, and the steps you can take to begin mitigating those risks.

**#3 Capital Assets - Rod Fortin**

School Districts have an enormous investment in their capital assets and routinely manage innumerable smaller capital-type items which effective stewardship and control must be maintained. This presentation will discuss accounting, reporting, and controls specifically related to capital assets.

#### **#4 School Law As It Applies to Business Managers - Gerry Kaufman**

Business Managers are directly or indirectly responsible for implementing many school related laws. This session will address a number of those laws which impact Business Managers, their work and their responsibilities.

#### **#5 SDHSAA Budget & E-Ticketing and Sub-State Financial Forms – Dr. Dan Swartos, Executive Director and Mr. Isaac Jahn, Finance Director**

This session will be an explanation of the SDHSAA budget, including sub-state financial forms (SDHSAA Mandated Expenses by Activity) and member school dues and fees. Mr. Jahn will also cover E-Ticketing – how to validate tickets, how e-tickets impact your financial forms, and how to purchase e-tickets.

#### ***Breakout Session #2:***

##### **#1 SD Mentoring Program: Understanding the End-of-the-Year Payment Process - Matthew Gill**

The 2016 Legislature created a program to provide for the mentoring of teachers new to the profession in South Dakota school districts. The program provides new teachers access to a mentor teacher for a period of two years, along with participation in a summer workshop annually. For the 2018-2019 school year, over 760 mentors and new teachers from 98 school districts are in the program. This session will give an overview of the payment process and explain the end-of-year expectations for business managers.

##### **#2 FMLA and Health Insurance: Risks and Things to Consider – Brice Christensen & Abbey Vanderwerf**

Why does everything have to relate back to health insurance? This session will address the risks that your school could be facing if you don't have proper policies and procedures when administrating leave under the Family Medical Leave Act, and the steps you can take to begin mitigating those risks.

##### **#3 School Bus Safety, Inspections & Rules to Follow – Lt. Joel Peterson**

This session will address questions regarding the use of school busses and general school transportation issues. Topics covered will include: hours-of-service limits for school bus drivers, size of vehicles permitted without a CDL, vehicle restrictions, drug testing regulations, school bus use for non-school purposes, transportation to district private school students, school bus driver training, DOT physical requirements, and many others.

##### **#4 Developing & Presenting an Understandable Budget - Paul Lundberg & Rick Hohn**

We, as business managers, understand our Annual Budgets and we assume others do as well— maybe the School Board and Community don't understand it like we think they do. This session will offer various suggestions in relation to the development of an understandable budget along with some guidelines in relation to presenting the budget to the School Board and Community so they can comprehend the main/important aspects.

##### **#5 How to Avoid an Extra Trip to Pierre: Know Your Accountabilities – Matt Flett**

School Districts have annual targets to exceed in relation to Average Teacher Compensation or face a potential penalty. In addition, cash balance caps for the General Fund have returned. Come to this breakout session to learn what your district needs to do to stay in compliance and not face potential penalties.

#### ***Breakout Session #3***

##### **#1 FMLA, it's OK! - Jennifer Conway**

This session will take you through the in's and out's of the Family and Medical Leave Act (FMLA) and how it relates to school employees. FMLA can be intimidating, but taking the process step by step with an understanding of why, you will be OK with FMLA!

##### **#2 Sales Tax: When Is It Applicable to Schools? - Department of Revenue, Nick Rea**

This session will be an overview of Sales Tax in South Dakota, with an emphasis on a School's tax liability. Topics covered include: admissions, food service programs, camps, booster clubs, student organizations, fund raisers, employee purchases, and school travel.

##### **#3 The South Dakota Public Records Act & Records Retention – What Every School Business Official Should Know - Scott Swier**

This presentation will discuss the South Dakota Public Records Act and its application to South Dakota School Districts.

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#### **#5 Staffing Simplified! How TalentEd Can Help You Attract & Hire the Best Candidates, No Matter the Size of Your School – PowerSchool & Lisa Bjorneberg, Teachwell Solutions**

Are you having trouble attracting candidates for hard-to-fill positions? Does your hiring process need streamlining? Learn how a new partnership between TalentEd and Teachwell Solutions can help you by placing your openings on the nation's largest K-12 job board and the effortlessly manage all hiring activities – from interview schedules, to reference checks and diversity reports with K-12 education's leading applicant tracking solution.

#### **Mini Sessions:**

##### **#1 School Accounting System Training Tidbits – SUI – Linette Simpson**

During the session, various shortcuts and tips in the School Accounting System will be reviewed. Linette will also review a few enhancements made to the software in recent updates.

##### **#2 Curious About the SFO Certification? - Kathy Holter**

Developed by school business management professionals and supported by ASBO International, the Certified Administrator of School Finance and Operations (SFO) defines the essential skills and knowledge that every effective school business professional should possess and lets employers know that you have real-world, practical expertise that can be readily applied to the current work environment. This mini session will explain the certification, review the process of attaining the certification, and answer any questions you may have on becoming a SFO.

##### **#3 ASBO International Conference - Jared Olson**

If you are looking to learn more about what is available at ASBOI (National Harbor, Maryland, October 25-28, 2019) this session will provide a general overview of the professional development opportunity. Plenty of time will be available for questions for those that want to know more about the logistics, cost and return on that investment. Remaining time will be spent sharing things learned from ASBOI 2018.

##### **#4 Are You Prepared? - Amy Arbach**

Are you prepared in the event of a fire at your school? People think this will never happen to them, however it does. Learn about simple tips you can do today to aide in the event of this disaster at your school.

##### **#5 Teachwell Live: Busting Myths About Teletherapy – Renae Gingrich, MA-CCC, SLP & Terri Jensen, MA-CCC, SLP**

Are you curious about how Teletherapy can meet your related services needs? Come hear about this successful and innovative program!

#### **Networking Social/Dinner/Entertainment:**

Join us for an evening full of networking, awards, food, and fun! During the social, the vendor prizes will be distributed, the ASBOI scholarship winners will be named, retirees will be acknowledged, time awards will be presented, the New Business Official Shining Star Award will be announced, and the Outstanding Business Official will be recognized. Since we will be honoring so many of our members for their professional accomplishments, the board is requesting that the dress be business casual or better.

After dinner, be prepared to be entertained and astonished by z\*stonish. Z\*stonish will bring a unique flare of excitement to his performance that promises to leave you in awe and on the edge of reality! With an atmosphere full of amazement and laughter you will have an awesome time. The show is professionally and tastefully done. It's clean and appropriate while still completely hilarious! Whether it's magic, hypnosis, or both - you can rest assured that the entertainment will be of a high caliber and unforgettable.

**Thursday, April 25, 2019**

***ESSA Reporting and More from DOE - Susan Woodmansey & Bobbi Leiferman***

The Department of Education will discuss and present the ESSA template workbook, provide feedback received from the test volunteers, and review the timeline for ESSA. Also discussed will be the Teacher Compensation and Excess Cash waiver process and tips for easy annual report submission.

***Legislative Updates - Rodney Freeman***

School Attorney Mr. Rodney Freeman will inform, educate, and enlighten us on what we need to know and what we need to do as a result of this last Legislative Session. Reminder: He is only the messenger!

***STUCK IN THE MIDDLE??? – Rick Melmer***

School Business Officials serve a unique role in each school district. They are expected to interact effectively with all levels of the organization. This session is designed to help you understand your unique personality style as well as providing you with tools to gain a better understanding of the important people in your personal and work lives.