

**Southeastern and Virginia
Association of School Business Officials
Joint Conference and Discovery Forum**

Registration Packet

SASBO - VASBO
SOARING IN SERVICE



**Hilton Mark Center Hotel
Alexandria, Virginia
March 24 - 26, 2026**



CONFERENCE AT A GLANCE

Hilton Mark Center Alexandria, Virginia

Date	Agenda	Time
Monday, March 23	SASBO Board of Directors Meeting	9:00 am - 1:00 pm
	SASBO Emerging Leaders Meeting	1:00 pm - 3:00 pm
	VASBO Board of Directors Meeting	3:00 pm - 5:00 pm
	Registration/Information Desk Open	3:00 pm - 5:00 pm
	Exhibitor's Move in	3:00 pm - 5:00 pm
	Exhibitor Meeting	4:30 pm - 4:45 pm
Tuesday, March 24	Registration/Information Desk Open	7:00 am - 4:00 pm
	Breakfast	7:00 am - 8:00 am
	Opening General Session	8:00 am - 9:30 am
	Exhibits Open	9:30 am - 10:00 am
	Concurrent Sessions	10:10 am - 11:00 am
	Exhibits Open	11:10 am - 11:40 pm
	Lunch/SASBO Business Mtg/ VASBO Awards	11:40 am - 1:20 pm
	Concurrent Sessions	1:20 pm - 2:10 pm
	Executive Director's Meeting	2:10 pm - 4:10 pm
	Exhibits Open	2:20 pm - 2:50 pm
	Concurrent Sessions	3:00 pm - 3:50 pm
	Welcome Reception with Exhibitors	4:00 pm - 5:30 pm
	Open Night with Hotel Shuttles to Old Town	
Wednesday, March 25	Registration/Information Desk Open	7:30 am - 11:40 am
	Breakfast	7:15 am - 8:15 am
	Concurrent Sessions	8:20 am - 9:10 am
	Concurrent Sessions	9:20 am - 10:10 am
	Exhibits Open with Door Prizes Giveaway	10:10 am - 11:40 am
	Lunch & Discovery Forum Sessions	11:40 am - 4:00 pm
	SBA Leadership Award Reception (by invitation)	4:30 pm - 5:30 pm
	Off Site Event with Dinner	6:30 pm - 9:30 pm
Thursday, March 26	Registration/Information Desk Open	7:30 am - 11:30 am
	Breakfast	8:00 am - 9:30 am
	Breakfast and VASBO Business Meeting	8:30 am - 9:30 am
	Keynote Speaker	9:45 am - 11:15 am
	Lunch & Discovery Forum Sessions	11:30 am - 4:30 pm
	President's Reception (by invitation)	4:30 pm - 5:30 pm
	Dinner, Music and Fun	6:30 pm - 9:30 pm

Conference Highlights

Tuesday and Wednesday concurrent educational breakout session topics to include:

Preventing Fraud

Federal Personnel Issues

Internal Controls that Govern Purchasing Cards

Birds of a Feather Flock Together: Strengthening Relationships with Superintendents and School Boards

The Flexibility of Federal Funds Using Transferability and Consolidation

Save Some Money - School Construction Contract Management

Increasing Productivity in School Business Through Servant Leadership Techniques

Creating an Efficient Grants Management Handbook

Your Leadership is Your Brand: How to Protect Your Reputation in School Finance

Automating Workflows with Google Docs and Sheets

The Power of Improv: Enhancing Leadership & Communication Through Play

Presentation Tips for Board Meetings

Accounting for Personalities in Your Business Office

Virginia Department of Education Updates

GASB Update

Putting the Pieces Together: Building a Strategic Budget

Budgeting with Multi-Year Replacement Plans

Family Medical Leave Act

Empowering Employees with Microsoft Teams and SharePoint

GASB 103 - Financial Reporting Improvements

AI Acronyms and the Dangers that Our Student Encounter

The Importance of Crowdfunding Policies

The Impact of 30 Second Moments

Human Resources with One Big Beautiful Bill Overtime Changes



Alexandria, Virginia

Join us in beautiful Alexandria, Virginia, where history, charm and convenience come together to create the perfect setting for learning and networking. Nestled along the Potomac River, Alexandria offers a walkable and vibrant Old Town with cobblestone streets, waterfront views, and endless opportunities to explore local culture, shop and dine. This historic city provides an ideal backdrop for the SASBO - VASBO Joint Conference—promising both a productive and memorable experience for all attendees.



Keynote Speakers

Tuesday Morning Opening Session

8:00 – 9:30 am

Speaker: Dr. Joe Sanfelippo

“Lead From Where You Are”

“I’m just”...It’s a phrase we hear all the time. I’m just a teacher, I’m just a paraprofessional, I’m just a custodian....the list is long and is often followed by reasons something CAN’T happen. Leadership is an action and it starts with you. Leading with INTENTION creates purpose. Leading with CONNECTION creates momentum. Leading with DIRECTION creates collective efficacy. Leading with all three in mind will build your capacity and foster an environment where everyone in your organization has the best opportunity to lead from where they are.



Thursday Morning General Session

9:45 – 11:15 am

Speaker: Dr. Adolph “Doc” Brown, III

“Lead by Example”

The mark of a great leader lies in their ability to "walk the talk." To lead by example means to guide others through your behavior as opposed to your words. Your intention is to inspire others to follow your example. The opposite of leading by example would be to "say one thing and do another." Dr. Brown humorously and insightfully demonstrates how leading by example can increase trust and team engagement. Participants will understand how individual leaders can positively influence the behavior and attitudes of others. Today's workforce wants to see that your actions mirror what you say.



Wednesday Discovery Tracks

Track 1

"Soaring Through History: A Journey at Mount Vernon" George Washington's Mount Vernon (Limited to 50)

Load bus to Mount Vernon for lunch and tour.

Step back in time and explore the life and legacy of America's first president at George Washington's Mount Vernon. Nestled on the banks of the Potomac River in Virginia, Mount Vernon offers a unique glimpse into 18th-century plantation life, historic architecture and the enduring impact of Washington's leadership. You will tour the beautifully preserved mansion, wander through lush gardens and visit the outbuildings that supported daily life on the estate. The experience also includes access to engaging exhibits that showcase Washington's military career, his role in shaping the nation, and the lives of the people who lived and worked at Mount Vernon. With breathtaking river views and meticulously restored grounds, this tour provides both a rich educational journey and a serene escape into America's history.

Track 2

"Soaring in Honor: Remembering Those Who Served" Arlington National Cemetery (Limited to 50)

Load bus to Arlington for lunch and tour.

Step onto hallowed ground and experience the profound history and significance of Arlington National Cemetery. This guided tour takes you through iconic sites such as the Tomb of the Unknown Soldier, the Eternal Flame at President John F. Kennedy's gravesite, Iwo Jima and the memorials honoring the service and sacrifice of America's military heroes. Along the way, you'll learn about the cemetery's origins, its role in American history, and the remarkable stories of those laid to rest here. This moving experience provides both reflection and education, offering a deeper understanding of the bravery, dedication and legacy of those who served.

Track 3

"Soaring in Tribute: Remembering Our Nation's Heroes" Monument and Memorial Bus Tour in Washington DC (Limited to 48)

Load bus for lunch and tour.

Step aboard for an unforgettable journey through the nation's capital on this guided bus tour of Washington, DC's iconic monuments and memorials. From the towering Lincoln Memorial to the reflective World War II Memorial, experience the rich history and symbolism that define our country's story. Enjoy close-up views of the Jefferson Memorial, the Vietnam Veterans Memorial, the Korean War Veterans Memorial, and the awe-inspiring Martin Luther King, Jr. Memorial, all while learning the stories behind these historic landmarks from expert guides.

Wednesday Discovery Tracks

Track 4

“Soaring in Purpose: A Walk Through Democracy”

United States Capitol Tour

(Limited to 50)

Load bus for lunch and tour.

Step inside the heart of American democracy with a guided tour of the U.S. Capitol, an iconic symbol of the nation’s legislative process. Explore the grandeur of the Capitol’s historic halls, where decisions shaping the country are made, and learn about the rich history and architecture of this landmark. Marvel at the stunning Rotunda, adorned with magnificent artwork depicting key moments in U.S. history, and discover the stories behind the statues in the National Statuary Hall Collection. This educational experience offers insights into the functions of the legislative process that impacts every American. Whether you are fascinated by history, politics or art, the Capitol tour provides a unique opportunity to connect with the past, understand the present and gain a deeper appreciation for the workings of American government.

Track 5

“Soaring Beyond the Limits: Unlock the Mission”

Beat the Bomb Challenge

(Limited to 46)

Load bus for lunch and challenge.

Step into an electrifying escape-room-style experience where every second counts. In Beat the Bomb, you and your team are tasked with solve a series of high-stakes puzzles, crack codes and uncover hidden clues as you race against the clock. Every decision matters, and teamwork is essential—one wrong move could cost precious seconds. This thrilling challenge tests your problem-solving skills, communication, and nerves under pressure, all in a safe, immersive environment designed for excitement and learning.

Thursday Discovery Track

“Soaring Through Knowledge: Exploring the Smithsonian Museums”

After lunch, load buses to be dropped off and picked up at the National Mall in Washington DC.

Visit a Smithsonian Museum or two of your choice and discover the rich tapestry of American history, culture, and science with self-guided tours. Each museum offers a unique window into the world—from the awe-inspiring artifacts of the National Museum of American History and the wonders of space and technology at the National Air and Space Museum, to the vibrant art collections at the National Museum of African American History and Culture. Other museums include Natural History, American Indian, Hirshhorn Sculptures, National Gallery of Art, Freer Gallery of Asian Art and the Smithsonian Castle. You are free to explore other sites of interest on your own in Washington DC and meet back at the National Mall for transportation back to the hotel.

Wednesday Evening Event

6:30 pm – 9:30 pm
Off Site Event

“Dine and Unwind with Live Music”

Join is for dinner, drinks and live music at
The Hamilton Live in Washington DC!
Transportation will be provided



Thursday Evening Event

6:30 pm – 9:30 pm
Dinner, Music and Fun at the Hotel

“Retro Rewind: Back to the 70’s”

Join us for a fun evening celebrating SASBO’s
75th Anniversary!
Wear your best 70’s dress attire



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

Hotel Reservations

The Hilton Mark Center Hotel, the site of the 2026 conference. Located within five miles of Old Town Alexandria and just eight miles from the National Mall in Washington DC.

Special conference rates of \$199.00 (single/double occupancy) plus state taxes (currently 15.5%) and \$1.25 occupancy tax.

Requests for king or two queen beds can be made.

Guest that checks out prior to your reserved checkout date will incur an early departure fee of one night room and tax unless the hotel is advised before check-in.

Daily and overnight self-parking is \$28. Valet parking is not available.

Rooms are available through February 28th or until the group block is sold out, whichever comes first.

To make reservations go to: [Hilton Mark Center Link](#)



Getting to Alexandria

Driving? You will likely approach via major interstates like the I-95, I-395, or I-495. Use GPS or a navigation app to get specific directions from your starting point to the hotel. Be aware of potential traffic congestion on these busy routes, especially during peak hours, and factor in extra travel time.

Flying? To fly to Alexandria, Virginia for your conference, your best options are [Ronald Reagan Washington National Airport \(DCA\)](#) or [Washington Dulles International Airport \(IAD\)](#).

DCA is the closest and most convenient airport.

Ground transportation –

Uber, Lyft, taxi, Metrorail, Metrobus, free DASH bus and rental cars are available.

Registration Information

Registration – \$350 through February 17 for early bird pricing

\$400 from February 18 to March 10 and

\$450 after March 10

Guests - Guests must be adults who are not eligible for SASBO membership. Guests must be accompanied by a registered member and may join in all meals, events and off-site discovery tracks by paying the same registration fees listed above. Guest tickets for separate events are not available.

Register - On Line at www.sasbo.org or at this [direct link](#).

Membership Dues – SASBO membership dues must be current to register and can be paid with registration for \$10.

What to Wear – Business casual to casual and comfortable attire is encouraged for the conference, especially Wednesday and Thursday for the off-site Discovery Tracks.

Real ID – Some museums and discovery track venues require a Real ID driver's license or passport for entry. We ask that you research the venues you plan to visit and bring the required photo ID.

Certification - Certificates of attendance will be awarded. The conference provides a great way for you to earn the CPE's needed for re-certification. Maximum CPE hours that can be earned is 17.

Questions –

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Cancellation Policy

Written registration refund requests received 35 days before the first day of the conference (February 17) will receive a refund of 90%; from 35 to 2 weeks prior to the conference (February 18 to March 10) is 50%. No refunds are available within 2 weeks of when the conference starts (after March 10). Substitutions are allowed up to 1 day prior to the conference.

Safety, Security and Event Code of Conduct Policy

You must agree to SASBO's safety, security and event code of conduct policy to complete registration for the conference.

Save the Date

**76th SASBO Conference and Discovery Forum –
March 9-11, 2027 at Sheraton Music City
Nashville, Tennessee**