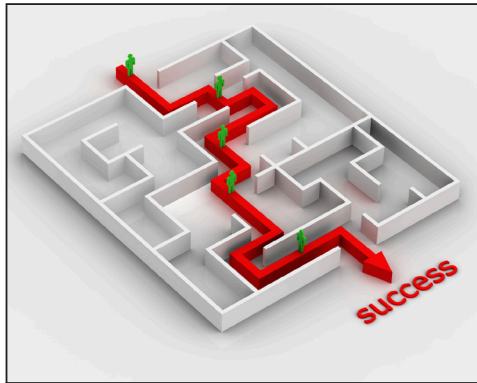


# **NEW** to the **school business office?** WASBO has the **tools you need** to hit the ground running this fall!



*The first of six conferences included in the Year of Success. Find out key deadlines and issues, and meet the DPI Finance Team.*

## **NEW School Administrators & Support Staff Conference**

*Provides technical assistance and advice to first- and second-year school business officials through one-on-one pairing with experienced veterans.*



## **Mentorship Program**



## **YEAR of SUCCESS**

*A six-conference package offering the information you need to succeed in a typical school business office year.*



# NEW School Administrators & Support Staff Conference

## August 12-13 • Stevens Point

This conference is for business managers, bookkeepers, and district administrators – especially those who are responsible for school district finances and reporting. Bring your entire team!

The WASBO Mentorship Program orientation will be held August 11, immediately before this conference. See more on mentorship on page 6.

## Wednesday, August 12

**Registration & continental breakfast opens at 7:15 AM**

**Conference welcome at 8 AM; sessions begin at 8:15 AM**

### Fiscal Year at a Glance

There are many important reporting deadlines that you will encounter throughout the year. In addition, other key activities and issues will come up at specific times during the year. We will give you the fly-over view of what to be looking for and when. At WASBO conferences throughout the year we will delve into each of these topics in greater detail. We will also introduce you to the DPI School Financial Services Team website, with which you should become familiar. It has tons of useful information!

- Bob Borch, CESA 1
- Bob Soldner, Director, School Finance Team, Wisconsin Department of Public Instruction

### Roles and Responsibilities of the School Business Office

Pay bills and issue payroll checks. Is that all? No! There's more to the business office than cutting checks. Develop an understanding of the many key functions for which the business office is responsible.

- Bob Borch, CESA 1
- Tom Owens, Director of Business Services, Stevens Point

### The Importance of Networking (lunch session)

Hear from several education association professionals about the benefits of networking with your colleagues and what resources each has to offer.

- John Ashley, Executive Director, Wisconsin Association of School Boards
- Jon Bales, Executive Director, Wisconsin Association of School District Administrators
- John Forester, School Administrators Alliance
- Bob Avery, Director of Business Services, Beaver Dam
- Robert Soldner, Director, School Finance Team, Wisconsin Department of Public Instruction
- Woody Wiedenhoft, Executive Director, Wisconsin Association of School Business Officials

### Building Trust in Your Community Around School Finance Issues

Trust. It is fundamental that you be trusted as the school's business manager, business staff, or district administrator. Not only are you handling the district's dollars, but the board and community are turning to you to understand the district's finances as the district moves into the school year and prepares for the future. Learn how to earn that trust and to build on it. Without it, your job will become impossible.

- Dave Carlson, Consultant, Wisconsin Association of School Boards

### Investing in WI Public Schools

There's no getting around it: Wisconsin public school finance is complex. When key stakeholders — parents, staff, school board members and the community — lack understanding of this difficult topic, the ramifications to our public school districts can be devastating. Investing in Wisconsin Public Schools™ was developed collaboratively by WASBO, WASB, WSPRA and Edventures in Learning to help address the challenges of educating stakeholders on public school finance. Experience this comprehensive activity, which includes large scale visual maps, key data points, and engaging discussion questions designed to be used in small groups facilitated by trained Table Coaches. Investing in Wisconsin Public Schools™ uses a blended learning and engagement methodology suited for stakeholders at all levels to examine the basic revenue and expense elements of education's financial scorecard.

- Woody Wiedenhoft, Executive Director, Wisconsin Association of School Business Officials
- Bob Avery, Director of Business Services, Beaver Dam

### Networking Reception • 4:45-6 PM

Time to relax, unwind, decompress and get to know your colleagues. Join us for a reception featuring hors d'oeuvres and drinks, sponsored by WISC/Forecast5. (Dinner on your own.)

### Table Coach Training • 6-7:30 PM

This optional session, from 6-7:30 PM, will train you to use Investing in Wisconsin Public Schools™ in your district. This Table Coach training is a \$100 value, included free with your conference registration. At the conclusion of this session, you will be certified as a trained Table Coach for investing in Wisconsin Public Schools™.

**Thank you to our sponsors to date:**



# Thursday, August 13

**Full breakfast from 7:15-8 AM; sessions begin at 8 AM**

## Introduction to WUFAR

DPI requires that districts report financial information using a specific coding system. Most districts use this for their day-to-day accounting. Learn what it all means and how the component parts fit together so that you can properly report out your information.

- *Gene Fornecker, Auditor, School Finance Team, Wisconsin Department of Public Instruction*
- *Derek Sliter, School Finance Auditor, Wisconsin Department of Public Instruction*

## Special Education Accounting and Reporting

How do I code special education expenses and what is up with all of these project codes? How do I know if my staff member has the right license? What expenses are eligible for special education categorical aid? What other funding sources are available for special education costs? How do I report special education expenses to DPI? Come to this session and find the answers to all of these questions and more!

- *Dan Bush, Consultant, School Finance Team, Wisconsin Department of Public Instruction*

## Counting Kids: Third Friday Count; Summer School

Counting kids is more than just counting the number of students in seats. Your district's membership reflects part-time students, open enrollment students, as well as other factors that impact how many kids you get to claim. This is the starting point for school finance and two important student count reports are due soon: your fall Third Friday Count as well as your summer school count. We will review these reports and the procedures to do this correctly.

- *Carey Bradley, Consultant, School Finance Team, Wisconsin Department of Public Instruction*

## Lunch at 11:20 AM

## Revenue Limit, State General Aid and Tax Levy

"Revenue Limit - State Aid = Levy." This session will explain this basic principles of school finance in Wisconsin. The Revenue Limit tells you how much money you can raise from certain state and local sources. It is the base for all activities related to district budget development and planning. You will need to know what is available to your district under state law. You will be introduced to how the State Equalization Aid formula works and how Equalization Aid impacts the local tax levy. This presentation will dive into the Revenue Limit calculation and review the concepts of Equalization Aid. A deeper examination of the Revenue Limit Calculation, Equalization Aid and District Tax Levies will be covered at the Fall Conference in October.

- *Bob Avery, Director of Business Services, Beaver Dam*

## How to Survive the Annual Report

This session is geared towards business managers and district staff who are new to compiling/filing the District's PI-1505 DPI Full Financial Annual Report. Curriculum will address the process of uploading data into the School Finance Reporting Portal (SAFR) plus provide explanation and strategy for tackling the SAFR system edits you will need to "solve" before you can finalize and submit your report. This is the most complex report you will submit to the SFS Team, so plan to attend and get the "cheat sheet!"

- *Karen Kucharz Robbe*

## Cash Flow and Short-Term Borrowing

Districts receive 85-95% of their general operating revenue through state equalization aid and the local tax levy. A majority of these funds are received in December through June each fiscal year. Since expenditures remain fairly consistent throughout the year, there are times when school districts may not have enough cash on hand to meet payroll and other financial obligations. Learn how to examine your district's cash flow to determine if and how much your district needs to cash flow borrow. Additionally, learn strategies and borrowing tools to minimize borrowing costs in the current market environment.

- *Allison Buchanan, Associate, Quarles & Brady, LLP*
- *Nathan Jaeger, Business Manager, Whitewater*

## Tying it All Together

So, we've covered the basics. This is your chance to ask follow-up questions and to find out about things that haven't been covered.

- *Bob Avery, Director of Business Services, Beaver Dam*
- *Bob Borch, CESA 1*
- *Bob Soldner, Director, School Finance Team, Wisconsin Department of Public Instruction*

## Conference ends at 4:45 PM

### Early Bird Registration Rates (through 7/29)

Full conference:	Member	\$335
	Non-member*	\$420
	Multi-attendee**	\$305
Single day:	Member	\$190
	Non-member*	\$305
	Multi-attendee**	\$175

\*includes trial membership through 6/30/16 if not previously a member

\*\*at least one registrant must be a WASBO member to receive rate for multiple attendees from the same district

### Location

Holiday Inn Hotel & Convention Center  
1001 Amber Ave  
Stevens Point, WI 54482  
715.344.0200  
[www.holidayinn.com/stevenspointwi](http://www.holidayinn.com/stevenspointwi)

A room rate of \$96 single/double is available through July 18, 2015. Be sure to mention WASBO when making reservations.



Attend 2 full days to earn one graduate credit through Viterbo University. Course requirements include conference attendance, assigned reading and written reflection. Sign up at the conference for \$220. Stop at the registration desk for more information.

# Registration now open at [WASBO.com/newadmin](http://WASBO.com/newadmin)



# YEAR of SUCCESS

**R**egardless of your work background or degree, if you are new to the school business office you are sure to find the learning curve is steep. Little can prepare you for the reporting requirements, calculations, and statutes you must navigate, and the sheer volume of responsibilities can seem overwhelming.

With these concerns in mind, WASBO, in cooperation with the School Financial Services Team at the Department of Public Instruction (DPI), developed **The Year of Success Program** — a six-conference package designed to offer new business managers, bookkeepers and district administrators with the timely knowledge they need to succeed in a typical school business office year. Specially designed tracks at these conferences cover time-sensitive topics and allow you to focus on understanding the most immediate and upcoming challenges. Learn from experienced peers, service providers and experts from DPI while you plot a course for your Year of Success.



*I would highly recommend participating in the Year of Success program for new school business administrators. The program immediately connected me with other experienced school business officials and WASBO as a professional organization. The program also provided a great opportunity to network with consultants from the DPI Finance Team who helped me navigate the school finance reporting cycle and other tasks in the business office.*

*Thank you to both WASBO and the DPI Finance Team for providing this opportunity for new school business administrators!*

—Mike Gerlach  
Director of Financial Services  
Hustiford School District

The WASBO Year of Success Program offers a **substantial savings** — approximately 25% — over individual conference registrations. The program includes full registration to six WASBO conferences which contain material specific to new business office staff.

## Year of Success Program Pricing

Save **25% off** individual conference registration fees.

- **WASBO Member pricing** for the Year of Success Program is \$1,308.75.
- **Non-Member pricing** is \$1,372.50 and includes one year of trial WASBO membership if you have not previously been a WASBO member.

Due to the nature of the package and significant conference discounts, The Year of Success Program is non-refundable and non-transferrable.

### How to Sign Up

Sign up by choosing the Year of Success option during the registration process for the New School Administrator & Support Staff Conference to take advantage of this program.



# Conferences included in the Year of Success program

*Special topics for new business staff are listed under each conference title.  
Sessions are subject to change to best address current issues.*

## New School Administrators and Support Staff Conference

**August 12-13, 2015**

**Holiday Inn Hotel & Convention Center, Stevens Point**

- Fiscal Year at a Glance
- Roles & Responsibilities of the School District Business Office
- Building Trust in Your Community Around School Finance Issues
- Introduction to WUFAR
- Special Education Accounting and Reporting
- Counting Kids: Third Friday Count; Summer School
- Revenue Limits, State General Aid and the Tax Levy
- How to Survive the Annual Report
- Cash Flow and Short-Term Borrowing

## Fall Conference

**October 8-9, 2015**

**The Osthoff Conference Center, Elkhart Lake**

- Perspectives of a New Business Manager
- Fall at a Glance
- Debt Service Management 101
- Special Adjustment Aids
- Revenue Limit
- Introduction to the Omni Circular
- Cash Reserve and Long Term School District Fiscal Health
- Touch Base Session

## School Business Management: Winter at a Glance

**December 1, 2015**

**Marriott Madison West, Middleton**

- Winter at a Glance - School Financial Services Website
- Membership
- Revenue Limits and Equalization Aid Review
- Budget Building
- Insurance for Newbies
- Fees
- Employee Benefits: A Quick and Simple Overview of What you Need to Know

## WASBO-WCASS-DPI Wisconsin Federal Funding Conference

**February 16-17, 2016**

**Kalahari Resort & Conference Center, Wisconsin Dells**

This conference was first offered in 2011 as a result of the increased focus on transparency and accountability of federal funds. These changes made compliance difficult to understand. The purpose of this conference is to provide school districts with the information they need, not only to be in compliance, but also to maximize their federal resources.

## Accounting Conference

**March 16-17, 2016**

**Marriott Madison West, Middleton**

- Spring at a Glance - Budget Adjustments
- Having Fun with WUFAR
- Special Education Fiscal Auditing
- Communicating District Financial Information
- Advocating for Your School District
- The Other Funds: 21, 60, 80 & 90
- Open Enrollment
- Maintenance of Effort
- Categorical Aids

## Spring Conference

**May 26-27, 2016**

**Kalahari Resort & Conference Center, Wisconsin Dells**

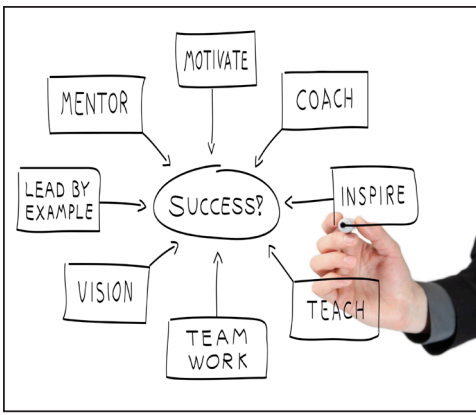
- Summer at a Glance
- Preparing for Year End: Closing Out the Fiscal Year
- Fiscal Audit: What You Need to Know About Your Upcoming Audit
- Transportation Basics
- The 40 and 80 Funds
- Debt Service Management 102
- Intro to OPEB Requirements and Fund 73 Accounting
- Tying it All Together

**Find out more at [WASBO.com/success](http://WASBO.com/success)  
Register at [WASBO.com/newadmin](http://WASBO.com/newadmin)**

# Mentorship Program

## Mentorship Program Orientation

### August 11 • Stevens Point



The WASBO mentorship program provides technical assistance and advice to first- and second-year school business officials relative to the myriad duties and responsibilities that are inherent within every school business official's job description. This is accomplished by pairing new business officials on a one-to-one basis with experienced veterans.

The mentorship program is designed to accomplish the following specific goals:

- To provide opportunities for new school business officials to acquire the performance skills and knowledge necessary for the effective implementation of their job responsibilities
- To provide a resource in order to facilitate decision making associated with the particularly difficult challenges and problems that occur within the frame of reference of a school business official's position
- To develop a cadre of experienced school business officials who would be willing to participate in the implementation of mentor activities

#### Benefits to Your School District

The employers of both the mentor and protégé benefit from the growth of each individual. The school district that employs the protégé benefits from the more rapid development of the individual. These gains include:

- Increased morale, productivity, and effectiveness
- Shortened time required for new administrator to develop the necessary competencies
- Reduced risk of errors or missed opportunities for the district
- The mentor's district gains from the newer information or theories shared by the protégé and from the increased leadership abilities of the mentor
- Greater retention of qualified candidates

#### Mentorship Fees for Protégés

**One-time fee of \$100.** In most cases, school districts will cover this fee. (There is no charge for mentors to participate.)

*PI-34 requires all initial educators, which includes administrators, to have a mentor assigned who is trained in the Wisconsin Standards. An initial educator is someone who has completed an approved program with institutional endorsement and is now entering the profession with a master's degree.*

#### Benefits to the Protégé

Once a mentoring relationship has been established, you as a protégé have access to opportunities that may otherwise be unavailable. Benefits from mentoring relationships include the following:

- Smoother transition into the profession of school business management
- One-on-one attention from a professional who has expertise and is willing to support your unique professional needs
- Opportunity to share ideas with someone else in the same profession
- Guidance and helpful advice in your development as a professional
- New and/or different perspectives
- Assistance with the integration of knowledge and skills learned from conferences, workshops, and reading materials
- Knowledge and wisdom that only experience can provide
- An opportunity to build a network of contacts in the field and network within the professional community
- Provide training for PDP Plans including goal writing

#### Protégé Roles and Responsibilities

- Be receptive to guidance and willing to learn
- Complete and share self-assessment
- Commit to personal growth, continuous learning, and excellence in the profession
- Commit to being available and accessible in both a structured or informal manner
- Attend local regional meetings and participate in professional development opportunities
- Seek to understand and uphold the standards, norms, and values of the school business management profession including the WASBO Code of Ethics
- Commit to the process of reflection, goal-setting and completion of a Professional Development Plan (PDP)
- Participate in assessing the WASBO Mentorship Program

# Mentorship Program Orientation • Tuesday, August 11

The mentorship program includes an orientation which will be held Tuesday, August 11 in Stevens Point, immediately before the New Business Administrator & Support Staff Conference. There is no cost for the orientation, but you must register to attend.

## Mentorship Program Orientation Schedule

1:30 PM Registration  
2-7 PM Orientation (includes dinner)

Meet your mentor and start to develop the mentoring relationship. If you cannot attend the August 11 orientation, mentorship program coordinator Mary Jo Filbrandt will contact you to discuss the next steps.

## Location

Holiday Inn Hotel & Convention Center  
1001 Amber Ave  
Stevens Point, WI 54482  
715.344.0200  
[www.holidayinn.com/stevenspointwi](http://www.holidayinn.com/stevenspointwi)

A room rate of \$96 single/double is available through July 18, 2015. Be sure to mention WASBO when making reservations.

## The Mentorship Program is open to all WASBO District Professional Members.

*Trial WASBO membership through June 30, 2016 is included when you register at the non-member rate for the New School Administrators & Support Staff Conference or the Year of Success program.*



## How to Sign Up

Sign up by selecting the "Mentorship Program PROTEGE Enrollment Fee" at the bottom of the New School Administrator & Support Staff Conference registration form. (Click the yellow "Date Not Specified" bar to view.)

- If you are attending the orientation but not attending the conference, select the "ONLY Mentorship Orientation" option on the form.
- If you are registering for the conference or Year of Success, you will indicate whether you will be attending the orientation.
- If you cannot attend the orientation or conference, or if you have other questions, call the WASBO office at 608.249.8588.



**More information at [WASBO.com/mentorship](http://WASBO.com/mentorship)  
Sign up at [WASBO.com/newadmin](http://WASBO.com/newadmin)**



Wisconsin Association of School  
Business Officials Foundation  
4797 Hayes Road, Suite 101  
Madison, WI 53704

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# Action Steps

You can sign up for the **New School Administrators & Support Staff Conference, Year of Success**, and **Mentorship Program** all using one form at:

**[WASBO.com/newadmin](https://WASBO.com/newadmin)**

1. Register for the **New School Administrators & Support Staff Conference**.
- OR  
2. Choose **Year of Success Registration** if you'd like to attend the six-conference package and enjoy 25% savings compared with individual conference fees.
- AND/OR  
3. To join the mentorship program as a protégé, select the **Mentorship Program PROTEGE Enrollment Fee**. Indicate whether you'll be attending the August 11 orientation.

Questions? Contact the WASBO office at 608.249.8588 or [WASBO@WASBO.com](mailto:WASBO@WASBO.com)