

# Southeastern Association of School Business Officials

2022-2023 Expert Exchange Series



## Online Professional Development Series



- Members may purchase individual sessions at \$50 each or the entire series for \$200.
- Earn up to 12 CPE units (1 hour for each session)
- For more details and to register, visit resources at [www.sasbo.org](http://www.sasbo.org)
- Live Presentations are at 2:00 p.m. Eastern / 1:00 p.m. Central

**All sessions are recorded for future viewing.**

### July 14, 2022 - "Take Control of Your Day Before It Takes Control of You!"

*Brianne King, Executive Director, Washington Association of School Business Officials, Spokane, Washington*

Do you consistently feel as though you have too many emails and not enough time? Or do you have a constant running list of tasks that need to be checked off your list... as of yesterday? If you were to sit down and identify your priorities for the day, do you feel overwhelmed because you're unsure of where to really begin?

If your answer is yes to any of these questions, then you should join this session! Gain productivity insight, reduce stress and develop time efficiencies of your own by diving into the techniques and tools put into practice. Learn how to take control of your time and make each valuable minute count.

### August 11, 2022 - "No Phishing Allowed"

*Charles Warren, Chief Financial Officer, Fort Smith Public School, Fort Smith, Arkansas*

The modern day grifter is using the computer to trick school districts into sending them money. This session will discuss various phishing schemes like employee impersonations, vendor impersonations, and email data compromising; including the use of phishing simulations to help your business office and employees to not take the bait.

### September 8, 2022 - "Public Speaking, Yes You Can!"

*Kim Cranston, Executive Director, Missouri Association of School Business Officials, Jefferson City, Missouri*

Speaking at staff meetings. Community events. Parent meetings. Workshops. Ceremonies. Board meetings. Scarier than snakes or death? Seriously?!? If you dread these presentations, come get some tips to help you manage stage fright and improve your public speaking skills.

### **October 13, 2022 - “Dealing with Destruction - How Does a School System Survive A Natural Disaster?”**

*Chris Latimer, Comptroller and Dr. Evan Horton, Superintendent, Coweta County Schools, Newnan, Georgia*

Disasters strike at any time. Are you ready? In this session, we will look at a real life disaster that affected the Coweta County School System in March 2021. From rebuilding structures to getting school up and running, there are multiple decisions to make.

### **November 17, 2022 - “Pitfalls of Payroll”**

*Sharon Chuculate, Financial Services Coordinator, Arkansas Association of Educational Administrators, Little Rock, Arkansas*

Join us to look at some of the most common mistakes made in payroll and how to avoid them. What if you miss a deadline? Employees become angry because you miscalculated their pay? Tax Payments; Are you a one-day filer or three? How do you know? Let’s talk about these events and more and what to do about it.

### **December 8, 2022 - “Your Employee Posted What on Social Media!!! - What Can I Do as Their Employer?”**

*Cory Kirby, Attorney, Harbin & Hartley, Georgia*

Have you ever scrolled through social media and seen a post of one of your employees and wondered to yourself....should they really have posted that?? Well join us as we take a legal look into what your employees are allowed and not allowed to post on social media. Dive into real life cases pulled straight from social media.

### **January 12, 2023 - “Communicating with Your Stakeholders”**

*Valerie Speakman, General Counsel, Arlington Community Schools, Arlington, Tennessee*

This session highlights legal considerations that should be taken into account when sending and receiving information from your stakeholders.

### **February 9, 2023 - “How to Market Your District - Transparency with ESSER”**

*Anya B Randle, Director of Business Services, Assumption Parish School Board, Napoleonville, Louisiana*

In order to garner stakeholder support for school districts, it’s imperative that communicating the district’s strategic initiatives and funding needs to improve student outcomes. This session will give you insight on how to communicate your district’s visions and collaborate with other stakeholder groups to express the importance of financially supporting the strategic initiatives of school districts.

### **March 9, 2023 - “Interpreting Exempt vs Non Exempt and Calculating Blended Rates”**

*David Rubenstein, Director of Finance and Business Operations, South Panola School District, Batesville, Mississippi*

This session will dive into the Fair Labors Standards Act to determine if your employees are exempt from overtime regulations. What do you do if nonexempt employees hold two nonexempt jobs with different rates and you have to pay overtime? Join us to discuss calculation of blended rates, record keeping and other labor law issues.

**April 13, 2023 - “Investing Idle Cash...Risk vs Reward”**

*Adam Steele, Finance Officer, Iredell-Statesville Schools, Statesville, North Carolina and  
Jeff Davis, Treasurer, Tyler County Schools, Middlebourne, West Virginia*

Join us for a discussion on how to maximize your earning potential with investment of idle cash.

**May 11, 2023 - “Courageous Conversations”**

*Kiyon Massey, Director of Human Resources for Classified Personnel, Fayette County Public Schools, Lexington, Kentucky*

This session will focus on how to have difficult conversations with employees. This interactive session will include some real-life scenarios to practice and discuss.

**June 1, 2023 - “Gmail Tips and Tricks”**

*Debra Dixon Doss, Educators Solutions, LLC and NCASBO Academy Instructor, Burlington, North Carolina*

Emails comprise a large part of your daily correspondence. Gmail remains the most popular email platform with over 1.8 billion users worldwide. Your Gmail inbox provides tools and filters that will make your email use more efficient and productive. You know how to use Gmail but there are many Gmail hidden features that you might have missed. This webinar will focus on Gmail tips and tricks that will make using Gmail even better.

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