

# Southeastern Association of School Business Officials

## 2017-2018 Expert Exchange Series



### Online Professional Development Series



- ◆ The 2017-2018 series begins October 26th.
- ◆ Members may purchase the entire series for \$200, one for \$49 or select three for \$99.
- ◆ Earn up to 18 CPE credits (2 hours for each session).
- ◆ For more details and to register, visit [www.sasbo.org](http://www.sasbo.org).
- ◆ Live Presentations are 2:00 p.m. Eastern/1:00 p.m. Central

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

### October 26, 2017 - “What Next for American Health Care Reform Legislation ”

*Jessica R. Frier, Senior Health and Welfare Plan Consultant, American Fidelity Administrative Services*

“What’s next for health care reform legislation, and what is it all going to mean for my employees?” This is a question on every employer’s mind. Efforts to repeal the Affordable Care Act (ACA) could dramatically impact the employee benefits landscape, including the ways we save for medical expenses and how our benefits are taxed. We will review recent legislative and regulatory developments, provide insight into possible changes, and most importantly, send participants home with a list of action items including how to prepare for 2017 IRS reporting, planning for the Cadillac tax’s impending effective date of 1/1/2020, and other recent compliance developments.

### November 16, 2017 - “Successfully Rolling Out New Initiatives”

*Dave Kornegay, Director, Social Media and Client Community at SchoolDude Solutions*

Shift happens and you have to manage communication, perceptions, training, and updates. David reviews his “power of the three’s” approach to provide focus and time-tested techniques in preparing for new programs and managing change that drives success and generates positive feedback.

## **December 14, 2017 - “Best Practices for School Accounting and Booster Oversight”**

*Susan Barkley, Director of Finance, Shelby County Public Schools, Kentucky*

Given the large volume of cash transactions and the small amount of staff and time available to attend to them, schools are at particular risk for fraud and irregularities. This session will focus on procedures to strengthen internal controls in your school accounting function in the areas of cash receipts, cash disbursements, fundraising, ticket sales, and petty cash. In addition, we will discuss best practices for overseeing school support organizations (boosters) whether or not they are separate legal entities. Tax exempt status, recognition and approval by the school board, interactions between boosters and staff, and liability insurance will be discussed among other pitfalls relating to boosters.

## **January 18, 2018 - “Finding an Extra Hour Every Day (Including Taming the E-mail Beast)”**

*Randall “Randy” Dean, The E-mail Sanity Expert*

In this popular program on “finding an extra hour of productivity” every day, Randy Dean, the “Totally Obsessed” Time Management/E-mail Guy uses humor and high energy as he goes into many of the most common areas of productivity loss (and possible gain!) afflicting many busy professionals today: dealing with e-mail overload, managing multiple projects, maintaining “traction” when dealing with tasks and interruptions, clearing the clutter in your mind for better focus and attention, keeping staff on task, tracking “who owes you what” and getting that information on time, and better managing your calendar and contacts for better time and relationship management. His goal is to help stressed out performers learn several new and immediately useful strategies for finding a few minutes on tasks, activities, and actions you are already doing, leading to at least an extra hour of productivity every day.

## **February 15, 2018 - “Crowdfunding, The Ins, The Outs & The In-betweens”**

*Earl Burke, Assistant Superintendent of Business Services and Operations, and Chief Financial Officer for the Hinds County School District, Mississippi*

Your teachers are doing what?!? You think that nothing is going on in your district that you are not aware of in regard to fund raising and procurement? Think again. As lean budgets continue to plague school districts, Crowdfunding has become an easy way for teachers to set up accounts to fund a project by raising many small amounts of money from a large number of people, typically via the internet. In this session, you will learn what you need to know, what to look out for, and how to set sound policies/procedures before these little fundraisers get out of hand!

## **March 15, 2018 - “Executive Wellness: Nutrition and Lifestyle Essentials for Your Busy Life”**

*Tanya McCausland, COO/Health and Wellness Speaker, Diamond6 Leadership*

Of all the things on your to-do list self-care is probably at the very bottom. As a busy leader you put others first - at work and at home, leaving little time to take care of yourself. However, the state of your health has a direct impact on the state of your organization and family. In this seminar you will learn simple and doable strategies for adopting new habits around nutrition, sleep and stress management that can have a big impact on your health. Unlike other health focused presentations which leave you feeling guilty and defeated, you will leave this course informed, empowered and ready to adopt new healthy habits TODAY!

## **April 12, 2018 - “Mastering the 15-Minute Stand-up Meeting: How to Improve Team Communications and Increase Productivity”**

*David Richardson, Senior Consultant, Dude Solutions*

Striking the right balance between team meetings, one-on-one sessions and actually getting things done can be challenging. The good news is that we've taken all that we've seen about how to make meetings work well and will help you put these ideas into practice with these tips for the 15-minute, stand-up meeting. Learn how to plan a useful meeting schedule, and an agenda structure that will result in fast, productive and informational team meetings.

## **May 17, 2018 - “Crisis Management Best Practices (The Barrel Versus the Pen)”**

*Rodney Jackson, Director of Finance, Fayette County Public Schools, Kentucky*

This session will focus on crisis management and the best practices to approach any crisis you may be faced with by understanding the barrel versus the pen.

## **June 14, 2018 - “Interviewing 101”**

*Debra Dixon Doss, Educators Solutions, LLC*

Interviews are so common that they are often taken for granted. Effective interviews don't just happen. Learn tips to improve your interviewing skills. Your success as a school business official is based on you hiring the "right" person for the "right" job.

**Many thanks to SchoolDude.com for  
their support of the  
Expert Exchange Series!**

