



PROPOSED AGENDA ITEM

MEETING DATE: May 22, 2008

SUBJECT: ASBO Conference

DESCRIPTION:

Staff Development conference -travel request – Paul Fritz, Business Manager

94th Meeting and Exhibits – ASBO
Association of School Business Officials International
Denver, Colorado
November 7-10, 2008

(The travel expense is budgeted in 10-2834-580)

RECOMMENDATION:

Motion to approve Paul Fritz to attend the ASBO annual conference in Denver, Co
November 7-10, 2008.

94th

Annual Meeting and Exhibits

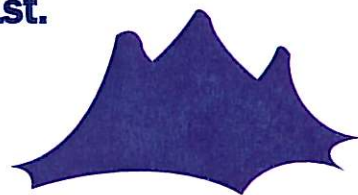
DENVER, COLORADO

November 7-10, 2008

REGISTRATION BROCHURE

Register Now

**Save \$100 when you register by
September 12th. Registration
opens May 1st.**



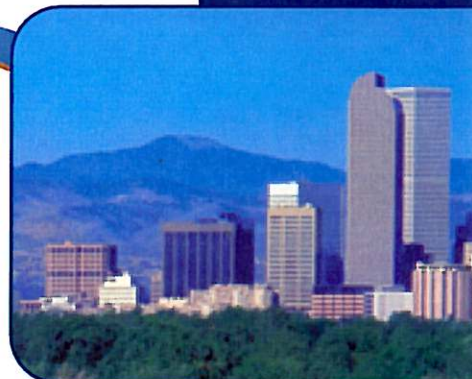
DENVER
Reaching New Summits



**Association of School Business
Officials International**

ASBO International
11401 North Shore Drive
Reston, VA 20190-4200

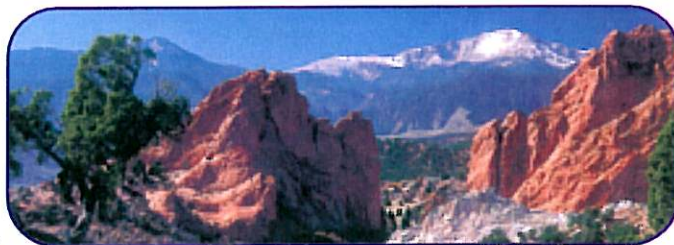
P 866/682-2729
F 703/708-7060
www.asbointl.org



DENVER awaits you!

New Summits for the School Business Profession

In most districts, the vast responsibilities of 403(b) compliance, purchasing, education law, and facilities management fall to just one person or a small department. ASBO International's 2008 Annual Meeting will boost the power of your team—connecting you to over 1,500 school business professionals. You'll see that there's no such thing as a unique challenge; someone else has been there and can guide you through.



Define and Learn How to Reach Your Summits

What does "Reaching New Summits" mean to you? Just as the word *summit* has many definitions, we each have our own definitions of professional goals. At the 94th Annual Meeting and Exhibits, you will learn how to reach your summits. Join us in Denver to share strategies and best practices for effectively managing education resources and growing professionally and personally.

Mile High Professional Development

With the breathtaking Rocky Mountains as its backdrop, Denver welcomes you with year-round adventure, a thriving arts scene, and an exciting nightlife. In November, this vibrant city will bring you the premier professional development event of the year for school business managers. The annual meeting will show you how your colleagues are triumphing with the same challenges you are facing. For nearly 100 years, ASBO has been providing school business professionals with ideas and tips—in all facets of the profession—to take back to their school districts. Make sure you experience this once-a-year opportunity!

Access Annual Meeting Content Throughout the Year—At No Cost

Live Learning Center

You may leave Denver at the end of the 2008 Annual Meeting, but you will be able to access its valuable professional development content throughout the year.

ASBO International, in partnership with Content Management Corporation, is pleased to offer full paying registrants of the 2008 Annual Meeting and Exhibits free access to view all recorded educational sessions through the ASBO International Live Learning Center.

Experience the sessions as they happened, captured in digital audio with synchronized slides and handouts. Or, download an MP3 file and listen on the go. For more information, go to www.asbointl.org.

It's a \$299 value offered to conference attendees for free.

Can't attend the conference? Then, we'll bring the conference to you! Go to www.asbointl.org for information or to purchase access to the Live Learning Center for \$299 (members) or \$399 (non-members).

All photography courtesy of the Denver Metro Convention and Visitors Bureau except for Keynote Speaker photos, ad images and Denver Sheraton photo.

2008 Keynote Speakers



Jason Dorsey

Saturday, November 8

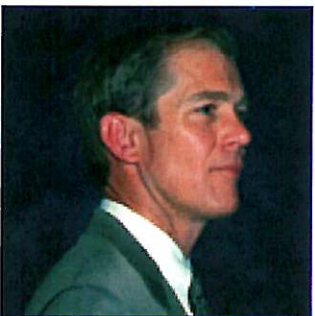
"You're special and you can be whatever you want—and if it doesn't work out, you can move back home" is the anthem that the Millennial generation, now 20-somethings heading into the workforce, grew up hearing. A Millennial himself, Jason Dorsey will give you an inside look at this group that, unlike previous generations, puts their personal lives before their profession. With high energy and humor, Dorsey will share his vision of how his generation will transform the workplace into a fun, flexible environment, and, yes, even a place where you get work done.



The Water Coolers

Sunday, November 9

A day in the life of a school business official with all the frustrations and the gems—set to music! From pretending you understand the new 403(b) regulations to deciding whether or not to call a snow day, The Water Coolers will have you laughing out loud at the things SBOs face just making it through the week. These comic sketches satirize the myths, mores, and madness of office life. Dive into a salute and a shout out to our fast-changing, fast-talking, hard-driving workplaces.



Steve Ford

Monday, November 10

Successfully negotiating a bumpy road that's taken him from the White House to Hollywood, Steve Ford, the son of former President Gerald Ford and Betty Ford, will share hilarious White House stories and delve into more serious topics—such as the importance of strong family values, the need for personal accountability, and alcohol and drug abuse awareness—that will inspire you. Join Ford as he guides you through his strategies for handling the ups and downs of life.

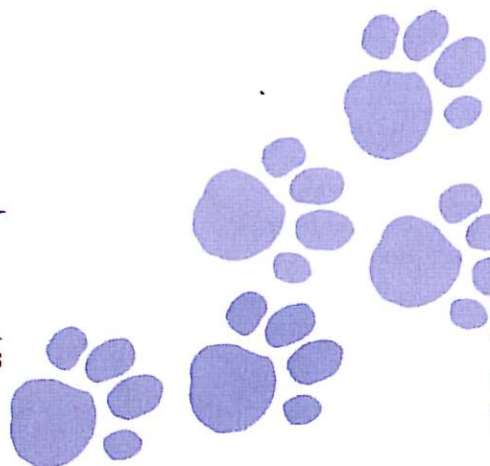


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2008 Tentative Schedule at a Glance

IO = Invitation Only
\$ = Additional Fee

Friday, November 7, 2008

6:30 a.m. - 2:30 p.m.	Golf Outing (\$)
7:00 a.m. - 6:30 p.m.	Registration Open
8:00 a.m. - 4:30 p.m.	Optional Guests Program— Rocky Mtn. National Park (\$)
8:00 a.m. - 12:00 p.m.	Half-Day Pre-Annual Meeting Workshops (\$)
8:00 a.m. - 5:00 p.m.	Full-Day Pre-Annual Meeting Workshops (\$)
11:00 a.m. - 12:00 p.m.	Orientation Workshop— Great for Newcomers
1:00 p.m. - 5:00 p.m.	Half-Day Pre-Annual Meeting Workshops (\$)
1:00 p.m. - 5:00 p.m.	Bridges to the Future Scholarship Workshop (IO)
2:30 p.m. - 4:00 p.m.	ASBO Choir Rehearsal
4:00 p.m. - 5:00 p.m.	Open Bylaws Meeting
4:00 p.m. - 5:00 p.m.	Orientation Workshop— Repeat of 11 a.m. Session
5:30 p.m. - 7:30 p.m.	Opening Mixer

Saturday, November 8, 2008

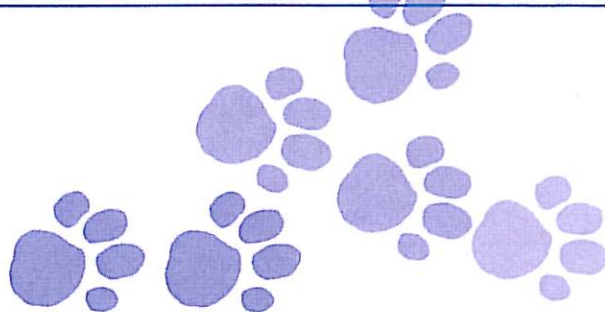
7:00 a.m. - 4:00 p.m.	Registration Open
8:45 a.m. - 10:30 a.m.	First General Session
7:30 a.m. - 8:30 a.m.	ASBO Choir Rehearsal
11:00 a.m. - 12:00 p.m.	Optional Guests Program— Tour of Brown Palace Hotel
10:45 a.m. - 12:30 p.m.	AEDG Meeting
12:30 p.m. - 1:30 p.m.	Affiliate ED and Leaders Lunch
11:00 a.m. - 12:00 p.m.	Discussion Groups
12:00 p.m. - 1:00 p.m.	Meritorious Budget Awards Reviewer Luncheon (IO)
1:15 p.m. - 1:30 p.m.	Exhibitor Orientation
1:30 p.m. - 2:30 p.m.	Exhibitor Professional Development
1:45 p.m. - 2:45 p.m.	Discussion Groups
3:00 p.m. - 6:00 p.m.	Exhibit Hall Opening Reception
3:30 p.m. - 6:00 p.m.	Information Technology Showcase
6:30 p.m. - 7:15 p.m.	Sponsor Recognition Reception (IO)

Sunday, November 9, 2008

7:00 a.m. - 4:00 p.m.	Registration Open
8:45 a.m. - 10:30 a.m.	Second General Session
10:30 a.m. - 3:30 p.m.	Exhibit Hall Open
10:45 a.m. - 12:00 p.m.	Clinic Tables
10:45 a.m. - 12:00 p.m.	Optional Guests Program— Native American Storyteller
11:00 a.m. - 1:00 p.m.	Information Technology Showcase
12:15 p.m. - 1:30 p.m.	Guests Luncheon (\$)
1:00 p.m. - 2:15 p.m.	Gold Mine Sessions
1:15 p.m. - 2:15 p.m.	Discussion Groups
2:30 p.m. - 3:30 p.m.	Discussion Groups
3:45 p.m. - 5:00 p.m.	Thought Leaders

Monday, November 10, 2008

8:00 a.m. - 4:00 p.m.	Registration Open
8:45 a.m. - 10:30 a.m.	Third General Session
10:30 a.m. - 12:00 p.m.	Exhibit Hall Open
10:30 a.m. - 11:30 a.m.	New Breakfast in Exhibit Hall
11:00 p.m. - 1:00 p.m.	Committees Meeting Lunch (IO)
11:00 a.m. - 12:00 p.m.	Information Technology Showcase
12:00 p.m. - 1:30 p.m.	Bridges to the Future Scholarship Luncheon (IO)
1:15 p.m. - 2:15 p.m.	Discussion Groups
1:30 p.m. - 3:30 p.m.	Optional Guests Program— Birds of Prey
2:30 p.m. - 3:30 p.m.	Discussion Groups
3:45 p.m. - 4:45 p.m.	Discussion Groups
5:30 p.m. - 7:00 p.m.	President's Reception/ "So Long, Denver...Hello, Chicago!"



Mile High Reasons to Visit **DENVER**

Located at the base of the Rocky Mountains, Denver is one of America's most beautiful cities—and one of the most fun. Blessed with 300 days of sunshine a year, Denver is a lively city and a paradise for people who love the outdoors. Here you'll find the nation's largest city park system, 90 golf courses, and an incredible 850 miles of paved bike trails. But Denver is also a cultural and sophisticated city. By attending the 2008 Annual Meeting, you'll discover all of these delights and more.

Denver really is exactly one mile high.

In Denver's air, golf balls go 10% farther, alcoholic drinks pack more of a wallop than at sea level, the sun feels warmer, and the sky really is bluer.

Denver is a cultural city with the most-educated population in America.

In its Old West days, Denver had a performance of Macbeth in a saloon before it had a school or a hospital. Today, the Denver Performing Arts Complex has nine theaters seating 10,000 people and is second in size only to New York's Lincoln Center.

Denver brews more beer than any other city.

The first building in Denver was a saloon, so it's natural that Denver would become a great beer town. On an average day, Denver breweries make more than 80 different beers.



Design Your Own **Professional Development**

Define your own professional summits, then design your conference schedule to fit your needs. All Annual Meeting sessions—including the Pre-Annual Meeting Workshops listed on page 7—are aligned with ASBO's Professional Standards to highlight the areas of interest that most affect you as a school business official. Go to www.asbointl.org for a full schedule of sessions by track and an opportunity to design your own conference schedule on the Live Learning Center—before you leave for Denver!

Session Tracks



Educational Enterprise

Focuses on public policy, intergovernmental relations, and the legal frameworks that affect schools.



Financial Resource Management

Provides expertise on the effects of financial management on budgeting, financial planning and reporting, accounting, investments, debt management, and business technology.



Human Resource Management

Addresses personnel management concepts and leadership styles, including personnel and benefits administration, professional development, labor relations, and employment agreements.



Facility Management

Focuses on the latest in school planning and construction, school maintenance, and the environmental aspects of school operations.



Property Acquisition and Management

Focuses on purchasing, supply and fixed-asset management, and real estate management.



Information Management

Deals with critical information on strategic planning, instructional support programs, and management information systems.



Ancillary Services

Addresses issues involving transportation, risk management, and food service.



International Aspects

Focuses on global school business management issues.



Leadership Development

Focuses on aspects of developing leadership skills in the field of school business management.



Continuing Professional Education (CPE)

Some education sessions offer CPE credit. ASBO International is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing education on the National Registry of CPE Sponsors.

Pre-Annual Meeting Workshops

Sign up for a Pre-Annual Meeting Workshop and earn the continuing education units (CEU) and continuing professional education (CPE) credits you need.

Pre-Annual Meeting Workshops explore critical school business management issues in depth and engage you in discussions on a variety of topics. Workshops are either half-day or full-day sessions and include an additional registration fee that is added to the Annual Meeting Registration Fee. Sign up today by filling out the enclosed registration form.

CEU and CPE Information

ASBO International has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 8405 Greensboro Drive, Suite 800, McLean, VA 22102. In obtaining this approval, ASBO International has demonstrated that it complies with the ANSI/IACET Standards which are widely recognized as standards of good practice internationally. As a result of their Authorized Provider membership status, ASBO International is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standards.



ASBO International is also registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing education on the National Registry of CPE Sponsors. State boards of accountancy have the final authority on the acceptance of individual courses for CPE credit.

Complaints regarding registered sponsors may be addressed to:



National Registry of CPE Sponsors
150 Fourth Avenue North Suite 700
Nashville, TN 37219-2471
www.nasba.org

The instructional delivery method for these Pre-Conference Workshops is Group - Live, and no prerequisites or advance preparations are necessary for participation, unless otherwise indicated. ASBO will also offer CPE credit for select Discussion Group sessions at the Annual Meeting using this instructional delivery method. Visit the ASBO Website for more information about these sessions.

To receive CEU or CPE credit for Pre-Annual Meeting Workshops and select Discussion Groups, attendees must verify attendance at the beginning and end of the Workshop or Discussion Group and complete the session evaluation.

Complaint Resolution and Refund Policy

For more information regarding administrative policies, such as complaint and refunds, contact our offices at ASBO International, 11401 North Shore Drive, Reston, VA, 20190 or call 866/682-2729 x7080. ASBO International reserves the right to cancel a Pre-Annual Meeting Workshop due to low enrollment. In the event ASBO cancels a Workshop, a full refund will be given or registrants may choose to register for another Workshop.

Friday, November 7, 2008

Workshop 1 Denver Area School Tours



8:00 a.m. - 5:00 p.m.
Member \$180/Non-Member \$260
CEUs: .7

Topic Level: All levels

ASBO's School Facilities Management Committee is excited to present Denver's engaging school facilities. The unique materials, colors, massing, design, and social areas speak to the heart of every learner and faculty member. This tour will transport you to outstanding facilities throughout the city to fully experience Denver's schools set amidst its majestic skyline of rocky mountains. The tour will depart from the Colorado Convention Center at 8:00 a.m. for a day of "site" seeing and return mid-afternoon. You will meet architecture professionals, facility planners, and administrators from each site as well as student ambassadors.

Learning Objectives: 1. Describe facility planning techniques. 2. Network with other national and international facility planning professionals. 3. Apply

architectural and planning concepts to your modernization and new construction programs.

Speakers: Steve Hoban, Director of Operations, Security & Environmental Services, Boulder Valley SD RE-2, Boulder, CO; David J. Peterson, Chief of Facilities, Scottsdale USD #48, Phoenix, AZ

Workshop 2 The School Business Official's Toolbox (It's a Wonderful Life)



8:00 a.m. - 5:00 p.m.
Member \$180/Non-Member \$260
CEUs: .7, CPEs: 8

Topic/Program Level: All levels, Basic
Field of Study: Business Management and Organization
Program Prerequisites: None
Advance Preparation: None

This workshop is a must for all new school business administrators and a valuable resource for veterans. You will leave with a good understanding of the responsibilities of today's school business managers and the resources available to help you do your job more effectively. Seasoned administrators also will leave with ideas for succession planning.

Learning Objectives: 1. Identify all areas of business

management. 2. Enumerate responsibilities and identify resources. 3. Develop a preliminary succession plan.

Speakers: Angela D. Peterman, RSBS, Executive Director, Oregon ASBO, Salem, OR; Ellen Skoviera, Assistant Superintendent for Business and Operations, Leander ISD, Leander, TX; Joseph F. Passiment, Jr., Business Administrator/Board Secretary, Manalapan-Englishtown Regional Schools, Englishtown, NJ

Workshop 3 Meeting the Challenge of Labor Negotiations



8:00 a.m. - 5:00 p.m.

Member \$180/Non-Member \$260

CEUs: .7, CPEs: 8

Topic/Program Level: All levels, Basic

Field of Study: Personnel/HR

Program Prerequisites: None

Advance Preparation: None

Does participating in labor negotiations with integrity and using objective costings of salary and insurance proposals sound like a dream? In this hands-on workshop, learn practical tools and skills for insurance bargaining and salary guide re-engineering. Learn how to preserve the integrity of the business official and help create the optimal financial path in labor negotiations. You will also explore techniques for success for both interest-based negotiations and proposal-based negotiations models.

Learning Objectives: 1. Describe the roles played, ethical principles followed, and techniques utilized by business officials in collaborative and traditional bargaining. 2. Identify and use tools and techniques on front loading, back loading, salary guide re-engineering, increment bargaining, differentials, split schedules, retroactivity calculations, adding (or deleting) columns and steps, and a rational method for comparing insurance plans. 3. Illustrate methods for presenting objective data, demonstrate the consequences of various proposals, and communicate "what-if" proposal costing and comparisons.

Speakers: Ron Wilson, Executive Director, North American Education Negotiations, Salem, OR; Phil Stern, Past President, North American Education Negotiations, Salem, OR

Workshop 4 LEED® Overview for SBOs—Speaking the Language of Green through the LEED® Rating Systems



8:00 a.m. - 5:00 p.m.

Member \$180/Non-Member \$260

CEUs: .7

Topic Level: All levels

As Leadership in Energy and Environmental Design (LEED®) principles are increasingly integrated into school design, construction, and maintenance, school business managers educated in LEED green building terminology and rating systems can play leadership

roles in their districts' efforts to create and maintain environmentally sustainable schools. This workshop will focus on LEED terminology, the LEED New Construction and Existing Building rating systems and credit categories, the benefits of becoming a LEED Accredited Professional (AP), and additional study required to pass the LEED AP examination.

Learning Objectives: 1. Define and utilize LEED terminology in discussions of green building design, construction, and maintenance. 2. Summarize the LEED New Construction and Existing Building rating systems and credit categories. 3. Identify the additional post-workshop study activities needed to pass the LEED Accredited Professional examination.

Speakers: Rick H. Walker, Sr. National Manager of Environmental Solutions, Siemens Building Technologies, Buffalo Grove, IL; Barry Giles, President, BuildingWise LLC, Watsonville, CA

Workshop 5 The Privacy-Friendly School District: 4 Steps to Building Stakeholder Trust and Confidence



8:00 a.m. - 12:00 p.m.

Member \$100/Non-Member \$150

CEUs: .3

Topic Level: All levels

This intense workshop will cover current privacy and information security best practices. Learn the fundamentals of how to take on the role of the school district's privacy officer. You will gain sufficient exposure to privacy and information security principles to be able to implement a basic privacy best practices program in your school district. By implementing these best practices, you will reduce the risks associated with privacy and information security breaches.

Learning Objectives: 1. Describe the fundamental identity theft, privacy, and information security risks in an educational setting. 2. Identify the basic compliance documentation and content required to reach compliance and to minimize liability in the event of a breach. 3. Outline the process to develop appropriate content for continuing education and training of employees on privacy issues.

Speaker: Joseph Campana, Ph.D., CIPP/G, CITRMS, J. Campana and Associates, LLC, Madison, WI

Workshop 6 Crisis Preparedness—Leadership for Disaster Recovery



8:00 a.m. - 12:00 p.m.

Member \$100/Non-Member \$150

CEUs: .3, CPEs: 4

Topic/Program Level: All levels, Basic

Field of Study: Business Management and Organization

Program Prerequisites: None

Advance Preparation: None

Disaster recovery of IT-related operations and information is critical to the 24/7 operations of your district and its overall business continuity planning. The time to plan and prepare for a disaster and to establish a cybersecurity plan is before the event happens. What preparations need to be made? What works? This session will share best practices from those who have experienced disasters.

Learning Objectives: 1. Describe what is needed for a comprehensive disaster recovery and business continuity plan and how IT fits into it. 2. Identify effective tools and strategies for developing a comprehensive plan. 3. Discuss insights from districts that have developed effective plans.

Speaker: Linda Sharp, CyberSecurity Project Manager, CoSN, Englewood, CO

Workshop 7

Summative and Detailed Analysis of the Financial Aspects of Collective Bargaining



8:00 a.m. - 12:00 p.m.

Member \$100/Non-Member \$150

CEUs: .3, CPEs: 4

Topic/Program Level: All levels, Basic

Field of Study: Personnel/HR

Program Prerequisites: None

Advance Preparation: None

This session will show you how you can calculate detailed and summative information, charts, and tables associated with collective bargaining for a school district. Learn how to project "what if" scenarios for the school board negotiating team. The output generated by this EXCEL spreadsheet will provide summative information regarding costs associated with collective bargaining in terms of cost per job classification, insurance costs, percentages and dollar amount increases (or decreases), as well as compounded percentages and average percentages of each of the above items. An EXCEL spreadsheet will be made available to each participant at no cost.

Learning Objectives: 1. Compute information vital to collective bargaining situations using the spreadsheet provided. 2. Evaluate, using the information gathered from the specific spreadsheet, various negotiation items that school administrators and school board members will find useful when negotiating with staff.

Speaker: Tom Sherman, Assistant Superintendent for Business, Mattoon SD, Mattoon, IL

Workshop 8

How to Prepare a Comprehensive Annual Financial Report (CAFR)



8:00 a.m. - 12:00 p.m.

Member \$100/Non-Member \$150

CEUs: .3, CPEs: 4

Topic/Program Level: All levels, Basic

Field of Study: Accounting (Governmental)

Program Prerequisites: None

Advance Preparation: None

This workshop will prepare participants to create a Comprehensive Annual Financial Report (CAFR) and recognize the differences between a regular financial report and one that is considered "comprehensive." In addition, this session will detail the process of submitting an application to ASBO's Certificate of Excellence in Financial Reporting program.

Learning Objectives: 1. Evaluate and communicate a school district's financial position. 2. Compare the characteristics of a regular financial report with those of a comprehensive financial report. 3. Outline the steps for submitting an application to ASBO's Certificate of Excellence in Financial Reporting program.

Speaker: Scott Kies, CPA, Partner, Heinfeld, Meech and Co., PC, Phoenix, AZ

Workshop 9

Anatomy of a Scandal



8:00 a.m. - 12:00 p.m.

Member \$100/Non-Member \$150

CEUs: .3, CPEs: 4

Topic/Program Level: All levels, Basic

Field of Study: Behavioral Ethics

Program Prerequisites: None

Advance Preparation: None

Explore the root causes and consequences of one of the biggest school financial scandals in U.S. history. In 2004, a six-year-long fraud involving more than 20 people came to light at one of New York State's most affluent school districts. In the end, more than \$11 million was stolen. The presentation will describe the history of the fraud, how the fraud was conducted, how the fraud was discovered, and the fallout that ensued. The workshop will close with a review of the basic steps that should be implemented to ensure your school district doesn't fall victim to this type of high profile scandal.

Learning Objectives: 1. Compare your district's current situation to the situation that allowed this fraud to happen. 2. Predict how state and local politicians as well as the press might respond to a scandal of this size.

Speaker: Timothy Conway, Assistant Superintendent, Brewster Central Schools, Brewster, NY

Workshop 10 Green School Design and Construction— An Insider's Perspective



8:00 a.m. - 12:00 p.m.

Member \$100/Non-Member \$150

CEUs: .3

Topic Level: All levels

Learn proven strategies for cost-effectively designing and building green, energy-efficient, high-performance schools in this enlightening and interactive session. The practical insights shared during this session were derived from actual green school construction projects and will prove valuable to anyone planning or currently engaged in their own green building projects. Through case study examination of the newly-completed, \$40 million LEED® Silver Career & Technology Education Centers in Newark, Ohio, attendees will learn, firsthand, the multiple benefits, challenges, and keys to success on any green school construction project.

Learning Objectives: 1. Identify the multiple financial, environmental, and educational benefits of building green. 2. Explain the primary elements and benefits of LEED and Collaborative for High Performance Schools (CHPS®) project certification. 3. Describe several green high-performance school design elements. 4. Describe the common barriers to building green, together with the proven response strategies to keep projects on schedule and on budget. 5. Explain the impact of modern trends in classroom education on green school design. 6. Describe the impact of good indoor environmental quality on enhanced educational performance

Speakers: John Gayetsky, IAQ Resident Practitioner, ASBO International, Dublin, OH; Rick Orr, Facilities Manager, Career & Technology Education Centers, Newark, OH; Joe Ventresca, LEED AP, Director of Energy Services, Green Schools International, Dublin, OH

Workshop 11 Understanding School Districts' Financial Statements



1:00 p.m. - 5:00 p.m.

Member \$100/Non-Member \$150

CEUs: .3, CPEs: 4

Topic/Program Level: All levels, Basic

Field of Study: Auditing (Governmental), Accounting (Governmental)

Program Prerequisites: None

Advance Preparation: None

The Auditing Standards Board (ASB) has issued new standards that require the auditors of your financial statements to change how they evaluate your school district's internal controls, financial statement preparation processes, and the risks associated with performing the audit. School business officials will need to know how to respond to the auditors' probing questions related to how the controls are being followed and their

effectiveness. Participants will review and discuss sample financial statements, audit reports, and worksheets.

Learning Objectives: 1. Identify the types of information in a school district's financial statements. 2. Describe techniques for gathering and preparing financial information for your auditors. 3. Identify new auditing standards that impact financial reports to the public, the board of education, the state and federal oversight bodies, and the financial community.

Speakers: Bert Nuehring, Executive, Crowe, Chizek and Company LLC, Oak Brook, IL; Phillip W. Saurman, CPA, Shareholder-Government Services, HAN & C, PC, Grand Rapids, MI; Neil A. Sullivan, Executive Director of Finance, Spokane SD No. 81, Spokane Public Schools, Spokane, WA

Workshop 12 Emergency Management In Schools—From Planning to Response and Back Again



1:00 p.m. - 5:00 p.m.

Member \$100/Non-Member \$150

CEUs: .3

Topic Level: All levels

This panel discussion will highlight case studies and lessons learned from actual school emergencies, including everything from large loss fires and a classroom explosion to the tragedy of a school shooting. The workshop will highlight the importance of planning, practicing, and revisiting your district's emergency response plan. It also will include a review of the incident management system. You will leave this workshop knowing why it is so important to manage the emergency and not let the emergency manage you.

Learning Objectives: 1. Provide examples of lessons learned from case studies of school emergencies and how they apply to your district. 2. Discuss the importance of planning, practicing, and revisiting the district's emergency response plan. 3. Outline the features of the incident management system.

Speakers: Brian N. Moore, RSBS, Manager of Facilities and Maintenance, Red Clay Central School District, Wilmington, DE; John R. Neville, Manager, Facility Operations, Thames Valley School Board, London, ON; Lee Prevost, President and Founder, SchoolDude.com, Inc., Cary, NC

Workshop 13 ASBO International Facilities Masters Award Program—Promoting and Recognizing Excellence



1:00 p.m. - 5:00 p.m.

Member \$100/Non-Member \$150

CEUs: .3

Topic Level: All levels

Maintaining school facilities goes beyond efficient resource management to providing a clean, safe, and appropriate learning environment. Meeting these objectives is achievable through deliberate, well-informed, and sensible school facilities maintenance planning. ASBO International promotes excellence in school facility maintenance by sponsoring the Facilities Masters Award (FMA) program, built upon best practices identified in the *Planning Guide for Maintaining School Facilities*. The FMA identifies the criteria essential to well-maintained facilities and recognizes school districts that have met these criteria. Participants will learn about the program and criteria for earning the award. Each participant will receive a copy of the *Planning Guide*.

Learning Objectives: 1. Identify the criteria for the FMA. 2. Analyze how other participants' experiences relate to improvements in your district. 3. Describe the steps involved in submitting an award-winning proposal.

Speakers: Roger Young, Principal, Roger Young and Associates, Andover, MA

Workshop 14

Latest News on Health Plans



1:00 p.m. - 5:00 p.m.
Member \$100/Non-Member \$150
CEUs: .3

Topic Level: All levels

Review new laws and rule changes that affect all types of health plans, including Section 125 cafeteria plans, flexible spending accounts, health savings accounts, and health reimbursement arrangements, and learn about actions that the district must take to comply with these changes.

Learning Objectives: 1. Discuss proposed rules for Section 125 cafeteria plans and flexible spending accounts. 2. Identify plan amendments and operational changes that may need to be implemented to satisfy new rules. 3. Describe common compliance problems encountered in health plans.

Speaker: Martha Hutzelman, Esq., Employee Benefits Counsel, New Albany, OH

Workshop 15

Life after OPEB—Pension and Health Benefits Alternatives for School Districts



1:00 p.m. - 5:00 p.m.
Member \$100/Non-Member \$150
CEUs: .3, CPEs: 4

Topic/Program Level: All levels, Basic
Field of Study: Personnel/HR

Program Prerequisites: None**Advance Preparation: None**

New accounting guidelines under GASB35 and GASB45 have limited school districts in their quest to provide competitive benefits for teachers and administrators after retirement. This session will stimulate innovative retirement planning ideas and facilitate information sharing among districts. Attendees will discover alternative benefit designs to avoid problems created by deferred compensation and the immediate accounting of future liabilities. Discussion will focus on using cafeteria plans, health reimbursement arrangements (HRAs), and current and post-retirement compensation alternatives.

Learning Objectives: 1. Identify alternative health and retirement benefits options. 2. Discuss alternative benefit designs that avoid problems created by deferred compensation and the immediate accounting of future liabilities. 3. Describe strategies for using cafeteria plans, HRAs, and current and post-retirement compensation alternatives.

Speakers: Robert J. Simandl, Esq., Partner, Simandl and Murray, S.C., Waukesha, WI; Bret A. McKittrick, Esq., Simandl and Murray, S.C., Waukesha, WI

Workshop 16

How to Create an Award-Winning Budget



1:00 p.m. - 5:00 p.m.
Member \$100/Non-Member \$150
CEUs: .3, CPEs: 4

Topic/Program Level: All levels, Basic**Field of Study: Finance****Program Prerequisites: None****Advance Preparation: None**

The most scrutinized and utilized financial report in all school district financial reporting is the annual budget. Communicating budget information is, therefore, critical. This workshop, based on the Meritorious Budget Awards (MBA) program criteria, will show participants how to develop a budget that meets today's most rigorous demands using guidelines created specifically for school entities. This interactive workshop is for anyone interested in learning more about the MBA criteria, applying to the MBA program, or becoming a reviewer for the MBA program. Upon completion of the workshop, participants will be eligible to enroll as MBA budget reviewers.

Learning Objectives: 1. Demonstrate how to communicate to constituents and school board members through the budget document, the budget process, and funding. 2. Describe best budgeting practices and how to recognize them in the budget document. 3. Organize budget information to provide in-depth data about education programs and their funding stream.

Speakers: Members of the ASBO International Meritorious Budget Awards Advisory Committee

Optional Tour

For tour registration information and pricing, visit www.asbointl.org.

Rocky Mountain Rendezvous

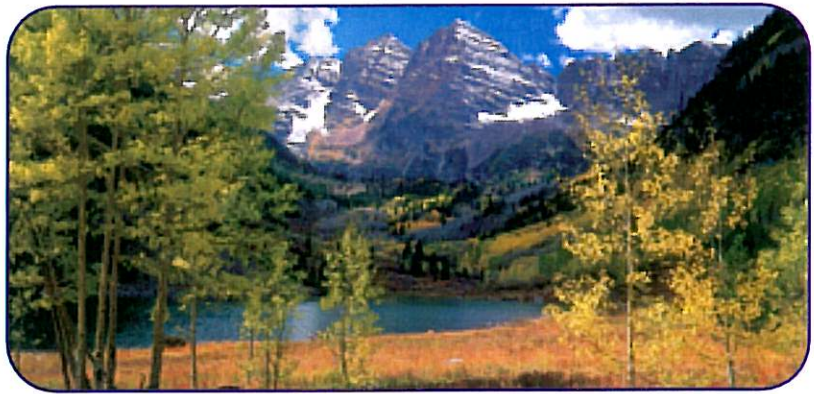
Friday, November 7, 2008

8:00 a.m. - 4:30 p.m.

Enter the ancestral Rockies and wind up the spectacular canyon to Estes Park, eastern gateway to Rocky Mountain National Park—beginning one of the most scenic tours you will ever take.

Continue to Rainbow Curve, a camera-must view. During the tour, you'll reach more than 12,000-ft. elevation while enjoying un-rivaled sights of serenity, beauty, and incredible majesty.

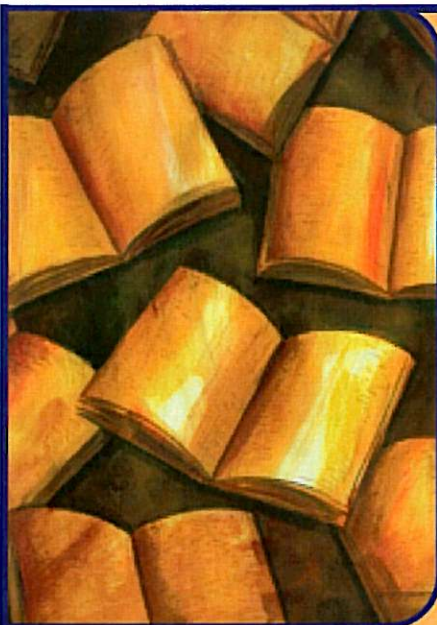
Then, spend the afternoon unwinding with lunch and a bit of shopping in the charming, quaint mountain town of Estes Park.



Year-Round Ideas and Inspiration to Help You Meet Challenges

From the back-to-school rush to summer renovations and planning, as a school business official, you don't have an off-season. **ABSO International** has resources to support you all year. We have tools you can use every day, ideas to make your district more efficient, and flexible professional development.

If you believe in effectively managing resources to give every child the power of education, join the collective voice of the profession.



Association of School Business
Officials International

ASBO International Conference Hotel

Stay in the hub of the meeting and activities. ASBO International has reserved a block of rooms at the Sheraton Denver (formerly Adam's Mark)—so you can stay close to the convention center, enjoy all Denver has to offer, and save money. This year, ASBO has one conference hotel to bring together all conference attendees. Don't miss the convenience and the excitement of staying at the conference hotel.

Note: You must reference that you are with the ASBO International Annual Meeting to be granted the discounted conference rate.

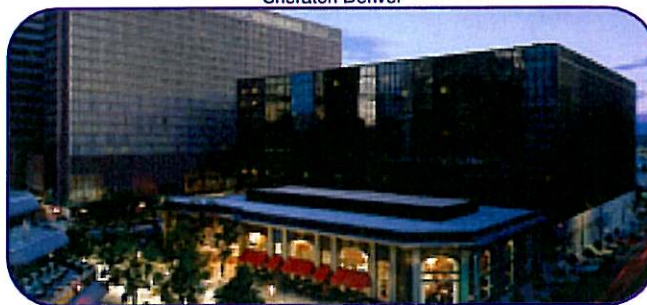
Hotel Accommodations

Important Housing Dates

May 1: General reservations will be open to all members.

October 15: Cut off date for special ASBO hotel rates.

Sheraton Denver



Headquarter Hotel

Sheraton Denver

Visit www.asbointl.org for a direct link to the hotel site and for more information, or, call the hotel directly using the number listed below.

1550 Court Place

Denver, Colorado 80202

Phone: 303/893-3333

Rate: \$149 (single/double)

Official Housing Form for ASBO International's 2008 Annual Meeting & Exhibits

November 7-10, 2008 • DENVER, COLORADO

Sheraton Denver Hotel
1550 Court Place
Denver, CO 80202

Fax: 303/626-2544
Phone: 888/627-8405
Email: marilyn.shaffer@sheraton.com

Rate: \$149
Group Code: ASB1104

To reserve a room, please complete the form and return with credit card number or check to the Sheraton Denver.
Please do not send the form to ASBO.

ROOM REQUEST INFORMATION

First Name: _____ Initial: _____

Last Name: _____

Company Name: _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code: _____

Daytime Phone Number: _____

Fax Number: _____

Email Address: _____

Arrival Date: _____

Departure Date: _____

Room Type: ☐ Deluxe King ☐ Deluxe Queen (2 beds)

Special Requests: _____

Names of People Sharing Room: _____

PAYMENT INFORMATION

☐ Check Enclosed

Credit Card: ☐ Visa ☐ MasterCard ☐ American Express

Name on Card: _____

Account Number: _____

Exp. Date: _____

Signature: _____

INSTRUCTIONS & IMPORTANT INFORMATION

1. Reservations must be received before October 15, 2008. After this date, all convention room blocks will be released.
2. The Sheraton Denver Hotel will send confirmations via email or fax within 24 hours if this form is received Monday-Friday.
3. Payments acceptable include personal check and credit card. Checks must be payable to Sheraton Denver Hotel.
4. Hotel reservations are made on a first come, first served basis. Please mail your forms early.
5. Send only one form if sharing with a colleague. Multiple forms cause duplication and possible double billing.
6. For your own records, please keep a copy of this housing form.
7. Prior to October 15, all changes or cancellations must be made via fax, phone, or email.

Frequently Asked Questions

Registration Questions

How do I register?

A: There are 3 easy ways to register:

1. ONLINE: www.asbointl.org
2. MAIL: Annual Meeting Registration
ASBO International
11401 North Shore Dr.
Reston, VA 20190
3. FAX: 703/478-0205

What are the registration deadlines?

A: If you register before September 12, 2008, you will receive \$100 off your registration fee. Pre-registration closes October 10, 2008. After October 10, 2008, please plan to register on site.

What does my registration fee cover?

A: Registration for the Annual Meeting includes the Opening Reception, General Sessions, Exhibit Hall, educational sessions, President's Reception, and access to the Live Learning Center. Optional events and Pre-Annual Meeting Workshops are an additional fee.

I'm not an ASBO International member. Can I join now with registration and realize the member benefits for the Annual Meeting?

A: Absolutely! We encourage you to take advantage of the Annual Meeting/Membership Package. In addition to getting the benefits of full registration to the Annual Meeting, you will immediately reap the benefits of the quality publications, access to cutting-edge information, and networking opportunities provided through our Members Only Website! In fact, once the Membership Package payment is received, you will be sent a welcome kit of valuable ASBO International information. For any questions about ASBO membership, please call Siobhan McMahon, Director of Membership, Marketing and Communications, at 866/682-2729 x7076.

If I'm already a member, can I use the Annual Meeting/Membership Package?

A: Yes, if your membership will expire between May 1, 2008, and December 1, 2008, you may renew at the same time you register for the Annual Meeting. If your expiration date does not fall in this window, please do not use the Annual Meeting/Membership package. Instead, choose the Meeting Registration Only. If you do not know your membership expiration date, please call Member Services Coordinator Theresa Boulware at 866/682-2729 x7080.

If I register for the Annual Meeting/Membership Package and then cancel my Annual Meeting registration, will I receive a refund for my membership?

A: No, you will not receive a refund for your membership. Membership dues are non-refundable.

Can I pay with a purchase order?

A: Yes...and no. Please understand that a purchase order only RESERVES your registration. A purchase order does not constitute payment. It is only a commitment to remit payment as soon as possible. If full payment has not been received prior to the meeting, you will be expected to pay at registration on site.

I am local to Denver. Can I register for one day only?

A: Yes. We offer daily registration. Simply indicate the day(s) you wish to participate and then visit the registration area to collect your day-pass and other registration materials.

Note: This daily registration fee will gain you access to the General Session, Exhibit Hall, and educational sessions for the day you are attending. Optional events and Pre-Annual Meeting Workshops are an additional fee.

How do I bring a guest?

A: It's easy! Simply add \$50 to your registration fee and make

sure to complete the "Guest" section on the registration form to ensure a badge is prepared. Please use guest registration only for accompanying registrants who are not speakers and not eligible for membership with ASBO International. See www.asbointl.org/eligibility for eligibility details, or call ASBO at 866/682-2729 x7080. Guest registration covers attendance to the General Sessions, Exhibit Hall, Guests Programs, and two Receptions. Guest registration does NOT allow attendance at any educational sessions or the Guests Luncheon. Tickets for the Guests Luncheon are sold separately.

I'm interested in attending the ASBO Annual Meeting, but I do not know if I will be permitted to travel until our budget has passed. Can I register now and then cancel if I have to?

A: Yes. We encourage you to register prior to September 12, 2008, to take advantage of the early-bird discount. Cancellation requests must be in writing and received at the ASBO International office no later than October 10, 2008. You may fax your cancellation request to 703/478-0205 or mail it to: ASBO International, 11401 North Shore Drive, Reston, VA 20190. A cancellation handling fee of \$100 will be assessed on all pre-paid registrations. A refund check or credit to your credit card will be refunded to you after the Annual Meeting.

There will be no refunds for cancellations received after October 10, 2008, or for no-shows. All refund requests after the deadline must be submitted in writing with the reason for cancellation to Executive Director, ASBO International. Refund requests will be handled on a case by case basis. You will be notified following the Annual Meeting regarding your eligibility for a full or partial refund. A \$100 processing fee will be assessed.

I am speaking at the 2008 Annual Meeting. Do I need to register?

A: Yes. Please indicate on the registration form that you are a speaker. The registration fee for speakers is \$175 if you plan to attend only on the day that you are committed to speak.

I am speaking and I am also exhibiting. Do I need to register?

A: No. If you are an exhibitor at the Annual Meeting, you do NOT need to pay the registration fee. For information on exhibiting, please contact Mary Quigg at mquigg@asbointl.org or 866/682-2729 x7075.

Workshop Questions

Do I have to register for the entire Annual Meeting in order to attend a Workshop?

A: No, you do not have to register for the Annual Meeting to attend a Pre-Annual Meeting Workshop. Workshops are an additional fee and may be attended without participating in the Annual Meeting.

If I register for a Workshop but once in Denver I am not able to attend the Workshop, can I get a refund?

A: The last day for refunds on registration and Workshops is October 10, 2008. You may, however, attend another Workshop in its place. Just come by the registration desk and fill out a form.

Note: ASBO International reserves the right to cancel a Workshop. If ASBO cancels a Workshop, you will receive a full refund or may register for another Workshop.

Optional Event Questions

How many tickets can I purchase for the ASBO optional events?

A: You may only purchase 1 ticket for yourself and up to the same number of guests that you register. For example, if you register yourself and 2 guests for the Guest Luncheon, you can purchase no more than 3 tickets. (You may purchase an unlimited number of tickets for the optional tour: Rocky Mountain Rendezvous, Friday, November 7, 2008.)

ASBO's 94th Annual Meeting Registration Form

November 7-10, 2008 • DENVER, COLORADO

Page 1 of 2

REGISTRANT INFORMATION

(Please type or print)

Member ID Number: _____

Is this your first ASBO Annual Meeting? ☐ Yes ☐ No

First Name: _____ Initial: _____

Last Name: _____

Title: _____

District/Employer: _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code: _____

Daytime Phone Number: _____

Fax Number: _____

Email: _____

Check all that apply: ☐ Ph.D. ☐ Ed.D. ☐ CPA ☐ Other _____
☐ Check if this is a change in your address or other contact information.
☐ Check if you are a Speaker.
☐ Check if you are member of an ASBO Professional Committee.

GUESTS

(Only for accompanying registrants who are not Speakers and not eligible for membership with ASBO International.)

See www.asbointl.org/eligibility, or call ASBO at 866/682-2729 x7080.

First Name: _____ Initial: _____

Last Name: _____

Name for Badge: _____

City: _____ State/Province: _____

For children ages 18 and under there is no registration fee.
For children ages 5 and over, tickets ARE REQUIRED for Optional Events.

ASBO OPTIONAL EVENTS

While these events are included in your registration fee, so we may best prepare for your participation, please RSVP. (Note: Registrants and/or guests must be registered and have badges to attend these events.)

TICKET(S) QUANTITY	TOTAL AMOUNT
-----------------------	-----------------

Orientation Workshop

☐ Yes ☐ No _____ (FREE to registrants)

Please specify a time on Friday, November 7

☐ 11:00 a.m. - 12:00 p.m. ☐ 4:00 p.m. - 5:00 p.m.

Welcome Reception

☐ Yes ☐ No _____ (FREE to registrants)

2008 Welcome Reception open to all registrants Friday, November 7, 5:30 - 7:30 p.m.

Guests Program: Tour of Brown Palace Hotel

☐ Yes ☐ No _____ (FREE to first 100 registrants)

Saturday, November 8, 11:00 a.m. - 12:00 p.m. Space is limited to the first 100 people to register.

Guests Program: Native American Storyteller

☐ Yes ☐ No _____ (FREE to registrants)

Sunday, November 9, 10:45 a.m. - 12:00 p.m.

Guests Luncheon

☐ Yes ☐ No _____ x \$45 = _____

Sunday, November 9, 12:15 p.m. - 1:30 p.m.

Guests Program: Birds of Prey

☐ Yes ☐ No _____ (FREE to registrants)

Monday, November 10, 1:30 p.m. - 3:30 p.m.

PRE-ANNUAL MEETING WORKSHOPS

Friday, November 7, 2008

Please circle the number of the workshop(s) for which you are registering.

NO.	TITLE	MEMBER PRICE	NON-MEMBER PRICE
Full-Day Sessions: 8:00 a.m. - 5:00 p.m.			
☐ 1	Denver Area School Tours	\$180	\$260
☐ 2	The School Business Official's Toolbox	\$180	\$260
☐ 3	The Challenges of Labor Negotiations	\$180	\$260
☐ 4	LEED® Overview for SBOs	\$180	\$260
Half-Day Sessions: 8:00 a.m. - 12:00 p.m.			
☐ 5	The Privacy Friendly School District	\$100	\$150
☐ 6	Crisis Preparedness	\$100	\$150
☐ 7	Summative and Detailed Analysis	\$100	\$150
☐ 8	How to Prepare a CAFR	\$100	\$150
☐ 9	Anatomy of a Scandal	\$100	\$150
☐ 10	Green Design	\$100	\$150
Half-Day Sessions: 1:00 p.m. - 5:00 p.m.			
☐ 11	School Districts' Financial Statements	\$100	\$150
☐ 12	Emergency Management in Schools	\$100	\$150
☐ 13	Facilities Masters Award Program	\$100	\$150
☐ 14	The Latest News on Health Plans	\$100	\$150
☐ 15	Life after OPEB	\$100	\$150
☐ 16	Create an Award-Winning Budget	\$100	\$150

REGISTRATION FEES

EARLY BIRD PAYMENT DUE: 09/12/08	PAYMENT RECEIVED AFTER 09/12/08
--	---------------------------------------

Annual Meeting/Membership Package:

(Includes registration and ASBO membership. Please review member expiration date prior to renewing. See Frequently Asked Questions for more information.)

☐ Active Member		
☐ Individual ☐ School	\$755	\$855
☐ Associate Member	\$770	\$870
Registration Only:		
☐ Active, Life, or Associate Member	\$570	\$670
☐ Emeritus	\$60	\$70
☐ Nonmember	\$800	\$900
☐ Guest	\$50	\$50

Speaker-Only and One-Day Passes:

Please specify day you will be attending.

☐ Speaker-Only, Day:	\$175	\$175
☐ Active Member Pass, Day:	\$175	\$175
☐ Associate Member, Day:	\$210	\$210
☐ Nonmember, Day:	\$230	\$230

TOTAL FEES AND METHOD OF PAYMENT (all fees in U.S. funds)

Registration Fee \$ _____
Guest Registration \$50 x _____ = \$ _____
Guests Luncheon \$45 x _____ = \$ _____
Pre-Annual Meeting Workshops \$ _____

TOTAL AMOUNT DUE \$ _____

☐ Check Enclosed ☐ **Purchase Order # _____

Credit Card: ☐ Visa ☐ MasterCard ☐ American Express

Name on Card: _____

Account Number: _____

Exp. Date: _____

Signature: _____

**** PURCHASE ORDER** Receipt of a purchase order does not constitute payment of dues or payment for Early Bird discount. If full payment is not received by September 12, 2008 (Early Bird deadline), the registrant will be invoiced the regular registration fee. All fees must be pre-paid prior to attending any meeting.

THIS IS A 2-PAGE REGISTRATION FORM.

REGISTRANT INFORMATION

(Please type or print)

First and Last Name: _____

SPECIAL NEEDS

Please indicate if you or a guest has dietary restrictions/allergies to any of the following:

- | | | |
|-------------------------------|------------------------------------|---------------------------------|
| ☐ Milk | ☐ Tree Nuts | ☐ Gluten |
| ☐ Whey | ☐ Peanuts | ☐ Eggs |
| ☐ Soy | ☐ Shellfish | ☐ Fish |

☐ Other, please specify: _____☐ Check here if you or a guest has a special need such as access to events or other concerns that may require special services.

Description: _____

EMERGENCY CONTACT INFORMATION

Please type or print the name of the person to contact in case of emergency.

First Name: _____

Last Name: _____

Relation: _____

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Phone Number: _____



**Association of School Business
Officials International**

ASBO INTERNATIONAL LIVE LEARNING CENTER

All full paying registrants will have free access to recorded conference sessions after the meeting on the Live Learning Center.

QUESTIONS

For questions regarding registration, please call us toll free at 866/682-2729 x7080. NO REFUNDS GIVEN AFTER FRIDAY, OCTOBER 10, 2008.

For more information on the 2008 Annual Meeting, visit ASBO's Website at www.asbointl.org**3 EASY WAYS TO REGISTER**

- 1) **ONLINE** with credit card at: www.asbointl.org
- 2) **FAX both pages (14 and 15)** to ASBO International at: 703/478-0205
- 3) **MAIL** to: Annual Meeting Registration
ASBO International
11401 North Shore Drive
Reston, VA 20190

See you in



AMCBBRO

**THIS IS A 2-PAGE REGISTRATION FORM.
PLEASE SEND IN ALL PAGES
WITH YOUR NAME ON
PAGE 1 AND 2.**

94th

Annual Meeting and Exhibits

DENVER, COLORADO

November 7-10, 2008



DENVER
Reaching New Summits

Reaching New **Summits**;
What does it mean to you?

sum mit (sum it) n. [ME somette < OFr. sommette, dim. of som, top < Lat.

summus, highest.] 1. A meeting...of more than 1,500 school business officials.

2. The highest point of a mountain...in the Mile High City of Denver, Colorado.

3. The greatest attainable level of achievement...in the school business management profession.

Define your career summits and learn how to reach them at ASBO International's 2008 Annual Meeting & Exhibits.



**Association of School Business
Officials International**

ASBO International
11401 North Shore Drive
Reston, VA 20190-4200

P 866/682-2729
F 703/708-7060
www.asbointl.org

