

**SOUTHEASTERN ASSOCIATION
OF SCHOOL BUSINESS OFFICIALS
CONFERENCE**

Registration Packet



**Rosen Plaza
Orlando, Florida**

April 3-5, 2017

Make your plans now to join us and register for the conference!

The conference will kickoff on Monday, April 3 at 1:00 p.m.
with pre-conference workshops.

Pre-conference topics will include:

FLSA Audits

State Association Roundtable - How is Your State Different Than Others

Fraud/Internal Controls

Bonus Session - Care for the Caregiver

Cooperative Purchasing

New Attendees Session: Come Find Out All the Secrets of SASBO

Best Budgeting Practices

Opening General Session begins at 4:30 p.m.

With Sam Glenn, “**It’s all about attitude and it all starts with attitude!**” Sam went from working nights as a janitor – negative, depressed and sleeping on the floor – to discovering renewed purpose, happiness and humor. Sam Glenn has been named **Speaker of the Year** on several occasions by meeting and event organizations and won two national awards for his training videos. Hundreds of organizations use Sam’s videos monthly to kick off their staff meetings (www.SamGlenn.com).

For the past 20 years, Sam Glenn has been traveling the country full time speaking to audiences from every industry and some crowds as large as 75,000 people. In addition, Sam is a gifted artist and author of 18 books. Sam and his wife and two girls currently reside in Carmel, Indiana, but are originally from Minnesota.



Exhibits Open and Reception - 6:30 - 8:00 p.m.

Tuesday, April 5th – Exhibit Visitation & Breakout Sessions

Begin your day with Breakfast in the Exhibit Hall at 7:30 a.m.

Between visitation and breaks there will be several breakout sessions...

These concurrent session topics will include:

- *Affordable Care Act: Updates & What You Need to Know*
- *Change Management*
- *Principal/New Superintendent Finance Training*
- *Child Nutrition - CEP (effects on Title I)*
- *How’s Your Mojo?*
- *Uniform Grant Guidance*
- *Fraud/Internal Controls*
- *FLSA Audits*
- *Ethics Jeopardy*
- *Disaster Preparedness*
- *IRS Audit - Risk Management - 403(b) & 457 Plans*
- *Crisis Management*
- *Cash Management*
- *Dealing with a Multigenerational Workplace*
- *The Paradox of Our Times*
- *Real Life Stories - Fraud*
- *Managing Unemployment Costs for School Districts*
- *School Nutrition Finance*
- *Budget Process*
- *E-Rate*



**Make sure you are back in Ballroom A by 5:00 p.m.
for the Annual SASBO Business Meeting and DOOR PRIZES!**

DISCOVERY FORUM

Wednesday, April 5th

8:30 am – 3:30 pm

Track 1

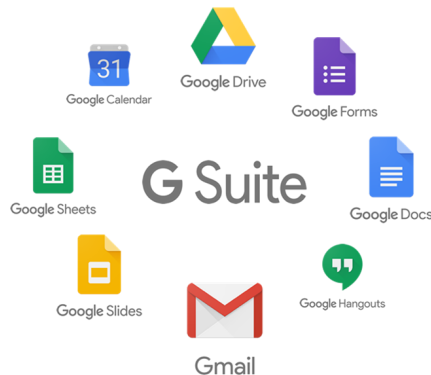
Enhance Your Department Using GSuite from Google – Salon 3

*Presenter – Keith Medlin, Chief Technology & Information Officer
Chatham County Schools, North Carolina*

Chromebooks represent over 50% of the student computing devices in American school districts. It comes as no surprise then that Google's complimentary GSuite (Formerly Google Apps for Education) has become an invaluable resource that is increasingly being asked to perform both inside and outside the classroom as a collaboration toolset for the business side of districts.

In this session, we'll look at how you can use Google's GSuite to increase collaboration, facilitate business process management, and organize your documents in the cloud. We will start with the basics of understanding what each of the tools provides and by the end of the day we'll be exploring ways to combine tools for things like survey analytics and development of personalized departmental newsletters.

This session does have a few pre-requisites you should be aware of before signing up to attend. Please verify that you have a Google GSuite account through your district. We will not be covering the sign-up process or account management tools of the system. You will also need your laptop to participate fully in the session.



Track 2

Taking Teamwork to the Next Level - Salon 4

*Presenter – Steve Morgan, Motivational Speaker & Consultant, Jefferson, Louisiana
Sponsored by – Valic Financial Advisors, Allen Thomas, Regional Vice President*

Learn how to become a better member of **the team!**

In the first half of our day, participants will hear from motivational speaker, Steve Morgan. He will support the group in identifying primary behavior tendencies of the people around them in 60 seconds or less and be able to communicate more effectively with them!

Thanks to our sponsors at VALIC, the afternoon of this discovery track will be spent across the street at iFly Orlando, Indoor Skydiving center. Each participant will have two flights in the indoor wind tunnel. Participants will learn how to work together to take it to the next level! The afternoon will end with a tour of the iFly STEM (Science, Technology, Math) education program. Teachers and STEM professionals have designed their curriculum to support STEM learning in the classroom.



Track 3

The Amazing Escape to Leadership - Salon 9/10

Presenter – Debra Dixon Doss, Trainer/Speaker, Burlington, North Carolina

In any school system, the successful achievement of goals requires that business officials at all levels accept the challenge to becoming true leaders - leaders who can bring people together to accomplish the extraordinary. A key clue in this achievement is to have a better understanding on how the brain processes information.

When you interact with people have you ever asked yourself “What is that person thinking?” We each think differently. Some of us are left brain thinkers, others right brain thinkers. The way you think affects how you interact as a team member and solve problems.

Discover how to become a better team member and leader by knowing “What is the other person thinking?” Have fun at this interactive discovery track, where you participate in a real-life room escape game. After entering a room with your team, the door is locked behind you. 60 minutes are on the clock! You must work together to find clues and solve puzzles that will lead you to your escape.

This discovery track will help you understand the importance of communication, goal setting and the need for team diversity. You can strengthen your team and improve our leadership skills by better understanding how the brain works.



Track 4

The Experience of a Lifetime: Creating Outstanding Customer Service - Salon 11/12

Presenter – Mike Collins, The Perfect Workday Company, Raleigh, North Carolina

The people who trust us, especially when their children and tax dollars are concerned, deserve *The Experience of a Lifetime!*

However, demanding students, parents, administrators, and the rest of the public; coupled with a volatile economy and political craziness; and a wide range of co-workers make offering that Experience a challenge.

The key is to understand that by offering *The Experience of a Lifetime* you are not only able to create quality relationships with all groups concerned—you create a positive work environment in which all members of the organization grow.

In “*The Experience of a Lifetime*,” you will learn:

- How to understand that everyone deserves a great experience with you
- Why difficult people can be great lessons to us all
- When you should let someone “just vent”
- The Moments of Truth
- The 7/11 Rule: The 11 perceptions people create in the first 7 seconds after they meet you
- How to plan for the Experience...

“*The Experience of a Lifetime*,” can prove that offering great service isn’t impossible...even with those people who get on your last nerve!

Mike Collins, the program presenter, is one of the most frequently featured business program presenters in the United States. His programs for groups such as IBM, American Express and the Duke University Medical Center are consistently rated “Excellent.”



Track 5
Flexing Your Leadership Versatility to Build Strong Cross-Generational Relationships
Salon 13/14

Presenter – Kalpana Shanmughan, President, Calculated Leadership & Learning

Creating collaborative working relationships and building inclusive team cultures where everyone is able to engage their strengths is a common characteristic among the most successful and well-respected leaders. It sounds easy but we know from experience, it is much more challenging given the diverse workforce of today. Basic similarities and differences between people impact our ability to create strong working relationships (i.e. communication styles, work preferences, and generational identity to name a few). Being an effective leader requires being able to identify these similarities and differences and understand their impact, but even more critical, is leadership versatility. Leadership versatility is the ability to flex one's own style to connect with others of different styles, needs, and preferences. Generational difference is a dimension that consistently challenges our leadership versatility.

In this highly interactive session, participants will engage in a robust learning experience focused on:

- *Understand impact of similarities and difference on assumptions*
- *Increase awareness of preferred working style and natural versatility*
- *Understand the needs and preferences of other styles*
- *Develop knowledge on how to flex versatility muscles to more effectively work with different styles*
- *Develop knowledge of generational preferences, their impact on leadership style, and potential actions to increase effective collaboration*



**The conference will wrap up on Wednesday evening
with Dinner, Dancing, Games & Prizes**

CONFERENCE AT A GLANCE

<u>Date</u>	<u>Agenda</u>	<u>Time</u>
Sunday April 2nd	Early Bird Reception	5:00 p.m. - 6:30 p.m.
Monday April 3rd	Registration	8:00 a.m. - 4:30 p.m.
	SASBO Board of Director's Meeting & Lunch	9:00 a.m. - 12:30 p.m.
	Pre-Conference Sessions	1:00 p.m. - 2:30 p.m.
	Bonus Session - "Care for the Caregiver"	1:00 p.m. - 2:30 p.m.
	Break	2:30 p.m. - 2:45 p.m.
	Pre-Conference Sessions	2:45 p.m. - 4:15 p.m.
	Opening General Session	4:30 p.m. - 6:30 p.m.
	Exhibits Open - Welcome Reception	6:30 p.m. - 8:00 p.m.
	Dinner on Your Own	
Tuesday April 4th	Registration	7:30 a.m. - 5:00 p.m.
	Breakfast with the Exhibitors	7:30 a.m. - 8:30 a.m.
	Educational Breakout Sessions	8:30 a.m. - 9:30 a.m.
	Educational Breakout Sessions	9:45 a.m. - 10:45 a.m.
	Exhibit Visitation & Break	10:45 a.m. - 12:30 p.m.
	Lunch	12:30 p.m. - 1:30 p.m.
	Educational Breakout Sessions	1:30 p.m. - 2:30 p.m.
	Exhibit Visitation & Dessert Break	2:30 p.m. - 3:30 p.m.
	Educational Breakout Sessions	3:30 p.m. - 4:30 p.m.
	Exhibit Visitation	4:30 p.m. - 5:00 p.m.
	SASBO's Annual Business Meeting/Door Prizes	5:00 p.m. - 5:30 p.m.
	Explore Orlando	
Wednesday April 5th	Registration	7:30 a.m. - 4:00 p.m.
	Breakfast	7:30 a.m. - 8:20 a.m.
	Discovery Forums	8:30 a.m. - 3:30 p.m.
	Break	10:00 a.m. - 10:20 a.m.
	Lunch (Staggered Schedule)	11:00 a.m. - 1:00 p.m.
	President's Reception	6:00 p.m. - 7:00 p.m.
	Dinner/Dancing/Games/Prizes	7:00 p.m. - till ?