

SOUTHEASTERN ASSOCIATION OF SCHOOL BUSINESS OFFICIALS CONFERENCE

Registration Packet



**Memphis Hilton
Memphis, Tennessee**

April 17-19, 2018

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

**The conference will kickoff on Tuesday, April 17 at 1:00 p.m.
with pre-conference workshops.**

Pre-conference topics will include:

- The Case of the Phony Employee and Other Real-Life Frauds in Schools
- Calculating the Return on Investment (Return on Learning) on your Technology Investment
- My Employees are Doing What?? What you need to know about Crowdfunding
- Executive Wellness: Nutrition & Lifestyle Essentials for Your Busy Life

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

Up Your Frequency with Jana Stanfield: Tune In, Tune Out, Tune Up TM

How do you keep yourself tuned up for optimum performance? In school business settings where you're barraged by daily demands on your human energy...it's easy to get so caught up in stress that you forget to take time to share those moments of experience, strength, hope and laughter that keep us motivated and happy at work. In this high-spirited, interactive session, you'll learn the fastest and easiest ways to:

- "Tune In" to what recalibrates you
- "Tune Out" unnecessary stress
- "Tune Up" by recalibrating regularly



Jana Stanfield, CSP

You've heard Jana's music on 20/20, Entertainment Tonight, Oprah, and radio stations nationwide, sung by Reba McIntyre and many others. Fans describe her music as "heavy mental" or psychotherapy you can dance to." She has performed on stages from the Grand Ole Opry to the Jerry Lewis Telethon, with performers ranging from Kenny Loggins to the Dixie Chicks.

The letters CSP after Jana's name indicate a Certified Speaking Professional with proven experience in improving people's learning curve to improve their earning curve.

To widen her global understanding, Jana spent 10 years traveling like a backpacker while speaking at international conferences and leading volun-tour trips. During that time she co-founded an international 501c3 called Together We Can Change the World. As a former television news reporter, Jana created many travel videos so that others could experience what she learned in her travels, which can be found at www.JanaStanfield.com.

Demonstrating the universal appeal of combining education with music and humor, Jana Stanfield has delivered her Keynote Concerts in the United States, Canada, the Bahamas, Australia, New Zealand, India, England, the Netherlands, Dubai, Lebanon, Cambodia, Thailand, Malaysia, Myanmar, and Singapore. She was a featured TEDx speaker more than once, first at NASA, and then in Chennai, India.

Welcome Reception - 6:30 p.m.

Wednesday, April 18th – Exhibit Visitation & Breakout Sessions

Begin your day with Breakfast at 7:15 a.m.

Between visitation and breaks there will be several concurrent breakout sessions. Topics include:

- Best Practices for School Accounting Oversight
- Ethics - 50 Shades of Gray
- Effective Communications within the Business Office
- Fraud & Related Internal Control Weaknesses
- Up Your Frequency: Recalibration Station Workshop
- Employee Absenteeism
- Grants Management - The NEW GRANTS SUPERCIRCULAR is out - What you need to know.
- How To Lie...Cheat...and Steal...Your Way to Happiness
- Help! My Superintendent has CFAM and Needs Help! (Arkansas Specific Topic)
- Healthy, Wealthy & Wise
- Leadership Tips for SBO
- FRAUD - School Activity/School Bookkeeper
- ACA Update
- Tools For School Nutrition Financial Management
- Rocking and Rolling
- FEMA Panel
- Key Labor Rules You Need To Know
- Flexing your Leadership Style
- 403b Update
- An Old Dog Can Learn New Tricks

**Exhibitor Appreciation Luncheon and Annual SASBO Business Meeting
12:00 - 1:30 p.m.**



DISCOVERY FORUM

Thursday, April 19th

8:30 am – 3:30 pm

Track 1 Giving Your Best

Lead by members of the ALSAC/St. Jude Team

Your day starts with a tour of St. Jude Children's Research Hospital. You will quickly discover it is much more than a hospital; in fact it is a community. They have their own school as well as family housing for the families they care for.

Their Six Sigma Team will lead you in quality control and how to find the champion who can assist you the change you may need to implement. What is Six Sigma? It is a methodology that helps to improve business procedures and eliminate inconsistency while improving staff morale. Who does not need this in the fast paced world of public education?

Spend some time working on Brainstorming Tools and Best Practices - It's not always easy to think outside the box. Fortunately, there are plenty of techniques to encourage creative, spontaneous thinking through productive [and fun!] brainstorming. In this session, you'll learn the tools and techniques used by ALSAC/St. Jude's Innovation Team to engage teams in collaborative problem-solving.

A special part of your day will be doing a service project at St. Jude. It could be rolling silverware for one of the housing facilities their families stay in or building care kits the families receive upon arrival. What a wonderful way to embrace your visit to St. Jude Children's Research Hospital.



Track 2

Memphis – Discover the Heart and Soul

Presented by: Jeff Kollath, Executive Director of STAX Museum
Tour narrated by experienced guide from Backbeat Tours



Begin your day with an engaging Memphis music history lesson led by Jeff Kollath, Executive Director of the Stax Museum of American Soul Music. Stax's legacy is inextricably tied to Memphis, and more specifically, to Soulsville USA, the neighborhood where the studio was located. Soulsville USA is arguably one of the most talent-packed neighborhoods in the world: Aretha Franklin, Memphis Slim, Memphis Minnie and Booker T. Jones all called the neighborhood home, and the neighborhood's two recording studios – Stax and Royal (home of Hi Records) – produced some of the most beloved music of the last century.

Stax also provides an educational component available to your faculty and schools. Facing History and Ourselves is an educational organization that helps students draw connections between historical events and the choices that they make in their own lives. They have partnered with Facing History and Ourselves to create an interactive unit on Stax Records' history and its impact on the civil rights movement that includes lesson plans, photos and videos.

Now you are ready to tour Memphis! Hop on board the bus that will take you to downtown Memphis for a walking tour of Beale Street and a tour of some of the favorite sites in Memphis such as Orpheum Theater, Gibson Guitar Factory, Redbird's Stadium, St. Jude's Children Research Hospital and Lauderdale Courts (an early home of Elvis Presley). Enjoy lunch at Central BBQ and finish out your day at Stax Museum. Experience the history that was shared with you earlier in the day.



Track 3

Flexing Your Leadership Versatility to Build Strong Relationships

SE Ballroom C

Presenter – Kal 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.

In this highly interactive session, participants will engage in a 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 Thursday evening
with Dinner, Dancing, Games & Prizes**

CONFERENCE AT A GLANCE

Date	Agenda	Time
Monday, April 16th	SASBO Officers Meeting	9:00 am - 1:00 pm
	SASBO Board of Director's Meeting & Dinner	4:00 pm - 9:00 pm
Tuesday, April 17th	Registration/Information Desk Open	8:00 am - 4:00 pm
	Concurrent Workshops	1:00 pm - 2:30 pm
	Concurrent Workshops	2:45 pm - 4:15 pm
	Opening General Session	4:30 pm - 6:30 pm
	Welcome Reception	6:30 pm - 8:00 pm
Wednesday, April 18th	Registration/Information Desk Open	7:00 am - 5:30 pm
	Breakfast	7:15 am - 8:00 am
	Concurrent Workshops	8:00 am - 9:00 am
	Concurrent Workshops	9:15 am - 10:15 am
	Exhibits Open with Refreshment Break	10:15 am - 12:00 pm
	Exhibitor Appreciation Lunch/SASBO Business Meeting	12:00 pm - 1:30 pm
	Concurrent Workshops	1:30 pm - 2:30 pm
	Break Exhibit Area & Exhibitor Door Prizes	2:30 pm - 4:00 pm
	Concurrent Workshops	4:00 pm - 5:00 pm
	Dinner on Your Own /Offsite Event (TBD)	
Thursday, April 19th	Registration/Information Desk	7:30 am - 4:00 p.m.
	Breakfast Buffet	7:30 am - 8:20 am
	Discovery Forum Sessions	8:30 am - 3:30 pm
	Refreshment Break	10:00 am - 10:20 am
	Lunch (Staggered Schedule)	11:30 am - 1:00 pm
	President's Reception for OBOs	5:00 pm - 6:00 pm
	Hospitality	6:00 pm - 7:00 pm
	Dinner/Entertainment/Dancing	7:00 pm - till

