



2010 Institute of School Business Management

February 22 - 25, 2010

TIES Building

1667 Snelling Ave N., St. Paul, MN 55108

The 23rd annual MASBO Institute of School Business Management is an intensive, four-day learning experience designed for new and aspiring chief school business officials. This institute is also an ideal refresher for experienced school business officials and other staff responsible for managing school business operations.

This event, sponsored by the Minnesota Association of School Business Officials, utilizes experts in the field to provide participants with a broad basis of knowledge for all areas of school business operations, including budgeting, accounting, levies and aids, legal responsibilities, risk management, building maintenance and food-service management. In addition, the Institute provides the opportunity through dynamic, small-group interactions to relate to peers who may serve as future resources.

Registration

Registration Fee: \$395 for MASBO Members
\$495 for Non-members

This price includes all sessions, Institute materials, continental breakfast and lunch each day. Register online at www.mnasbo.org or complete this registration form and fax or mail to MASBO. If you require an invoice, please call the MASBO office at 651-999-5357. All registrations must be received by February 10, 2009. Class size is limited and registrations are accepted in the order received. A waiting list will be maintained if necessary.

Scholarship Available

One scholarship is being offered by the MASBO Board of Directors to cover the registration cost.

Qualifications:

- 1) Current active membership in MASBO
- 2) Demonstrated commitment to personal and professional development
- 3) Employer unwilling or unable to pay registration cost

Letters of request for the 2010 scholarship should be addressed to Kim Josephson, Cloquet Public Schools, 302 14th St., Cloquet, MN 55720. Applications must be received no later than January 13, 2009. The award will be made by January 23, 2010.

Location

The Institute will be held at the TIES Building, 1667 Snelling Avenue N., St. Paul, MN (corner of Snelling and Larpenteur). Find TIES at www.ties.k12.mn.us/Find_TIES.html. Parking is available free of charge in the TIES parking lot adjacent to the building. Enter TIES Training Center through the West door. The Institute will be held in the Larpenteur Room.

Lodging*

Lodging is suggested at Country Inn & Suites, 2905 Snelling Ave. N., 651-628-3500. Request room block "MASBO." Room rate of \$82.80 is guaranteed through January 21, 2010.

Cancellation Policy

A 100 percent refund less \$50.00 service charge will be given to cancellations made through February 10. No refunds will be granted after February 10.

Continuing Education Units

Continuing education units (CEUs) will be available to all participants who complete the Institute. To be eligible for CEUs attendees are required to attend a minimum of 90% of class sessions.

MASBO Certification Course

The Institute is a pre-requisite to beginning the MASBO Certification Program. Attendees are required to attend all sessions of the Institute to receive credit toward the Certification Program.



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2010 Institute of School Business Management Agenda

Monday, February 22

- 8 - 8:30 am Registration & Continental Breakfast
- 8:30 - 9:30 am **Relationships, Introductions, Expectations & the Role of the School Business Administrator**
Greg Vandal - Superintendent, Sauk Rapids-Rice
- 9:30 - 10:30 am **School District Budgeting**
Patricia Magnuson - Executive Director of Business Services & Julane Meyer - Finance Coordinator, Eden Prairie Schools
- 10:45 am - 12 pm **Overview of K-12 General Education Funding Issues**
Thomas Melcher - Director of Program Finance Division, MDE & Bob Porter - Education Finance Specialist, MDE
- 1 - 2:15 pm **Continuation of K-12 Funding Issues**
- 2:30 - 4:30 pm **Special Ed Funding Issues**
George Holt - Special Ed Fiscal Monitoring, MDE; Mike Landers - Education Finance Specialist, MDE & Mona Regan - Education Finance Specialist, MDE

Tuesday, February 23

- 8 - 8:15 am Continental Breakfast
- 8:15 - 9:45 am **Collective Bargaining**
Tim Palmatier - Attorney, Kennedy & Graven
- 10 am - 12 pm **Accounting/Financial Management/Audits/UFARS**
Dennis Hoogeveen & Kim Pelzel - Manager, LarsonAllen LLC
- 1 - 2:15 pm **Communicating School District Finances**
Margo Nash - Director of Business Affairs, Prior Lake-Savage Schools
- 2:30 - 3:30 pm **Overview of Investing, GASB 43/45, Trust Accounts**
Nancy Schulzetenburg - Kern, DeWenter, Vierre, LTD & Lynn Parker - Director of Business Services, Rocori Area Schools
- 3:30 - 4:30 pm **Cash Management**
Carole Loehr - Senior Management Consultant, Public Financial Management, Inc. & Lynn Parker - Director of Business Services, Rocori Area Schools

Wednesday, February 24

- 8 - 8:15 am Continental Breakfast
- 8:15 - 9:15 am **Planning School Facilities**
Troy Miller - Senior Associate, DLR Group
- 9:15 - 10:15 am **Legal Issues for SBO's**
Maggie Wallner - Kennedy & Graven
- 10:30 am - 12 pm **Food Service**
Barb Osthus - Director of Food and Nutrition Services, South Washington County Schools
- 1 - 2:30 pm **Physical Plant Management**
Joe Matson - Director of Buildings & Grounds, Wayzata Public Schools
- 2:45 - 4:30 pm **Purchasing Management**
Scott Gjesdahl - Purchasing Supervisor, Rosemount-Apple Valley-Eagan Schools & Greg Mead - Director of Purchasing, Minneapolis Public Schools

Thursday, February 25

- 8 - 8:15 am Continental Breakfast
- 8:15 - 10 am **Transportation Management & Funding**
Jan Vanderwall - Technology Coordinator, Roseville Schools & Kelly Wosika - Student Transportation, MDE
- 10:15 am - 12 pm **Tools for Financing Capital Projects**
Gary Kawleski - Director of Business Services, Becker School District; Dee Dee Kahring - Vice President/Client Representative, Springsted, Inc. & Kristin Hanson - Financial Advisor, Ehlers & Associates, Inc.
- 1 - 2:30 pm **Worker's Compensation/Personnel Issues**
Leslie Altman - Attorney, Littler Mendelson
- 2:45 - 4 pm **Risk Management**
Tom Gross - Senior Loss Control Consultant, Riverport Insurance Services, LLC
- 4 - 4:30 pm **Evaluation of Institute**



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Registration Information

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How to Register:

- Register online at www.mnasbo.org
- Complete this registration form and fax it to 651-917-1835, e-mail it to office@mnasbo.org, or mail to: MASBO at 1821 University Ave W., Suite S256, St. Paul, MN 55104
- If you require an invoice, please call the MASBO office at 651-999-5357 to have one emailed to you.

Members	\$395
Non-Members	\$495

*This price includes all sessions, Institute materials, continental breakfast and lunch each day.

Payment Options*

- VISA
- MasterCard
- American Express
- Check (payable to MASBO)

Enclosed: \$_____

CARD #	EXP. DATE
NAME ON CARD (PLEASE PRINT)	
AUTHORIZED SIGNATURE	

NAME
SCHOOL/COMPANY
ADDRESS
CITY - STATE - ZIP
PHONE
EMAIL

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*Hotel Credit Card Policy

If you plan to use a P-card, or any credit card that is not in your name, to pay for your hotel lodging, you must download and complete the authorization form and send it to the hotel prior to your stay, or bring it with you when you check in. Any credit card not in your name cannot be used for your hotel lodging unless this form is completed and returned to the hotel.