Colorado Association
Of
School Business Officials

63\textsuperscript{rd} ANNUAL CASBO CONFERENCE & EXHIBITS
MEMBER INFORMATION PACKET

63\textsuperscript{rd} ANNUAL CASBO CONFERENCE & EXHIBITS
April 20 - 22, 2016

Omni Interlocken Hotel
500 Interlocken Boulevard
Broomfield, Colorado

Program Agenda and Registration Information Enclosed

Registration Open to April 22, 2016
SESSION TRACKS
(The following session track icons will be used to identify the different discipline areas of interest)

Small Districts and Charter Schools: Focuses on financial, budgetary, public relations, and the legal issues that affect small districts and charter schools where one individual has many areas of responsibility.

Business/Finance Resource Management: Provides expertise on the effects of financial management on budgeting, financial planning, accounting, and financial reporting; cash management, investments, and debt management; and financial technology for school business operations.

Leadership and Management Development: Addresses personnel management concepts and leadership styles, professional development, labor regulations, and employment agreements. Also looks at the public policy, inter-governmental relations, and the legal issues that affect schools.

Maintenance/Operations and Purchasing Management: Focuses on the latest in school planning and construction, purchasing, supply and fixed-asset management, contract management, school maintenance and the environmental aspects of school operations.

Information Management: Deals with critical information on strategic planning, instructional support programs, and management information systems.

Support Services: Brings attendees up-to-date on issues involving: Transportation, Risk Management or Food Service.
Preconference Workshop:

The Claire Davis School Liability Act: Liability for Acts of School Violence and Practical Steps for Compliance .............................................................. 10:00 A.M. – 2:30 P.M. (Reduced fee to all conference attendees – registration is required and lunch will be provided)

Presented by: Dan Satriana, Vice president and General Counsel, University of Northern Colorado

Description: During this four hour session we will explore an in-depth analysis of the “Claire Davis School Safety Act” and related statutory amendments (including the creation of the School Safety and Youth Mental Health Committee) including suggestions for processes designed to minimize incidents of school violence

Registration.................................................................................................................................. 9:30 A.M. – 5:00 P.M.

Annual Conference Commences:

CSPMA General Membership Meeting ................................................................. 2:30 P.M. – 4:45 P.M

Speaker(s): Frank Martinez, Boulder Valley School District, CSPMA President

Description: General round table discussion on issues concerning operations and facilities, to include maintenance, sites, energy, sustainability, construction, and custodial issues.

2016 Colorado Legislative Update ................................................................. 2:30 P.M. – 3:30 P.M.

Presented by: Bruce Caughey of the Colorado Association of School Executives

Description: Bruce will give us an update on the 2016 Legislative Session, the political landscape for public education, education reform efforts and much, much more.

Refreshment Break ........................................................................................................ 3:30 P.M. - 3:45 P.M.

School Finance Update ......................................................................................................... 3:45 P.M. – 4:45 P.M.

Leanne Emm, Assistant Commissioner, School Finance, Colorado Department of Education

Hear an update on Colorado School Finance and how it affects the Colorado Department of Education and School Districts. A Question and Answer session will follow.
Welcome Reception ................................................................. 5:00 P.M. – 6:00 P.M.

In appreciation of all of our Vendors

CASBO welcomes the Associate Business and Active members of Colorado ASBO
for casual conversation in a relaxing atmosphere.

Hors d’oeuvres and Refreshments provided by Colorado ASBO

Prize Drawing at 5:45 PM
One (1) 2016 Fall Conference Registration (must be present to win)

Past President’s Reception (by Invitation Only) ......................................................... 6:00 P.M. – 7:30 P.M.

Vendor Hospitality Functions ................................................................. 6:00 P.M. – 10:00 P.M.

Come join us for Hors d’oeuvres and more than ample refreshments! We will have a D.J. providing easy listening music for your entertainment and will up tempo it for dancing if you are so inclined!

This year’s theme is “Success Starts with US”. The theme will focus on building strong, successful, and meaningful relationships through teamwork and networking with CASBO. Integrated with this theme is a celebration of the USA. We encourage our members and exhibitors to join CASBO in celebrating our wonderful country throughout the conference. So don your favorite USA gear and bring your patriotic pride with you to this year’s conference!

Please plan on joining us and our special sponsors for an evening of fun!

Sponsored by: American Fidelity Assurance, COLOTRUST, SchoolDude and Virco
PROGRAM AGENDA

Thursday, April 21, 2016

Registration & Continental Breakfast .......................................................... 7:30 A.M. – 8:30 A.M.

First General Session ........................................................................... 8:30 A.M. – 9:45 A.M.

  Opening remarks by CASBO President Bill Sutter
  Welcome to all Business disciplines and their Respective Affiliate Groups

  Keynote Presentation

"Your Success Starts with Attitude"

  Sam Glenn, Keynote Speaker

Our guest speaker is regarded as The Authority on ATTITUDE. He is often a featured guest on TV talk shows and radio programs. His name is Sam Glenn. Sam has been named Speaker of the Year multiple times and has won 2 national awards for his motivational videos. He is also the author of several INSPIRING books - Some of which have been Best Sellers at his mom’s garage sales.

Sam has a simple philosophy: An Awesome Day or an Average Day is Determined by Our Attitude Everyday. It all starts with Attitude!

Vendor Exhibits – Exhibit Hall ................................................................. 9:45 A.M. – 11:15 A.M.

  All Registered Conference Attendees Welcome!
  Coffee Break in the Exhibit Hall at 9:45 A.M.

Breakout Sessions .................................................................................. 11:15 A.M. – 12:30 P.M.

  2016-101 Expectations vs. Resource Availability

  Speaker(s): Kris Garnhart, Colorado Springs D 11 Facilities Department

  Description: As work expectations continuing to increase and resources continue to decrease, what approaches can be taken to do more with less? Discover a variety of ways that school district Facilities Departments approach this challenge.
2016-102  CDE – Grants Fiscal Management

Speaker(s): David Schneiderman, Colorado Department of Education

**Description:** Grants are a big part of every districts budget. Needing to stay aware of the ever changing rules and regulations can be hard to do. Find out what’s new, as well as what rules and procedures are changing.

2016-103  Creating a Community Leadership Development Program

Speaker(s): Damon Brown, Executive Director of Public Relations/Human Resources, and Greg Fieth, CFO, St. Vrain Valley School District.

**Description:** The presentation will cover how to create community leadership programs for your school District. Two examples of programs will be highlighted. One is a Finance and Audit Committee, and the other is Leadership St. Vrain, an overarching training and development program designed to include and educate parents and community members on how the school district functions from various aspects (finance, curriculum, operations, special education, legal, etc.) This program also functions as a training ground for future school board members.

2016-104  Making It Work: Business Office Relations between Charters and Authorizers

Speaker(s): TBD and Tiffany Kallevik, Colorado League of Charter Schools

**Description:** Managing the financial and operational aspects of schools well takes teamwork and dedication. In this session, a panel of charter school business managers and charter liaisons will share how they work in partnership to ensure smooth reporting, effective communication, and efficient use of resources. Join us for a robust discussion to hear firsthand the positive outcomes to both districts and charters who support operational soundness in all public schools.

2016-105  Community Outreach and Polling: A Relationship, Not a One-Night Stand.

Speaker(s): Briggs Gamblin, Director of Communications & Legislative Policy, Boulder Valley School District and President of Drake Research & Strategy, Inc

**Description:** The fate of mill levy overrides and school bond issue campaigns are not determined by just a year’s worth of hard work trying to convince voters that you need the money. The seeds of successful campaigns are often planted years ahead of the vote, through community outreach campaigns and ongoing dialogs with District voters. By understanding the
likes and dislikes of voters, reinforced by messages tested in pre-election polling, ballot language can be crafted to help ensure maximum acceptance by voters on election day. Hear how one District uses its polling to guide its outreach efforts, whether faced with an election or not.

Member/Vendor Luncheon ............................................................................................................. 12:30 P.M. - 1:30 P.M.
Recognition of Past Presidents and Directors
Annual Business Meeting
Election of 2016-17 CASBO Board

Breakout Sessions ......................................................................................................................... 1:45 P.M. - 3:00 P.M

2016-201 FERPA and the Maintenance of “Education Records”

Speaker(s): Dan Satriana, Vice president and General Counsel, University of Northern Colorado

Description: This session will review FERPA requirements regarding the maintenance of and access to “education records” and suggested policies and procedures to promote FERPA compliance.

2016-202 October Student Count

Speaker(s): Jennifer Okes, Colorado Department of Education

Description: This session with CDE will cover common mistakes that district’s make when reporting students for funding. It will also cover common audit findings with the transportation CDE40 report that districts should be aware of.

2016-203 Peeling Back the Layers of the Food Service Onion

Speaker(s): Jill Kidd, Director of Nutrition Services, Pueblo City Schools and Monica Deines-Henderson, Director of Nutrition Services Falcon School District 49

Description: - If you have ever felt that you understand the financial and regulatory levels of Food Services only to discover another layer, this session is for you.
2016-204 Global Positioning System (GPS) - how that can assist in making your Transportation Department more efficient

Speaker(s): Kevin McCafferty, Colorado Springs D 11 Transportation Department.

Description: Global Positioning Systems (GPS) allow transportation departments to make data-driven decisions. GPS has the ability to improve student safety, optimize bus routes, increase efficiency and performance. This session will show how GPS assists transportation departments in operating more efficiently.

2016-205 Digital Citizenship for Employees

Speaker(s): Susan F. Fisher, Attorney, Employment Law Services, Mountain States Employers Council

Description: What to do (and what not to do) in the age of Facebook, Twitter, Instagram and Snapchat, guided by district policy, state law, federal law, and free speech

Break .......................................................................................................................... 3:00 P.M. – 3:15 P.M.

Best Practices Sessions ........................................................................................... 3:15 P.M. – 4:30 P.M.

2016-301 School Safety and Risk Management Best Practices

Speaker(s): Eric Jacobson, Risk Services Manager, Colorado School Districts Self-Insurance Pool

Description: Emergency plans, the “I love u guys” SRP and SRM programs, school security and other school safety practices

2016-302 Navigating the Re-Investment of Bond Proceeds.

Speaker(s): Joe Caroll, Director of Marketing, COLOTRUST and Chris DeBow, Director, Public Trust Administrators

Description: Will cover both procurement and investment options
2016-303 The Next Steps for Strategic Planning in Light of the ACA.

**Speaker(s):** Monica Schermier, Health Care Consultant, American Fidelity Assurance

**Description:** This presentation will focus on the rules within the provision and the strategy considerations for employers. It will also answer frequently asked questions about the rules, provide tips for compliance, and identify resources available for employers who would like additional information or assistance.

2016-304 Stories, Lies and Surveillance: Exposing Workers’ Compensation Fraud

**Speaker(s):** Nate Mulhauser, Workers’ Compensation Specialist, Wells Fargo

**Description:** This course focuses specifically on criminal investigations. Three case studies are reviewed in detail and lessons are extrapolated – both failures and successes. Legal theories and investigative techniques and concepts are then reviewed and applied to the case studies. A special emphasis is placed on good note taking processes.

2016-305 How to Navigate Security Options and Your School’s Budget

**Speaker(s):** Darren Starrs, Allegion

**Description:** Students perform better academically and are more productive in safer schools, yet many schools lag behind industry safety and security standards. Darren Starrs, Allegion Security and Sales Consultant, can share the best security measures for today’s schools and strategies to reduce costs, identify funding for building upgrades and remain on budget.

**Vendor Exhibits– Exhibit Hall**  ………………………………………………………………………………… 4:30 P.M. – 6:00 P.M.

All Conference Attendees and Associate Business Members Welcome!
Food Stations and Refreshments Provided

Refreshment tickets are provided at CASBO’s
Platinum, Gold, and Silver Sponsor Booths
CASINO NIGHT and ENTERTAINMENT
7:00 P.M. – 10:00 P.M.

Come join us for an evening of:

♦ Fun, Entertainment, and Good Conversation
♦ Snacks, Refreshments and a Cash Bar
♥ Las Vegas Style Gambling
♦ Fantastic Prizes  (must be a registered Active or Guest member to win prizes)

SPONSORED BY
Wells-Fargo Insurance Services
&Pinnacol Assurance
PROGRAM AGENDA

Friday, April 22, 2016

Registration & Buffet Breakfast ................................................................. 7:45 A.M. – 8:30 A.M.

Student Performance .............................................................................. 8:15 A.M. – 8:45 A.M.
by Boulder Valley School District

Second General Session ......................................................................... 8:45 A.M. – 10:30 A.M.
Opening remarks by CASBO Vice-President Cristal Swain

Installation of CASBO Board Oath of Office
Student Scholarship Presentation Sponsored by COLOTRUST
Service to the Profession Award Sponsored by American Fidelity Assurance

Keynote Presentation

“The Marijuana Dilemma
Colorado vs Federal Law and much more!”

Michael Song, Keynote Speaker

Michael will review the actual state and federal laws and the impact between the two as there are many misconceptions. He will also review our state's two laws and how they interact and impact schools (medical and legalized). You will hear examples of what would be considered child abuse and what wouldn't (i.e. kid comes to school smelling like pot, family is growing plants in the child's bedroom, etc...). Michael will speak about the market for edibles and explain what to watch out for that kids could bring to school. He will also review some cases regarding employers and employees coming to work with Marijuana in their system.

This presentation supported by some great, short video clips is one you will not want to miss. You will be amazed as to how little you really know about the issues!

Special Presentation ................................................................. 10:30 A.M. – 11:00 A.M.

"Colorado PERA Update"
Presented by: Gregory Smith, Executive Director, Colorado PERA

A financial recap and economic impact of PERA in Colorado, PERA investments including investment return assumption, contribution rates, legislation, and current events at PERA.

Break ................................................................. 11:00 A.M. – 11:15 A.M.
Breakout Sessions .......................................................... 11:15 A.M. – 12:30 P.M.

2016-401  Leadership Training for Classified Staff – Who is next in your Organization

Speaker(s): Jerry Garreston, Poudre School District Facilities Department

Description: Developing and implementing leadership training for the future of your organization is important to keep your district successful. Learn different ways school district Facilities Departments develop training opportunities and who should be included in leadership training.

2016-402  Data Pipeline

Speaker(s): TBD, Colorado Department of Education

Description: Data Pipeline, Financial transparency, BrightBytes. If you are needing more information on CDE’s reporting systems or fiscal transparency this session is for you. This session will provide information on reporting requirements and changes that everyone should know about.

2016-403  Federal Uniform Grant Guidance

Speaker(s): Marisa Neff & Gina Faulkner, Office of the State Auditor

Description: This session will provide an overview of the changes made by the federal government on grant guidance, why the changes were made, and focusing on key changes that may impact you. In addition, we’ll discuss the changes to the audit process - what auditors will be looking for and asking about when they test federal programs.

2016-404  Protecting Student Privacy in the Business Office

Speaker(s): Terry Croy Lewis, VP of School Support and Tiffany Kallevik, Director of Member Business Services, Colorado League of Charter Schools

Description: Various activities take place every day in the business and front offices of a school. Many of those interactions involve a mix of students, parents, teachers and office staff handling special requests, diffusing conflicts and filing information. Within the confines of the school building these activities may appear to
be normal, but upon further inspection, many actually leave schools vulnerable to violations of student privacy. Consequences for those violations can be hefty, resulting not only in negative impacts to school financials, but maligning its reputation with the public, as well. In this session, we’ll discuss the red flags and how to mitigate them.

2016-405  Engaging the Multigenerational Workforce

Speaker(s): Robert Hepperle and Annette Overton, Human Resources, Greeley Evans School District

Description: Do you ever hear complaints about how employees cannot work with millennials because they have no work ethic, or that employees just don’t answer voicemail anymore? Come to this interactive session to find the humor in and laugh a little about working with four generations in the current workforce. You will leave with language to adopt across generations.

Town Meeting with the CASBO Board .......................... 12:30 P.M. – 1:00 P.M.
Moderator: Sandra Nees, CASBO Board

An informal meeting to answer questions and gather input for future conferences. Tell us what you liked, what you didn’t like, what you would like to see, and find out how you can become involved.

A light lunch will be provided

Two attendees will receive a free registration to the 2016 Fall Conference by a raffle drawing at the conclusion of this session (must be present to win).

CASBO Conference Adjourned .................................................. 1:00 P.M.
CONFERENCE REGISTRATION is on line only, please go to:
www.ColoradoASBO.org

We accept credit cards, p-cards or checks

»CONFERENCE REGISTRATION DETAILS: Membership paid up to March 31 or later is required to attend this conference. Conference registration fee includes Wednesday Cocktail Reception, Thursday and Friday breakfasts, Thursday lunch, Thursday evening activities, and admittance to all conference presentations.

ACTIVE MEMBERSHIP  (For School District Employees only)
MEMBERSHIP DUES (if due before March 31 or sooner) $ 75.00
Conference Registration Fee ............................. $ 295.00
Total $ 370.00

ASSOCIATE MEMBERSHIP (For Businesses & Vendors only)
2016 MEMBERSHIP DUES (required to attend conference) $ 150.00
Conference Registration Fee ............................. $ 360.00
Total $ 510.00

GUEST REGISTRATION(s) (includes all meals and social functions)
Guest cannot be eligible for CASBO membership ............... $ 60.00
(please select meal choice(s) on line)

Pre- Conference Workshop Claire Davis/School Liability Act
(Wednesday morning)
Separate Registration is required…….Includes a Box Lunch
if registered for conference ................. $ 75.00
If not registered for the Conference........... $ 100.00

»LUNCHEON CHOICES: Make your entrée selection on line when registering.
Thursday:  _____ Chicken Entrée  _____ Beef Entrée  _____ Vegetarian Entrée

»ROOM RESERVATIONS: You can reserve your room at the Omni Interlocken Resort on line at www.ColoradoASBO.org or by calling the Hotel directly at 1-800-400-1700 or 303-438-6600. Attendees, Exhibitors and Sponsors will receive a special rate of $129 (Standard Room) per night (other rooms/rates available). Room blocks and special rates under CASBO will be held until April 1, 2016—you must refer to the “CASBO Group” when making your reservations.

»REGISTRATION DEADLINE: April 20, 2016
Registration is on line only, please go to:
www.ColoradoASBO.org

We accept credit cards, p-cards or checks

If paying by check; Print and Mail your On-Line Registration form and check by April 8, 2016.

Return/Payable to:  CASBO
Attn: Bert Huszcza, Executive Director
4627 W 225th Way
Westminster, Colorado 80031

Cancellation Policy: Full refund if cancellation is received prior to April 8, 2016.
Sorry, no refunds will be given after April 8th
Colorado Association of School Business Officials
c/o Bert E. Huszcza
4627 West 105th Way
Westminster, CO 80031

Or Current Occupant

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Success Starts With US

63rd ANNUAL CONFERENCE
April 20-22, 2016

Program Agenda and Registration Information Enclosed
Register by April 20, 2016